



Accountability Tips for Supervisors

It's Never Easy...

Know that it feels just as awkward to be held accountable as it is to hold someone accountable!

What you should DO:

- Assume your employee wants to do well
- BE SPECIFIC!
- Provide examples
- State directly what your expectations are and when improvement needs to be made

Always make sure...

- To look for gaps in training in order to help correct the problem
- To give positive feedback as well
- To REHEARSE THE CONVERSATION AHEAD OF TIME!!!
- To refer to EMPAC if the conversation gets personal in nature.

Employees only thrive in an environment of reasonable accountability

It establishes trust and confidence in ways other leadership traits do not!

Do NOT:

- Delay having a conversation
- Ask a lot of open-ended questions
- Become a counselor for the employee's personal problems!
- Lose your temper or "attack" the employee personally
- Take it personally yourself...

Other Resources

Training • 24-hour Live Phone Assistance • Website Resources
Newsletters • Coaching and Continued Consultation

