

**Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies**

1. Title	Delegate responsibilities	
2. Code	ITSWG606A	
3. Range	Delegate responsibilities in the context of managing and leading an organisation [Generic Skills - Management and Leadership – Personal Attribute]	
4. Level	6	
5. Credit	3	
6. Competency	<p>6.1 Have knowledge of the theories and techniques of delegation</p> <p>6.2 Apply suitable skills in delegating responsibilities</p> <p>6.3 Delegate responsibilities to staff with a high degree of expertise and professionalism</p>	<p><u>Performance Requirement</u> Be able to</p> <ul style="list-style-type: none"> ▪ understand the specific strengths and weaknesses of each staff ▪ understand the needs for delegation ▪ understand the various theories and techniques available for delegation of responsibilities <p>Be able to</p> <ul style="list-style-type: none"> ▪ analyse the strengths and weaknesses of staff ▪ delegate responsibilities to staff in accordance to their strengths and abilities ▪ clarify the understanding of staff on their responsibilities <p>Be able to</p> <ul style="list-style-type: none"> ▪ delegate responsibilities to staff in a clear, effective and unambiguous manner ▪ exploit the full potential of staff in the delegation, and develop staff to the best of their capabilities and potentials ▪ achieve the best synergy among staff in the delegation
7. Assessment Criteria	The integrated outcome requirement of this UoCs are the abilities to (i) delegate responsibilities to suitable staff; (ii) develop staff potentials via proper job / task allocations; and (iii) exploit staff's full potentials via proper job / task allocations.	
Remark		