

# Accountability Essentials for Leaders

***Utilize these steps to ensure you are creating a culture of accountability:***

1. Schedule frequent structured two-way conversations
2. Schedule frequent structured team meetings with a clear agenda
3. “Model the way”....walk the talk
4. Clearly communicate the importance of a project and its relationship to the organization’s mission/vision or annual goals
5. Empower staff to accomplish projects
6. Provide support and additional resources if requested by a staff member
7. Reprioritize tasks if resources/time is not available to complete an assignment by the original timeline. Consider downgrading the task in priority if needed.
8. Be conscious that accountability is NOT about punishment or power
9. Understand that failures can and will happen—be prepared to encourage improvement
10. Create an environment that promotes evaluation and ongoing feedback
11. Avoid insisting on your own solution to a problem. Consider other’s input to contribute to the team’s solution