Relationship and Responsible Decision-Making

FIVE LEVELS OF RESPONSIBILITY

LCWR
Leadership Conference of Women Religious

Carry out Instructions

- Do exactly what you have been asked to do.
- A decision has already been made by the canonical leader - carry out instructions as imparted.

Research and Report

- Research the topic, gather information, and report your findings.
- The decision will be made by the canonical leader after your findings are discussed.
- Carry out any instructions imparted.

Research and Recommend

- Research the topic, outline options, and make your best recommendation.
- Give pros and cons of each option; recommend what you think should occur.
- Next steps will be authorized by the canonical leader after your educated recommendation is discussed.

Decide and Inform

- Do the research. Make a well-informed decision. Keep the canonical leader apprised of what you did and why you did it.
- Canonical leader may appreciate avoiding surprises from others because they didn't know details or weren't fully informed.

Act Independently

- Make whatever decision you think is best within your role/responsibility.
- Canonical leader does not request details, expecting you to monitor and follow through.
- Canonical leader maintains responsibility for what was delegated.

Adapted from original handout ©2019 Michael Hyatt & Company: *Five Levels of Delegation*