

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