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PERSONAL RESPONSIBILITY

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1) Aim – This training course will help HR managers define personal accountability, what it means in the workplace, how it can be developed. By exploring the key elements of personal accountability, it will help them identify strategies for improving personal responsibility at workplace.

2) Objectives

a) Acknowledge the benefits of responsibility at workplace

b) Identify ways to establish an acceptable workplace

c) Understand the connection between accountability and leadership

3) Content

❖ The importance of responsibility at workplace

❖ The difference between responsibility and accountability

❖ Attempting to establish accountability-3 common mistakes

❖ Creating a responsible work environment

❖ Responsibility based leadership

Personal responsibility at workplace

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.

TAKING

RESPONSIBILITY & ACCOUNTABILITY AT WORK

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

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The Difference Between Accountability and Responsibility

Taking responsibility of activities is what it means to be responsible. A responsible individual is one who completes the tasks outlined in their job description.

Taking ownership of results is what accountability entails. Accountability is demonstrated by someone who clearly understands what has to be done and goes to great lengths to get the desired results.

"Responsibility is taking ownership of activities.
Accountability is taking ownership of results."

Employees lose power when they blame others. Weak people allow fate to dictate their fate. They blame their problems on circumstances and other people, thereby transferring power to the conditions and the people they blame. "If this circumstance or person does not change on its own, then I'm stuck in this situation forever," they reason. "I'm a powerless victim."

Attempting to Establish an Accountability Culture: Common Mistakes Owners and Managers Make

1. Failure to include personal accountability in the game's rules

The clear inference here is that accountability by all corporate members must be a key principle.

2. Being vague or generic in terms of company aims

Because the business owners are usually big-picture thinkers who don't waste time on details, no specific goals are set. This type of owners believe that if they set large, hairy, daring goals, they will achieve them. However, the employees might get disoriented and tired.

3. Putting up too many boundaries.

This is the polar opposite of the second error, but it can be just as deadly. The idea here is to empower and empower your team to be innovative in getting the results you desire. Provide encouragement and support, but do not micromanage the issue. In other words, don't be too controlling. Allow your employees to make mistakes and to learn from them.

Creating a Responsible Workplace

Imagine a workplace in which all employees are fully interested in their work and go to great lengths to accomplish their tasks every day. They are connected to the organization's mission and vision because they see a clear link between what they accomplish and the organization's success. As a result, people perceive their work as significant, they look forward to going to work, and they are proud of what they do and the organization for which they work.There are 3 steps to develop accountability at work.

The Three Steps to Personal Accountability

Step 1 ➡ **Stop blaming others**

Blame kills accountability.
Blaming others for mistakes can spread be contagious as people tend to defend themselves and, in response, blame others. If leaders always blame their team, nobody will take responsibility for problems, and blaming will continue.
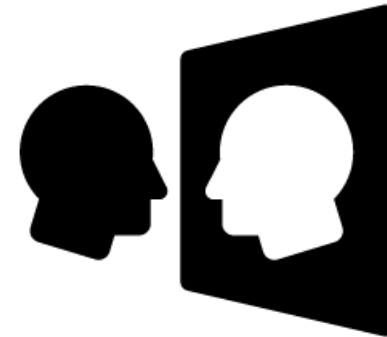
Creating a Responsible Workplace

The Three Steps to Personal Accountability

Step 2 → **Look yourself in the mirror**

Recognize your contribution to the problem.

Recognizing how you contributed to your current situation is a necessary step in building a better future. By accepting your part in creating your issues, you may shift control away from any potential sources of blame and give yourself the ability to solve your issues. Establishing personal accountability requires routinely asking for feedback and gratefully accepting it. Knowledge is a powerful tool, especially when trying to make your current position better.

Creating a Responsible Workplace

The Three Steps to Personal Accountability

Step 3 ⟹ **Crafting the Solution**

Fix the process, not other people.

People are already halfway to the answer when they ask for comments and own their role in problems. If you were a part of the system where a problem was found, your actions very certainly made it worse.

The two most significant changes people may do to improve their outcomes if they are aware of how they contributed to their current situationt are:

- Themselves
- The system

Responsibility based leadership

Weak leaders inquire, "Who is at fault?"
Strong leaders ponder the question, "Where did the system fail?"

The leader—the skills or characteristics needed to be a great leader—receives a lot of attention in the field of leadership development. All this does is make leaders more self-centered, which frequently leads to an egocentric approach. The environment that leaders create should be prioritized over the leaders themselves.So how do you create leadership that can uphold and sustain a culture of accountability? Having faith in other people is the first step. If your executives don't have faith in their staff, they won't trust them or give them a voice—two things workers need to feel appreciated and motivated. The most effective business owners are aware that their organization won't succeed to its greatest potential without having the top personnel on staff.

Thank you!

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