



Professional Accountability: Meeting Your Deadlines

Overview:

Professional accountability is about stepping up to the plate to get work done, solve problems, and become accountable and improve productivity and performance. Clear communication and realistic timelines are essential to manage all of your multiple projects and deadlines.

Learning Objectives:

- Discover how to meet deadlines when you cannot add more hours to the day
- Learn to differentiate between a desired deadline and a real deadline
- Create accountability within the organization, department, or team
- Manage multiple projects and priorities
- Learn how to communicate with your supervisors, co-workers, and subordinates
- Create a processes for meeting deadlines and accountability

Course Materials

- Participant workbook
- Presenter slides and outlines
- Case Studies and Media as appropriate
- Role play scenarios
- Post training assessment

Room Requirements

- Internet access for presenter
- Screen
- Projector (if not ceiling mounted then a table or cart will need to be provided)
- Training room must be able to comfortably accommodate the number of participants plus room to move around for various activities)
- Rounds or pods, small table for presenter's materials, chairs for all participants
- One Flip chart and easel for each round table (for small group work) and markers



Additional Requirements

- Elevate will choose training facilitators whose background and expertise will support the subject matter and goals of SSA
- Instructors will use a variety of instructional methods including lecture, group projects, discussion, and role play
- Participants are expected to be actively engaged in the learning process

Agenda

Communication

- Communicate deadlines clearly at the beginning of a project
- Eight questions when you're given a project to separate the "real deadline" from "desired deadline"
- Learn how to communicate honestly and holistically
- Discover how to make your deadline all about working with passion and honesty
- Working with your managers to communicate lead-time, administrative processing time, actual deadlines, and more
- Speak clear expectations: Who, What, When
- Having critical conversations

Accountability

- Create accountability by talking about it
- End-results first—set a clear path to the end of the project
- Get input from your co-workers/team members on the best ways to accomplish tasks
- Be excited about results and the impact of the finalized process
- Best practices for achieving the desired result
- Barriers that need to be hurdled
- Tools to get the job done
- Setting benchmarks: What, When
- Monitor: Using check points along the way
- Coaching and discipline

Managing Multiple Projects & Priorities

- Set realistic timelines for projects large and small
- Use a system for tracking deadlines and keeping the project on track
- Manage multiple projects and priorities to meet your deadlines
- Coaching and discipline