

MODULE #1

“How to Create a Totally Accountable Workplace”

SUMMARY

Accountability is defined as: Doing what you said you would do, as you said you would do it, when you said you would do it - PERIOD. This training provides the basis for creating a totally accountable workplace. It teaches how important it is to provide the environment where excuses and blaming do not work. Attendees also learn how to overcome overwhelm and accomplish what is most important.

What the Attendees Will Learn During This Workshop:

- How to eliminate wasted time and effort - “Churn”.
- How to never model or tolerate non-performance.
- How to overcome the “overwhelm”.
- How to successfully handle and eliminate non-accountability.
- How to model the behavior they want from their employees.
- How to use proven systems and processes to increase productivity.

What the Attendees Will Do During This Workshop:

- Develop a system to handle all of the work they have to do.
- Use Microsoft Outlook, and other programs, to its highest potential.
- Practice delegation techniques to achieve total clarity.
- Practice what to say when someone is not accountable.
- Learn how to keep anything from falling through the cracks.
- Keep track of the important random thoughts that occur constantly.

Major Benefits: A far greater level of strategic focused productivity is produced on a consistent basis creating more income and less cost for more profit.

Logistics:

This training will be presented two times in the same day, as follows:

- 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM (Repeat session)