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## PERSONAL RESPONSIBILITY

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**1) Aim** – This training course will help learners define personal accountability and what it means in the workplace. By exploring the key elements of personal accountability, it will help them identify strategies for improving personal responsibility at workplace.

### **2) Objectives**

- a) Understand what accountability is and what events in history have shaped our view of it
- b) Identify the requirements for personal accountability
- c) Apply the cycle of accountability and the fundamental elements required to build an accountable organization

### **3) Content**

- ❖ Definition of personal accountability
- ❖ Reasons why personal responsibility is important at a workplace
- ❖ Key attributes of a highly responsible person
- ❖ The benefits of accountability
- ❖ Assess your accountability level (The Accountability ladder)
- ❖ Ways to develop personal responsibility



## What is Personal responsibility?

Personal responsibility is when you take full responsibility for your actions, your words, your decisions, your thoughts, your emotions and the consequences of it. Taking responsibility is not blaming others for what is happening in and with your life, but assuming that you are in control of what is happening

Blaming others for errors, refusing to accept responsibility for a commitment you made, waiting for a solution to emerge, claiming, "It's not my problem," and being terrified of being incorrect are examples of not accepting responsibility.





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Watch the video and discuss how personal responsibility is related to the film and the impact it has. .



## Personal responsibility at workplace



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Personal responsibility is a skill that most people don't put on their resumes but it is crucial in the workplace.

Responsible employees understand that they are in full control of themselves. They take credit for successes but also take responsibility for their failures. Personal responsibility is a crucial skill for any successful employee. Employees who have a strong sense of responsibility are more likely to be committed to their organization, feel more secure in their roles, and have higher levels of job satisfaction. When you assume responsibility at work, you may believe that you have control over the outcome of events.



<https://www.youtube.com/watch?v=42dLWo9v0HM>

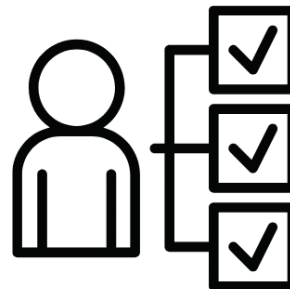


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## Key Personality Attributes of a responsible person

- ★ Reliable - Follows through on obligations on a consistent basis. Unexpected challenges are communicated as soon as feasible.
- ★ Dedicated - Doesn't give up when things get tough; makes sacrifices to complete the task.
- ★ Intentional - Strives towards specific outcomes. Chooses depending on what is most important.
- ★ Self-disciplined - Capable of overcoming personal wants for higher causes, regulating one's tongue and actions in order to stay on track.
- ★ Future-oriented - Sees beyond the present moment and is willing to make short-term sacrifices for long-term gain. Also, don't get hung up on past failures or successes.
- ★ Positive mindset; expects the best of oneself and others. Be realistic about your limitations.



# The Benefits of Personal Accountability



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Your connections with friends, family, and coworkers will probably be healthier.

Accountability also fosters a culture of trust within teams and organizations. Accountable leaders are more likely to be trusted and appreciated since they are believed to be dependable.

Time and money can be saved by maintaining personal accountability. When there is a problem, those who accept responsibility for their actions speak up and seek solutions. This stops expenses and delays.

It can increase your chances of promotion is personal accountability. By demonstrating your dependability to senior colleagues, you establish yourself as a candidate for leadership.

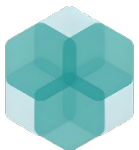


# The Accountability ladder- Assess your accountability level



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The accountability ladder is a tool that assists managers and staff members in determining their level of accountability, ranging from 1 (least accountable) to 8 (most accountable).



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## Ways of developing personal responsibility

### **1. Determine your personal strengths and weaknesses.**

Identify your strengths and weaknesses by looking at areas where you could take more responsibility and asking for feedback from people you trust.

### **2. Establish goals and make a plan to improve yourself.**

Goals provide direction, structure, accountability, and help to stay on track for long-term success.

### **3. Learn from your mistakes**

A sense of responsibility encourages us to learn from our mistakes and address them, rather than trying to avoid them.

### **4. Follow through on commitments**

Following through with commitments demonstrates integrity and trustworthiness, helping to build confidence and self-esteem.

### **5. Improve your communication skills.**

A person with effective communication skills can build significant connections with others and even influence their job decisions.





# Thank you!

