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 "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 – Accountability

In this course, we will look at accountability: the different types of accountability, why they are important and how to cultivate them. Accountability means we are responsible for our actions, our choices and their consequences. In a group, we can be accountable to each other, and alone, we are accountable to ourselves.

"Accountability is the glue that ties commitment to the result."

– Bob Procter

Learning Objectives – Accountability

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

- What accountability is and the different types of accountability.
- What it means to be self-accountable.
- What it means to be accountable to others.
- What it means to be accountable as an organization.
- How to create a culture of accountability within a group, team or organization.

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What is Accountability?

Video Notes

Self-Accountability

Independent Exercise

Being Accountable to Others

Are There Any Downsides to Sharing Your Goals With Others?

Journaling Activity

Corporate Accountability

Creating a Culture of Accountability

Way	Notes
Set Clear Goals and Expectations	
Delegate Ownership and Authority	
Measure Outcomes Regularly	
Tackle Problems and Deficiencies	

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. After assessing your personal accountability, what areas have you identified for your own growth?
2. How can you improve the culture of accountability in your workplace?
3. Who are you accountable to in your work and how does that accountability support you or challenge you?
4. Who is accountable to you in the workplace and how do you support or challenge them?