



1. Introduction

1.a) 3 things I'm hoping to get from today's workshop:

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3	

2. Accountability

2.a) Describe an accountability challenge you are encountering on your team:

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2.b) Which accountability elements are present in your challenge? Which are missing?

Present	<input type="checkbox"/> Clarity <input type="checkbox"/> Specificity <input type="checkbox"/> Priority
Missing	<input type="checkbox"/> Clarity <input type="checkbox"/> Specificity <input type="checkbox"/> Priority

2.c) Which accountability actions are you best at? What would you like to improve?

Best	<input type="checkbox"/> Deadline buffer <input type="checkbox"/> Deadline reminder <input type="checkbox"/> Accountability conversation
Improve	<input type="checkbox"/> Deadline buffer <input type="checkbox"/> Deadline reminder <input type="checkbox"/> Accountability conversation

2.d) What do you want to do differently next time? Why do you think that will help?

Do differently	<input type="checkbox"/> Give feedback quickly <input type="checkbox"/> Get curious & explore <input type="checkbox"/> Explain significance <input type="checkbox"/> Anticipate resistance
How will you do this?	

3. Feedback

Draft a plan using the feedback plan template:

3.a	What do you need to give feedback about?	
3.b	What kind of feedback is this?	<input type="checkbox"/> Appreciation <input type="checkbox"/> Coaching <input type="checkbox"/> Evaluation
3.c	What do you want to say?	1. Here's what I observe: 2. Here's the impact: 3. Here's what's next: 4. Help me understand:
3.d	How is the listener likely to react?	A. B. C.
3.e	How do you want to respond?	A. B. C.
3.f	Who can you ask to help you practice?	

Closing

3 things I'm taking away from today's workshop:

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2	
3	