

**Ownership & Accountability Workshop**

" When a team takes ownership of its problems, the problem gets solved. It is true on the battlefield, it is true in business, and it is true in life”. - Jocco Willink

Ownership & Accountability Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Individual Contributors
* Supervisors
* Team Managers
* Employees of any department

Workshop Objectives

* Understanding Ownership & Accountability
* Benefits of Accountability to the individuals & Organisation
* Being a solution Centric Professional
* Accountability Ladder (Accountable Vs Victim Approach)
* Developing a Growth Mindset
* Understanding the accountability cycle
* RACI Matrix & PDCA Model
* Personal Strength Analysis



Workshop Outline

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| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30 – 10:15 AM | **What’s In It for Me*** Workshop Intro & Agenda
* Ground Rules
* Icebreaker
* Facilitator Intro
* Participant Intro & Expectations
 |
| 2 | 10:15 -10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30 -11:15 AM | **Understanding Ownership & Accountability- Part 1*** Meaning & Context
* Performing to Higher performing
* Becoming a Solution Centric professional
* Areas to build Accountability
 |
| 4 | 11:15- 11:30 AM | **First Tea Break** |
| 5 | 11:30- 12:00 AM | **Understanding Ownership & Accountability- Part 2*** Accountability pathways
* Overcoming Blames & Excuses
* Accountable & Unaccountable Behaviours
* Accountability & Ownership Scenarios
 |
| 6 | 12:00 -12:30 AM | **Importance of Taking Ownership & Accountability*** Accountability Ladder (Accountable Vs Victim)
* Importance of Ownership
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| 7 | 12:30 -1:30 PM | **Opportunities for exercising ownership & accountability*** Mindset is Everything
* Fixed Vs Growth Mindset
* See IT to DO IT Model
* Strategies to building Ownership & Accountability
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| 8 | 1:30 - 2:00 PM | **Lunch Break**  |
| 9 | 2:00 - 2:15 PM | **Energiser** |
| 10 | 2:15 - 3:00 PM |  **Key Stages of Accountability Cycle*** 5 Stage accountability cycle
* Set Goals
* Develop Action Plans
* Conduct review meeting
* Appraise performance
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| 10 | 3:00 - 3:45 PM | **Learn lessons of Unsuccessful Outcome and develop a plan to overcome it*** RACI Matrix (Responsible, Accountable, Consulted & Informed)
* Steps to create RACI Matrix
* PDCA Cycle (Plan, DO Check & Act)
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| 11 | 3:45 - 4:00 PM | **Second Tea Break** |
| 12 | 4:00 - 4:30 PM | **Personal Strength Analysis*** SWOT Analysis understanding
* Conducting personal SWOT Analysis
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| 13 | 4:30 – 4:45 PM | **Post-Training Assessment** |
| 14 | 4:45 – 5:30 PM | **Closing*** Feedback forms
* Q& A (If any)
* Closing Video (If any)
* Group Photo
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\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client. \*