

Delegation and Control: "GRIP"

Arrange for THEM to come and see YOU

- Only if they have fallen behind the agreed plan
- or
- Ask them to estimate when the next part will be completed, and arrange a meeting for then
- or
- Daily / Weekly / Monthly progress meeting

You decide how often,
depending on the degree of risk

If necessary, ask for a plan, with milestones,
at the start.

- or
- Weekly team meeting:
everyone reports on progress

or

YOU go to see THEM:

- ◆ Graph on their wall,
which you can look at whenever you need to

or

- ◆ Ask to see their list of all jobs to do.
Discuss priorities for this list.

or

- ◆ Ask to see their daily jobs to do list.
Discuss at start and finish of day.

Always make a note in your diary on the day when they have promised the next action.