



BE a better team.

Study Guide.

Be a better team.

Session Three - Be accountable to each other.

Fill in the blanks

How to be a better team?

Be a leader others will _____.

Be _____ as a team.

Be _____ to each other.

What is accountability?

1 - Clearly knowing what _____ to be done.

2 - _____ it right.

3 - If I don't I _____ up to it.

Accountability isn't always easy but it is always _____.

How do we hold someone accountable?

1 - Have crystal clear _____.

2 - Clear _____.

3 - Follow _____ regularly.

4 - _____ and _____.

What do you do when someone keeps dropping the ball.

First time: _____

Second time: _____

Third time: Come to _____ meeting

Fourth time: Make a _____.

Accountability isn't always easy, but it is always _____.

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Study Guide and Questions

Proverbs 27:17 As iron sharpens iron, so one person sharpens another.

Accountability is:

Knowing what needs to be done.

Doing it right.

When I drop the ball, I own up to it.

On a scale to 1 to 10 how accountable are you to the people around you.

On a scale of 1 to 10 how accountable is your team?

**What do you think about the statement,
“Accountability isn’t always easy but is is always right”,**

Why isn’t it always easy?

Why is it always right?

How do we hold someone accountable?

1 - Have crystal clear expectations.

How well do you do at this?

What is something recently that you did not give clear expectations?

How easy is for you to ask questions if you don't understand something?

2 - Clear tasks.

In your line of work, what does giving clear tasks look like?

When as a time where you did not give clear tasks, what happened?

3 - Follow up regularly.

How well do you follow up?

What are things you need to follow up on currently?

What are tasks or duties that need to be followed up on a regular basis?

What is the main hinderance from making follow up a regular part of your day?

4 - Congratulate and coach.

What does congratulations look like for you?

What does it look like for your work culture?

What does coaching look like for you?

Do you have a culture where coaching happens regularly?

Questions:

Out of these four which do you feel you do well? Why?

Out of these four which do you feel you need to improve on? Why?

What is one thing you took away from this session on accountability?

What is something you need to start, stop, or change in order to be better?