



Arabian Institute For Training

Accountability and Sense of Ownership

INTRODUCTION

- The ability to understand and develop your accountability and sense of ownership is an important factor in today's workplace. Knowing the difference between accountability and responsibility; how to task manage and prioritize; react quickly to problem solving and ultimately decision making, as well as creative thinking; how to learn from success and failure; as well as define goals and give powerful feedback for actionable results, will all be key aspects of this course.
- This highly interactive course has been designed and developed to provide all of these powerful aspects, and more, as well as key understanding and knowledge around the principles used. The course will also provide delegates with the practical tools to take back immediately into the workplace providing instant and noticeable gains.

The training course will highlight:

- The importance of defining accountability and responsibility
- Methods to develop your task and priority management
- Key practical tools and models for creativity in problem solving and decision making
- How to learn from success and failure
- Increase productivity & quality of work through active goal setting and powerful and actionable feedback

OBJECTIVES

At the end of this training seminar, you will learn to:

- Understand accountability and responsibility better
 - Gain greater problem solving and creative thinking tools and techniques
 - Develop greater methods for task and priority management
 - Utilise practical models for initiative and flexibility
 - Develop creativity in problem solving and decision making
 - Improve personal and business efficiency
 - Enhance productivity & quality of work from others
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TRAINING METHODOLOGY

- Participants to this training seminar will receive a thorough training on the subjects covered by the seminar outline with the Tutor utilising a variety of proven adult learning teaching and facilitation techniques. Seminar methodology includes knowledgeable presentations, relevant exercises and case-studies, targeted topic videos, active discussions, as well as practical tools and techniques which can be used immediately back in the workplace

ORGANISATIONAL IMPACT

In attending this training seminar the organisation will:

- Gain more pro-active mindset employees
- Have improved leaders, managers and employees in their respective role
- Improve communication and interpersonal skills across the organisation
- Have more flexible, innovative and creative people in the organisation
- Unlock more effective problem solving, innovation and decision making
- Greater performance from teams and individuals

PERSONAL IMPACT

By attending this training seminar you will:

- Gain a greater knowledge of your own mindset and style
- Develop greater problem solving and innovative thinking skills
- Improved leadership and management development
- Increased communication and interpersonal skills
- Be able to make decisions more effectively and efficiently
- Learn how to motivate and increase performance of others

WHO SHOULD ATTEND?

This course is suitable to a wide range of professionals but will greatly benefit:

- Senior Managers
 - Managers
 - HR Managers
 - People Development Managers
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Course Outline

Accountability, Commitment and Ownership

- Defining Accountability and Responsibility
- Levels of commitment and their meaning in business
- Learning from success and failure
- Empowerment and Change

Increasing Performance and Task Allocation

- Key areas of Performance Management
- Setting powerful goals
- Task management and priority allocation
- Advanced motivation techniques in delegating
- Conflict Resolution: overcoming negative responses

Developing Creativity, Innovation and Decision Making

- Problem Solving: models and techniques
- Rapid solution focused methods of problem solving
- Creative Problem Solving: a powerful model for increased innovation
- Powerful Effective Decision-Making Model
- Utilising Kaizen techniques for agile efficiency

Life Coaching and Sense of Ownership

- Defining your personal influence
- Using the Influence Model to maximum effect
- Defining your Emotional Strengths and Resilience
- Life Coaching: models and methods
- Using powerful feedback for actionable results

Developing Key Areas of Personal Strength

- Factors to identify in Personal Strengths Analysis (PSA)
 - Maximising your available skills and knowledge
 - Developing a Personal Strengths Analysis (PSA)
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