



TEAM **LEADER** TOOLS

Team Accountability Framework Tool

Team Accountability Framework

Overview

What and Why

Team accountability occurs when team members, individually and collectively, make a genuine commitment to the team's success. Team accountability is manifest most clearly by how well the team establishes realistic expectations and then lives to those expectations.

Team accountability helps to build team trust and commitment. Communication is open and team members work harder to achieve desired results. There is shared commitment to team goals. Team members are more open to giving and receiving feedback. The team as a whole has more credibility. The team enjoys more confidence in achieving desired results.

How

The following key actions can help your team discuss and develop team accountability.

1. Use the Accountability Framework to help your team learn about and discuss the importance of accountability within the team.
2. Use the Team Accountability Definitions Worksheet to help your team clarify specific definitions for each of the six accountability factors - as they would manifest themselves within your team.
3. Use the Team Accountability Team Assessment Worksheet to help the team as a whole assess and strengthen team accountability.
4. Use the Team Accountability Individual Assessment Worksheet to help individual team members assess and strengthen their own level of accountability.



Team Accountability

Accountability Framework

Team accountability is manifest most clearly by how well the team establishes realistic expectations and then lives to those expectations.





Accountability Framework

Team Definitions Worksheet

Use this worksheet to define what accountability should look like within your team.

What should each of these accountability factors look like within our team? Would we know it if we saw it?

1 Act in an honest, ethical, and respectful manner.

2 Quantify and qualify your efforts.

3 Keep stakeholders informed.

4 Take ownership for your situation.

5 Be dependable and reliable.

6 Acknowledge and learn from your experiences.



Accountability Framework

Team Assessment

Use this worksheet to assess and discuss how your team can increase team accountability.

When it comes to our accountability as a team, what should we START, STOP, and CONTINUE?

1	Act in an honest, ethical, and respectful manner.	START	STOP	CONTINUE
2	Quantify and qualify your efforts.	START	STOP	CONTINUE
3	Keep stakeholders informed.	START	STOP	CONTINUE
4	Take ownership for your situation.	START	STOP	CONTINUE
5	Be dependable and reliable.	START	STOP	CONTINUE
6	Acknowledge and learn from your experiences.	START	STOP	CONTINUE



Accountability Framework

Team Application Worksheet

Use this worksheet discuss how accountability applies to a specific team situation.

How should we apply accountability to a specific team situation?

Team Situation

What is a situation or challenge that we are currently facing as a team?
Describe the situation below.

Then describe to the right how your team can/should apply each of the six accountability key factors to that situation.

Team Application

1

Act in an honest, ethical, and respectful manner.

2

Quantify and qualify your efforts.

3

Keep stakeholders informed.

4

Take ownership for your situation.

5

Be dependable and reliable.

6

Acknowledge and learn from your experiences.



Accountability Framework

Team Member Assessment

Use this worksheet to assess how you personally can increase your own accountability.

When it comes to your accountability, what should I START, STOP, and CONTINUE?

	START	STOP	CONTINUE
1 Act in an honest, ethical, and respectful manner.			
2 Quantify and qualify your efforts.			
3 Keep stakeholders informed.			
4 Take ownership for your situation.			
5 Be dependable and reliable.			
6 Acknowledge and learn from your experiences.			



Accountability Framework

Team Member Application Worksheet

Use this worksheet determine how to personally apply accountability to a specific situation.

How should I apply accountability to my situation?

My Situation

What is a situation or challenge that we are currently facing as a team?
Describe the situation below.

Then describe to the right how your team can/should apply each of the six accountability key factors to that situation.

My Application

1 Act in an honest, ethical, and respectful manner.

2 Quantify and qualify your efforts.

3 Keep stakeholders informed.

4 Take ownership for your situation.

5 Be dependable and reliable.

6 Acknowledge and learn from your experiences.

