

EXERCISE 3

DELEGATING IN WRITING

As a manager of a remote team, you have planned out how to deliver the conference and you have delegated the following tasks to one of your team member:

- Book a Venue,
- Arrange coffee breaks and lunch menu for attendees and,
- Brainstorm with graphic designer for the cover page of the handouts



Remember that in a remote setting giving detailed instructions IN WRITING can improved communication and eliminate ambiguity.

Write down more details of the tasks listed above.

Example:

Handout Cover:

- The cover should reflect the topic of the conference,
- The colors used should reflect our corporate image,
- Images used should be free from copyrights,
- Task should not take more than 2 hours to complete.

