

Increasing Accountability Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Increasing Accountability". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Increasing Accountability

After a decision has been made, you need to make sure that actions are upheld by those responsible. This requires people to be accountable. In this course, we will look at what accountability really means, how you can create a culture of accountability in the workplace and how to actively hold people accountable for delivering on their responsibilities and commitments.

Learning Objectives – Increasing Accountability

By the end of this course, you will understand the following:

- Why creating an accountability culture is important in an organization.
- Different ways of creating an accountability culture
- How to hold yourself and others accountable
- Tools that can foster accountability in the workplace

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What Do We Mean By Accountability?

Video Notes

Journaling Activity - What Do We Mean By Accountability

Increasing Accountability

Study Guide

Why is Accountability Important?

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Steps to Creating a Culture of Accountability

#	Step	Notes
1		
2		
3		
4		
5		
6		

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Useful Tools for Increasing Accountability

How to Hold Others Accountable in the Workplace

Video Notes

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Journaling Activity - How to Hold Others Accountable in the Workplace

Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. What is the culture of accountability like in your organization right now? Is it something that is openly discussed? What measures are in place to increase accountability?
2. What are the challenges around accountability that you have encountered in the workplace and how might you approach them now after studying the course?
3. What is your personal experience of being held accountable or holding others accountable in the workplace? How did it feel? What would have helped to make it easier/better?
4. Which tools and strategies mentioned in the course do you think would be useful for your organization to implement and how might you help make that happen?