

Consulting

# Team Accountability Program (TAP)

A multi-phase process designed to empower organizations and improve productivity.



## How Can the Team Accountability Program Improve Productivity?

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 consistently being 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 will have a structure to make real-time course corrections to achieve their most critical meaningful objectives.

The Accountability Program is a three-phase process. Interviews can be conducted with colleagues prior to the seminar to ensure participants are getting an outside-view 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 for the program, 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 the McGhee Learning Center.

### Challenges

-  No clear way to measure individual and team progress
-  Individuals are casting blame rather than taking responsibility for their roles
-  Team members are straying from or not sticking to the team's plan
-  Lack of professionalism around personal and team goals

### Results

-  Measurable system put in place to track all goals and objectives
-  Increased awareness around personal and organizational accountability
-  Improved cross-functioning and communication for team plans
-  High-performing team with a higher percentage of annual goals achieved

## Course Outline

### Preparation

- Introduction to the Team Accountability Program (internal marketing)
- Leadership aligns on metrics and accountability templates to facilitate program

### TAP Retreat

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

### Sustainability

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

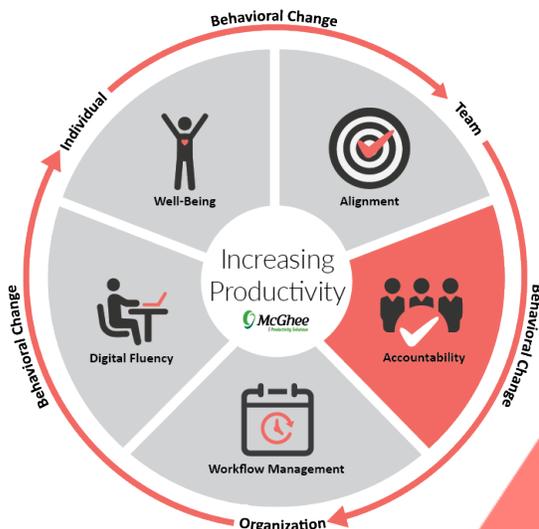
## Why Accountability Matters:

**80%** of specific, measurable organizational goals were limited to numbers

**30%** of companies say failure to coordinate is the greatest challenge to execution

“The level of trust among this team has increased tenfold. They are open and honest with each other and hold each other accountable/ responsible for their actions. This would not be occurring if not for the Team Accountability Program.”

- Karen V., Boulder County



## Create a Culture of Productivity

Participants will leave this program with a clear understanding of how they can be accountable for their goals, while focusing on getting the most important things done throughout the day, month, and year. A productivity survey will be conducted a month later to measure results.

MPS has a firm belief that optimal productivity is achieved when there is an alignment within five key disciplines: Well-Being, Alignment, Accountability, Workflow Management, and Digital Fluency. This program targets Accountability to improve productivity.

Contact Us Today to See How Our Experts Can Help Further Improve Your Productivity.