

# Internal External Processor Assessment - Prework

Please click below to complete this assessment prior to our session:

[Internal External Processor Assessment](#)

<p><b>What did you learn about yourself?</b></p>	
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# Brainstorming Delegatable Tasks - Prework

**Instructions: Keep this table on your desk for one week. Track any tasks that fall into these six categories. Be prepared to discuss this on Day 1.**

**Tiny:** Tasks that are so small they seem inconsequential to tackle but they add up. They are never important or urgent, and even if they only take a few minutes they end up taking you out of the flow of more strategic work.

**Tedious:** Tasks that are relatively simple probably are not the best use of your time. Very straightforward tasks can (and should) be handled by anyone but you.

**Time-Consuming:** Tasks that, although they may be important and even somewhat complex, are time-consuming and do not require you to do the initial 80% of research.

**Teachable:** Tasks that, although complicated seeming at first and possibly comprising several smaller subtasks, can be translated into a system and passed along, with you still providing quality checks and final approval.

**Terrible At:** Tasks that not only do not fall into your strengths but an area where you feel unequipped. You take far longer than people skilled in this area and still produce a subpar result.

**Time Sensitive:** Tasks that are time-sensitive but compete with other priorities; there isn't enough time to do them all at once, so you delegate an important and time-sensitive task so that it can be done in parallel to your other project-based deadlines.

# External vs. Internal Processors



## External Processor

- Often think and talk a lot
- May not have extremely organized thoughts
- Get clear as they communicate out loud



## Internal Processor

- Need time to process and think through situations or choices before they speak
- Want clarity internally first

<b>What do Internal &amp; External Processors want the other type to know?</b>	
<b>What do Internal and External Processors need to do to overcome their natural tendencies?</b>	
<b>What are the risks to not flexing your style?</b>	

# Audience Assessment



<b>Who they are? (demographics)</b>	
<b>What do they think about your topic?</b>	
<b>What are their challenges?</b>	
<b>What are their goals?</b>	
<b>What else is important to consider about them?</b>	

# Preparing for an Important Communication Opportunity

Use this worksheet to brainstorm points on each of these key areas in advance of an important communication opportunity.

Context	Audience	Opening	Topic	Main Point/Idea	Information/Data	Outcome/Action

# Building Clear Expectations is a Collaborative Process



Align on Role  
Commitments



Share Team  
Behaviour Norms



Establish Clear Meeting &  
Communication Processes

Area	Your Ideas
<b>First 90 Days Work Plan</b>	
<b>Norms</b>	
<b>Meetings</b>	

# Norms Brainstorm



# 10 Steps to Collaborative Delegation

**1**

Develop  
Delegation  
Criteria

**2**

Select  
Delegate

**3**

Define Task  
or Decision

**4**

Assess Ability  
& Training

**5**

Explain  
Importance/  
Big Picture

**6**

Determine  
Risks &  
Obstacles

**7**

Consider  
Resources  
Required

**8**

Agree to  
Deadlines

**9**

Support &  
Communicate

**10**

Share  
Feedback &  
Results



# Collaborative Delegation - Scoping a Task/Project - Part 1

Step	Area	Notes
1	<p><b>Develop Delegation Criteria</b>            Use the Brainstorming Delegatable Tasks Worksheet to develop your own criteria and list of tasks/projects you want to delegate.  <b>For this exercise:</b>            What is the task/project you want to delegate?</p>	
2	<p><b>Select Delegate</b>            Who is best suited to take this task?            What attributes/skills do you think will be important here?            Who has capacity?</p>	
3	<p><b>Define the Task/Project</b>            What is the task that you want done?            What does success mean/look like?            What are the smaller steps to achieving the task?            What are the things that won't be done?</p>	
4	<p><b>Assess the Training Needs</b>            What is the current skill level (competence) and motivation level (desire to do this) of the person who will do the task?            What are the training needs?</p>	
5	<p><b>Explain the Importance/Big Picture</b>            Why is this important?            How does it link to the vision/mission/goals?            How this will contribute to the clients or stakeholders involved.</p>	

# Collaborative Delegation - Scoping a Task/Project - Part 2

Step	Area	Notes
6	<b>Determine Risks &amp; Obstacles</b> What are the possible risks of this task/project to be aware of? What are the potential obstacles that could delay or derail the task/project?	
7	<b>Consider Resources Required</b> What will be required to achieve this task? Time, money, other people? What could change that would lead to this plan needing to change?	
8	<b>Agree to Deadlines</b> When will the task be completed? What milestones will you track?	
9	<b>Support &amp; Communicate</b> What is the communication plan? How and when will progress updates be made? What support will the leader offer?	
10	<b>Feedback on Results</b> Go over the task once completed and discuss what worked well, what didn't, and what you each learned from the process.	