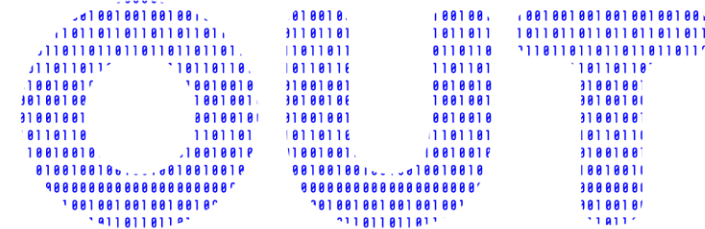


## C O D I N G -



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# Unit 2 – Working in programming

Subunit 2.5. - Accountability



*“When a man points a finger at someone else, he should remember that four of his fingers are pointing at himself.” – Louis Nizer*



# Objectives:

Accountability module main objectives towards the participants are mainly three:

- To know what time and resource management is;
- To know the importance of accountability to productivity and effectiveness.



# What is accountability?

- Accountability can be characterised as taking ownership of your thoughts, behaviours, actions and performance.
- A person with a high level of accountability is someone who demonstrates **resilience**, **resourcefulness**, and **honesty**.

**In a team** When working in a team, a person with low accountability skills can diminish the morale of the entire group, since they tend not to meet deadlines, usually break promises, do not take responsibility for their own actions, using the same old excuses for their poor performance.



**Individual level** Being accountable is doing what you're saying that you will do. If you took a decision and something went wrong, being accountable is to be able to be responsible for this, not making any excuses, not ignoring the problem or to blame someone else.



# The ladder of accountability

- Eight levels of accountability:

The **lowest four** levels (denial, blaming, excuses and wait & hope) are related to past events or to avoid discomfort in the present. This lowest levels of the ladder are related with reactive behaviour, victim mentality and a bigger sense of helplessness;

The **four upper** levels (acknowledge reality, own-it/take a position, find/create solutions and implement solutions) on the ladder tend to decrease anxiety, an in time, lead to greater results and enhanced relationships.



# What is responsibility and how does it relate with accountability?

- Personal **responsibility** is related with the individual's accountability, since being responsible is being accountable for your own actions;
- Responsibility reveals the individual maturity and capability of dealing with everyday situations;
- A responsible person is trustworthy and desirable to other people.





# What is responsibility and how does it relate with accountability?

- Not procrastinating/take time as an advantage to conclude the job/task/assignment;
- Acknowledging your own mistakes;
- Not blaming others for your own actions.



Examples of responsibility

- Not meeting with the agreed responsibilities;
- Does not show interest of meeting the agreed responsibilities;
- Not showing up to work;
- Lack of punctuality;
- Not meeting (frequently) the proposed deadlines;
- Disregard for safety rules.



Not being responsible



# Ways of avoiding accountability

- Is it possible for us to avoid accountability? **Yes, it is.**
- In which way?
  1. Lacking interest in your work and wellbeing of the team;
  2. Blaming others for your own mistakes and failures;
  3. Not meeting deadlines;
  4. Avoiding challenging tasks/work, and not taking any risks;
  5. Complain (regularly) about unfair treatment and engage in self-pity;
  6. Not taking initiative, and be dependent of others to perform your job (regarding work, advice, or instructions);
  7. Lacking trust in the team members and leaders;
  8. Using excuses on a regular basis (e.g.: “it’s not my fault” or “this is unfair”).







## Tips to improve accountability

1. Set **goals** to develop your **skillset**. The definition of SMART goals will make this task easy, since now you have concrete objectives/tasks;
2. **Stop making excuses**. If instead of owning the error, you come up with an excuse you are being irresponsible. Evaluate the situation and think about what you can or cannot do, avoiding making promises that you know you cannot keep;
3. **Stop complaining**. If you do not like how a certain task is being carried out, stop complaining and do it yourself or consult (calmly, respectfully and politely) the person who did it wrong;
4. **Avoid procrastination**. Procrastination will lead you to nowhere. Use the time you have in a smart and creative way.



# Resources:

## Related videos in English:

- [https://www.youtube.com/watch?v=MeI\\_VUmdVqo](https://www.youtube.com/watch?v=MeI_VUmdVqo)
- <https://www.youtube.com/watch?v=9Hn1yiixa0s>
- <https://www.youtube.com/watch?v=BD0S0eCulHc>

## Related videos in Portuguese:

- <https://www.youtube.com/watch?v=cUuKDRzs3F4>
- <https://www.youtube.com/watch?v=ctbX-NbarnQ>

# Activities

## Your turn!



### Activity 1.

What it's your own definition of accountability?





# Activities Your turn!

## Activity 2.

Give your own examples of taking and realisation responsibility.





# Activities

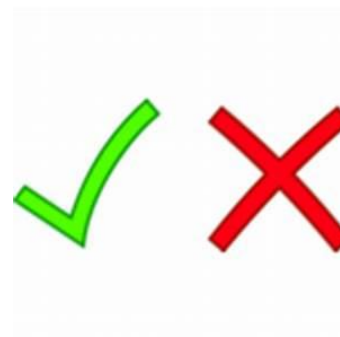
## Your turn!

### Activity 3.

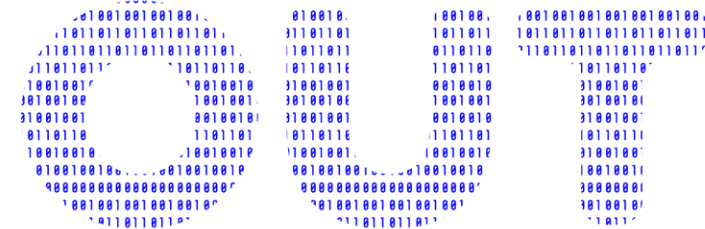
TEST

Consider your last conflict with a friend, family member, loved one, colleague, etc., then answer the questions that will be given to you.

Answer with YES or NO.



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