

# Employee Accountability

Organizations who promote accountability are inherently more successful and more productive. In this one-day workshop, participants will learn about what accountability is, how to promote it in their organization, and how to become more accountable to themselves and others.

This course will help you teach participants:

- What accountability is and what events in history have shaped our view of it
- The requirements for personal and corporate accountability
- The cycle of accountability and the fundamental elements required to build an accountable organization
- What individuals must do to become accountable
- Skills required for accountability, including goal-setting, giving and receiving feedback, and delegation
- Ways to build ownership in their organization

## **Introduction and Course Overview**

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

## **Defining Accountability**

To get started, participants will learn what accountability is. Then, they will explore how history has shaped the recent call for accountability in society. Finally, participants will discuss practices that encourage and discourage accountability personally and professionally.

## **Creating an Accountable Organization**

This session will explore the accountability cycle, the building blocks of accountability, and how participants can start being more accountable.

## **Setting Goals and Expectations**

In order for people to be accountable, they need to know what they are going to be accountable for! This session will explore two ways to do this: set goals with employees and communicate expectations in a structured way. Participants will also learn ways to create ownership in their organization.

## **Doing Delegation Right**

Delegation is key for building accountability in an organization. This session will give some participants ways to delegate successfully.

**Offering Feedback**

Next, participants will learn ways to give others constructive feedback and how to accept criticism.

**A Toolbox for Managers**

To conclude the course, participants will explore areas for further learning.

**Workshop Wrap-Up**

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.