

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Employee Accountability

Course Overview

An article once purported to explain “why we have entered the post-trust era.” Indeed, we seem to be in a time where people act inappropriately and refuse to take responsibility.

Who can we blame for the world economic crisis, or issues with religion, or the outcomes of our governments, or the state of the environment? More to the point, why do we spend so much time and energy looking to pin the blame on someone (usually anyone but ourselves)?

With this in mind, it is no wonder that organisations who promote accountability are more successful and more productive. In this one-day workshop, delegates will learn about what accountability is, how to promote it in the organization, and how to become more accountable to themselves and others.

Course Objectives

This one-day course will help teach delegates how to:

- Understand what accountability is and what events in history have shaped our views.
- Identify the requirements for personal and corporate accountability.
- Apply the cycle of accountability and the fundamental elements required to build an accountable organization.
- Describe what individuals must do to become accountable.
- Build skills required for accountability, including goal setting, delegation, giving and receiving feedback.
- Pinpoint ways to build ownership in your organization.
- Isolate areas for further self-improvement.

Target Audience

This skills-packed workshop is aimed at all levels of management, including team leaders.

Prerequisite

There are no prerequisites for this course.



Duration

- 1 Day

Course Outline

Defining Accountability

To get started, delegates will learn what accountability is. Then, they will explore how history has shaped the recent call for accountability in society. Finally, delegates 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 delegates 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. Delegates 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 delegates ways to delegate successfully.

Offering Feedback

Next, delegates will learn ways to give constructive feedback.

A Toolbox for Managers

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

Workshop Wrap-Up

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