

# Workshop on Ownership and Accountability

**Course Duration: 08 Hours**

**Course Code: WOAT**

## 1. Course Overview

The Workshop on Ownership and Accountability Training is designed to help professionals develop a strong sense of responsibility, proactive thinking, and commitment towards their roles. This program focuses on building a mindset where individuals take initiative, own outcomes, and contribute effectively to organizational success. It enhances personal effectiveness, decision-making, and workplace accountability.

## 2. What You'll Learn

- Understanding ownership vs responsibility
- Building a proactive mindset at work
- Taking initiative without supervision
- Improving decision-making skills
- Handling mistakes and accountability positively
- Strengthening commitment to goals and deadlines
- Developing problem-solving and ownership behavior
- Enhancing team collaboration through accountability

## 3. Target Audience

- Working professionals across all industries
- Team leaders and supervisors
- Entry-level employees and freshers
- Managers aiming to build accountable teams
- Corporate teams seeking productivity improvement

## 4. Pre-Requisites

- No technical background required
- Basic understanding of workplace environment
- Willingness to learn and improve personal effectiveness
- Open mindset for behavioral change

## 5. Course Content

### **Module 1: Introduction to Ownership & Accountability**

- Meaning and importance
- Ownership vs blame culture

### **Module 2: Developing Ownership Mindset**

- Proactive vs reactive behavior
- Taking initiative

### **Module 3: Accountability in Action**

- Meeting commitments
- Handling responsibilities effectively

### **Module 4: Decision Making & Problem Solving**

- Making responsible decisions
- Taking ownership of outcomes

### **Module 5: Communication & Transparency**

- Clear communication
- Accepting mistakes and feedback

### **Module 6: Building a Culture of Accountability**

- Team collaboration

- Leadership role in accountability

### **Module 7: Real-Life Scenarios & Case Studies**

- Practical exercises
- Role-playing activities

