RemotePROLeader

Leader Coaching and Discussion Guide - *Accountability*

Accountability is the extent to which a leader takes responsibility for assigned tasks, follows through on commitments, completes tasks in a timely manner, accepts responsibility for actions, implements policies, and ensures team members do the same.

This coaching and discussion guide can help you conduct effective leader coaching sessions to document and keep track of the commitments made together and to make sure follow through happens and action plans are aligned with job/role priorities.

Recommendations for Leader: This section provides suggestions for development activities to help make the leader more successful with this RemotePro dimension.	Action Plan: Clearly define job responsibilities, tasks to be completed, and deadlines.
Acccountability	
1. Start by **modeling accountability**. Complete tasks on time. When you schedule meetings make sure you're on time and prepared to begin at the start of the meeting, and expect the same from others.	*Action Items:* • *Ask: What do you think of these recommendations?* • *What can you do to find out if your employees would like more or less direct management from you?* • *What can you do to help with accountability within your team and between team mates?* • *What can I do to support you?*
2. Practice providing **direct feedback**. Research suggests that employees enjoy learning and growth opportunities - opportunities to grow through feedback are more valuable than no feedback at all.	
3. Use team and one-on-one meetings as an opportunity for **feedback about accountability**. Ask if there are any issues or concerns regarding commitments or follow through on tasks.	
4. Consider **implementing a group or project calendar** with task goals, deadlines, and key persons involved with tasks and projects to make sure everyone is on the same page. Be proactice when a project milestone is coming up. Assign key individuals to take charge of tasks and have them update you about the status of these objectives.	
Your Role	
5. Make sure everyone is **clear on all objectives** - individual, group, and organizational goals should be clearly communicated.	*Action Items:* • *Ask: Currently, how do you establish the best means of communicating with your coworkers? Are there processes you can put in place to ensure clear communication between you and your remote coworkers?* • *What can you do to ensure all employees are clear on all individual, group and organizational priorities and timelines for completion?*
6. If an objective isn't reached, **work with your team to determine what obstacles prevented the objective from being completed**. Know that mistakes will be made and that outcomes may not be achieved, but work from a solution-focused approach. Work with your team to establish a process for next steps to prevent the issue from reoccuring.	

Recommendations for Leader:	Action Plan:
This section provides suggestions for development activities to help make the leader more successful with this RemotePro dimension.	Clearly define job responsibilities, tasks to be completed, and deadlines.

Your Role (continued)	
7. ***Communicate consequences, both positive and negative***, for completing or failing to complete objectives in the established timeframes. Make sure that everyone is aware of the positive and negative outcomes of their actions.	*Action Items:* • *What can I do to support you?*

What steps (goals) can you take immediately to begin working on some of these development opportunities?
What do you plan to have accomplished within the next 30-days regarding these steps and your development goals?