

### **Task Allocation:**

Think of four staff members. Now think of their relative strengths and weaknesses. Make a list below.

**Now consider:** Who of those four staff members would you give these tasks to?

- 1.** Present at a high-level event with senior management
- 2.** Handle a tender evaluation or compliance file that is essential but rarely recognised
- 3.** Attend a conference with media present, while others keep the workload moving in the office
- 4.** Take minutes and circulate them after a routine coordination meeting