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## **Developing Accountability**

### **Workshop Outcomes**

To develop specific position accountabilities that are realistic, measurable and linked to strategic and business plans.

### **Audience**

People responsible for developing position responsibilities, job descriptions, performance indicators.

### **Content**

- Overview of current job descriptions and how each position contributes to the organisation's strategic/business plan.
- Identification of key results of the position
- Determination of quantity and quality standards of performance for each result area
- Identification of sources of measurement for each standard of performance.
- Identification of discrepancy indicators for each standard of performance.
- Development of action plans for completion of job descriptions

### **Process**

Participants will learn skills in writing performance accountabilities and prepare individual job descriptions for their own positions and their direct reports.

### **Duration:**

2 days

### **Venue:**

One large training room