

Delegation/supervision instruction sheet

Delegator: _____

[insert name]

[insert name of staff
receiving work]

Who: _____

When work due:

/ /20

Scheduled dates to meet and review:

/ /20

/ /20

What needs to be done:

Format: [letter format, oral report, written report, email, in conference etc]

Why: [for example, to help the client understand their options, to ensure full disclosure is provided, to ensure there is no conflict in continuing to act etc]

Delegatee notes from meeting when work received

Questions:

Details of feedback received:
