

# Team Accountability Program

## COURSE OVERVIEW

McGhee Productivity Solutions' Team Accountability Program (TAP) works in tandem with either an intact annual strategic team plan or MPS' Strategic Team Plan to ensure proactive execution. This program puts an accountability system into place to ensure that annual goals are achieved. Managers and leaders will learn a proven system to empower their staff to initiate and participate fully in accountability conversations while staying on track with their objectives. Throughout the year, staff will report on progress weekly, monthly and quarterly using this objective system to stay accountable to goals, enabling them to focus on their priorities rather than interruptions and inconsequential projects. Leadership has a structure to make real-time course corrections to achieve their most critical meaningful objectives.

### Key Issues Addressed:

- Lack of team accountability
- Not sticking to the plan
- No clear way to measure progress
- Individuals casting blame instead of taking responsibility
- Lack of professionalism around goals

### Key Results:

- System put into place to track progress on goals and objectives
- Proactive course correction can occur
- Increased accountability
- Higher percentage of annual goals achieved
- Creates a high-performance work team
- Increased cross-functioning and communication

*"I feel more in control of my workload than I ever have and I'm also sure that I am getting the right things done. So, thank you for your support. This program has helped me be a better employee, but much more important a better husband and father."*

-Participant, HJ Heinz

The Team Accountability Program is a three-phase process. Interviews can be conducted with colleagues prior to the engagement to ensure participants are getting an outside-look on how to be their most accountable. In the first phase, an MPS facilitator spends 2 hours with stakeholders identifying the best way to prepare the team and 2-4 hours aligning with leaders on customizations. In the second phase, a 1-2 day off-site retreat is completed where the team collaborates and aligns. The final phase is sustainability which includes quarterly coaching sessions and access to eLearning. A productivity survey will be conducted a month later to measure specific results.

## COURSE OUTLINE

### Preparation

- Team is introduced to the TAP (internal marketing)
- Leadership aligns on metrics and accountability templates to facilitate program

### Retreat

- Accountability Discussions
  - Blame
  - Responsibility
  - Tactics
- Alignment is gained on templates, metrics and calendars to cultivate accountability in the team

### Sustainability

- Internal coordinator is trained to ensure sustainability of the program
- Follow-up coaching and access to the McGhee Learning System are available