

Individual Accountability – Personal Accountability and Performance

Title of Course:	Individual Accountability: “Personal Accountability and Performance”	Length of Course (# of Hrs/Days):	16 hrs/ 2 days
Total Price of Course:		Minimum and Maximum Number of Participants:	12 -24
Price Per Participant			

Description

Successful leaders increase the ability of their work force to focus and execute on their highest priorities. Personal accountability is about being disciplined to execute on goals that have a clear line of sight to the organization measures and priorities. Typical pitfalls to accountability include undefined goals, unclarified behavioral expectations, loss of focus, lack of buy-in and commitment, and an undefined process of holding each other accountable. Details of this course include: an overview of communicating in a way that make priorities clear and meaningful; instilling confidence and inspiring trust in others by being direct, focused and consistent; and clarifying expectations.

This seminar is highly interactive and stresses participation from all attendees through class discussion, case studies, and real-world exercises. Class size is limited to ensure personal attention for all attendees. Because of its modular nature, this seminar can be shortened or lengthened depending on the client’s needs.

Who should take this course?

- Managers and leaders who are trying to increase their ability to produce better results in a changing environment
- Team leaders accountable for implementing new organizational changes, policies, structure
- Employees responsible for implementing key, organizational initiatives

What you will learn:

This course will provide you with a solid understanding of the process of accountability. After attending this course, you will understand the ins and outs of:

- Clarifying and focusing on priorities
- Creating a personal scorecard
- Translating priorities and goals into behaviors and actions
- Building a personal performance agreement

Course content

Overview of Accountability

- Clarifying expectations
- Holding each other accountable

Personal Scorecards

- Measures
- Rewards
- Celebrating success

Behaviors and Actions

- Translating goals to behaviors
- Creating a code of conduct

Performance Agreements

- Desired results
- Guidelines
- Accountabilities
- Needed resources