Accountability in the Workplace
Quick Reference Sheet

Accountability helps to ensure that every employee will take responsibility for their performance and behaviors, and continue to manage this responsibility. When we implement goals and communicate with one another, we can achieve powerful results. Accountable employees will fuel performance and productivity, and generate an enhanced workplace.

What is Accountability?

Accountability is an essential factor in an exceptional, high-functioning workplace. It is very important to build a team that fosters workplace accountability, since accountability will be reflected in the accuracy and efficiency of the work produced by the employees.

Accountability is the acceptance and obligation to carry out a responsibility. This includes being answerable for decisions, actions, and the outcomes. Accountability represents a form of trust, which is a fundamental trait for employees to have.

Personal accountability is a choice and mindset, in which you are holding yourself accountable for your actions. This is a good way to achieve goals, increase your confidence, and grow as an individual.

Creating an Accountable Workplace

In order to build an accountable workplace, it is imperative that every member of the team is an accountable employee. One employee's lack of accountability will damage the rest of the team.

The cycle of accountability acknowledges the relationship between responsibility, ownership and answerability. The practice of accountability follows a particular sequence of events, in which there is a strong connection between each component in the cycle.

1. **Establishing goals and expectations**

2. **Delegation/Creating Ownership**

3. **Monitoring/Measuring**

4. **Evaluation/Feedback**

Feedback as a Tool

In order to build an accountable workplace, it is imperative that every member of the team is an accountable employee. One employee's lack of accountability will damage the rest of the team.

The cycle of accountability acknowledges the relationship between responsibility, ownership and answerability. The practice of accountability follows a particular sequence of events, in which there is a strong connection between each component in the cycle.

AdvancingEd

# Accountability in the Workplace
Quick Reference Sheet

The Power of Goal Setting

Since setting goals is an imperative strategy to reaching success and fostering accountability, we must be mindful of how we are planning these goals. It is beneficial to set SMART goals.

Specific: Ensure the goal is clear and concise. Specificity includes establishing answers for who, what, when, where, why and how.
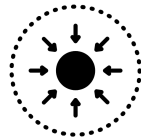
Measurable: This includes establishing how many, how much, and by when.

Achievable: Do you have the skill set, capability, or resources to complete the required work?

Realistic: The task/goal should be realistic in that it is achievable, given the factors surrounding it.

Timely: Consider the time frame, including the start date and end date.

> At the end of the day, we are accountable to ourselves - our success is a result of what we do.
> - Catherine Pulsifer

Accountability in the workplace helps to measure progress and the success of both employees individually, as well as the success of the team as a whole. Accountability requires extra time and effort, and the value of all of this hard work may not be evident throughout the process. However, when employees take initiative, stay accountable, and do what is best for the business, there will be many powerful benefits in return, such as:

1. **Improved performance**
2. **Increased trust and integrity**
3. **Increase in employee engagement**
4. **Greater workplace satisfaction**
5. **Better dedication to your role**

Effective Delegation

Proper delegation skills will ensure greater achievement in the workplace. Delegation involves the transferring of a task from one individual, generally of higher authority, to another individual of lower authority. Thus, effective delegation is important from the start, if we wish to carry out a successful project or task. Appropriate delegation is one of the first steps in the accountability process.

AdvancingEd

Offering 170 e-learning Courses for all your Professional Development needs.

Career Development

1. Assertiveness And Self-Confidence
2. Communication Strategies
3. Creative Problem Solving
4. Creativity: Thinking Outside the Box
5. Developing Creativity
6. Digital Citizenship
7. Entrepreneurship
8. Interpersonal Skills
9. mLearning Essentials
10. Negotiation Skills
11. Personal Branding
12. Project Management
13. Telework And Telecommuting
14. Ten Soft Skills You Need
15. The Cloud and Business
16. Time Management
17. Women in Leadership

Administrative Skills

1. Accountability in the Workplace
2. Administrative Office Procedures
3. Administrative Support
4. Archiving and Records Management
5. Basic Bookkeeping
6. Business Writing
7. Collaborative Business Writing
8. Executive and Personal Assistants
9. Meeting Management
10. Organizational Skills
11. Social Media In The Workplace
12. Supply Chain Management

Supervisors And Managers

1. Budgets And Financial Reports
2. Coaching And Mentoring
3. Conducting Annual Employee Reviews
4. Developing New Managers
5. Employee Motivation
6. Facilitation Skills
7. Knowledge Management
8. Leadership And Influence
9. Lean Process And Six Sigma
10. Manager Management
11. Middle Manager
12. Office Politics For Managers
13. Performance Management
14. Self-Leadership
15. Supervising Others
16. Team Building Through Chemistry
17. Virtual Team Building And Management

Microsoft Office Specialist (MOS)

1. Access 2016 Essentials
2. Excel 2016 Essentials
3. Outlook 2016 Essentials
4. PowerPoint 2016 Essentials
5. Word 2016 Essentials
6. Excel 2016 Expert
7. Word 2016 Expert

Human Resources

1. Business Succession Planning
2. Contract Management
3. Crisis Management
4. Developing a Lunch and Learn
5. Diversity and Inclusion
6. Employee Onboarding
7. Employee Recruitment
8. Employee Termination Processes
9. Generation Gaps
10. Health and Wellness at Work
11. Hiring Strategies
12. Human Resource Management
13. Managing Workplace Harassment
14. Measuring Results From Training
15. Millennial Onboarding
16. Office Health And Safety
17. Sensitivity Training
18. Talent Management
19. Train-The-Trainer
20. Unconscious Bias
21. Universal Safety Practices
22. Workplace Diversity
23. Workplace Harassment
24. Workplace Violence

AdvancingEd

Offering 170 e-learning Courses for all your Professional Development needs.

|

Workplace Essentials

1. Appreciative Inquiry
2. Business Acumen
3. Business Ethics
4. Business Etiquette
5. Change Management
6. Civility In The Workplace
7. Conflict Resolution
8. Customer Service
9. Customer Support
10. Cyber Security
11. Delivering Constructive Criticism
12. Developing Corporate Behavior
13. Handling a Difficult Customer
14. Networking Outside the Company
15. Networking Within the Company
16. Respect in the Workplace
17. Responsibility in the Workplace
18. Risk Assessment and Management
19. Safety In The Workplace
20. Team Building For Managers
21. Teamwork And Team Building

Personal Development

1. Adult Learning - Mental Skills
2. Adult Learning - Physical Skills
3. Anger Management
4. Attention Management
5. Being A Likeable Boss
6. Critical Thinking
7. Emotional Intelligence
8. Emotional Intelligence at Work
9. Goal Setting and Getting Things Done
10. Improving Mindfulness
11. Improving Self-Awareness
12. Increasing Your Happiness
13. Job Search Skills
14. Life Coaching Essentials
15. Managing Personal Finances
16. Managing Workplace Anxiety
17. Personal Productivity
18. Public Speaking
19. Social Intelligence
20. Social Learning
21. Stress Management
22. Taking Initiative
23. Trust Building and Resilience
24. Work-Life Balance

Sales And Marketing

1. Body Language Basics
2. Call Center Training
3. Coaching Salespeople
4. Contact Center Training
5. Creating a Great Webinar
6. Employee Recognition
7. Event Planning
8. High Performance Teams Inside the Company
9. High Performance Teams Remote Workforce
10. In Person Sales
11. Internet Marketing Fundamentals
12. Marketing Basics
13. Media And Public Relations
14. Motivating Your Sales Team
15. Multi-Level Marketing
16. Overcoming Sales Objections
17. Presentation Skills
18. Proposal Writing
19. Prospecting and Lead Generation
20. Sales Fundamentals
21. Servant Leadership
22. Social Media Marketing
23. Telephone Etiquette
24. Top 10 Sales Secrets
25. Trade Show Staff Training