

OUTLINE

Employee Accountability

Lesson 1

Course Overview

- Getting To Know
- About the Workshop
- Learning Objectives
- Personal Objectives

Lesson 2

Defining Accountability

- About Anger
- How it Affects our Lives

Lesson 3

Creating an Accountable Organization

- The Accountability Cycle
- Building Blocks Of Accountability
- How Accountability Starts with Me

Lesson 4

Setting Goals and Expectations

- Ways To Set Goals and Expectations
- Ways to Create and Share Ownership

Lesson 5

Doing Delegation Right

- Defining Delegation
- Ways To Delegate Successfully

Lesson 6

Offering Feedback

- Ingredients of Good Feedback

Lesson 7

A Toolbox for Managers

- Identifying Learning Opportunities

Lesson 8

Workshop Wrap-Up

- Personal Action Plan
- Recommended Reading List
- Course Evaluation
- General Evaluation
- Final Thoughts