



# Developing Personal Accountability and Productivity at Work



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# Your Host Today...



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Career Development & Experience  
Analyst

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>25 years of experience developing leaders in the Private Sector and now consulting with the UN System

- Speaker and Author on Talent Development
- Professional Career Coach and Counsellor

“[Career Conversations] provoke reflection insight, ideas and action. They keep the focus on the employee while helping them see things differently. And they encourage them to take ownership of their own development. They help them recognize possibilities.”

Antoinette Oglethorpe in “It’s Good to Talk - A Practical Guide to Have Career Conversations in the Workplace.”



# As a result of this webinar, you will understand:

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# What We'll Cover in this Webinar

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What is personal accountability



Why personal accountability is important in the workplace



Practical strategies for developing your personal accountability



# Question



What attracted you to this webinar?

What are you hoping to gain from it?

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PLEASE TYPE YOUR ANSWERS  
INTO THE CHAT BOX





What is personal accountability?



# Personal accountability in the workplace...

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An individual's willingness to take responsibility for the outcomes of their choices, actions, and behaviors

Instead of blaming others when things go wrong, they work actively to correct mistakes and improve the situation



# Not just managing one's own tasks

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Taking responsibility for collective results

Honoring commitments, striving to achieve set goals

Learning from failures or setbacks



# Creates a positive culture and higher productivity

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Directly Responsible Individual (DRI)

Emphasizes the importance of individual responsibility and accountability for specific projects or tasks

# Synonymous with self-accountability

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Understanding that one's life and results, both professionally and personally, are fundamentally a product of one's own decisions and actions





# A process of lifelong self-improvement



It means taking charge of one's actions, thoughts, and feelings, with the understanding that progress is dependent on accepting responsibility and utilizing all available resources for growth and development



Empowered lives.  
Resilient nations.



# Reflection



How do you currently demonstrate personal accountability in the workplace?

What benefits has that led to?

*Please type any comments or questions into the chat box*





# Why Personal Accountability is Important in the Workplace





# Healthy relationships and positive interactions



# Trust and respect

A pharmacist in a white lab coat is shown from the chest down, holding a pen in their right hand and a prescription slip in their left. In the foreground, a white plastic bottle of Cloxin-250 capsules is visible. The bottle label reads: "1000 CAPSULES CLOXACILLIN CAPSULE 3 BP 250 mg CLOXIN-250". Below this, it says "Each capsule contains Cloxacillin (C<sub>16</sub>H<sub>15</sub>N<sub>3</sub>O<sub>4</sub>S) equivalent to 250 mg Cloxacillin". The background is a blurred pharmacy setting with shelves of medicine.

# Problem-solving and efficiency



ORUCHINGA SETTLEMENT

# Career progression

A photograph of a woman in a pharmacy, smiling and holding a box of medicine. The image is overlaid with a blue tint. The text "Improved job satisfaction" is centered over the image in a blue font. The woman is wearing a dark jacket and a watch. The background shows shelves stocked with various medications.

Improved job satisfaction

A man in a blue jacket is sitting at a desk in an office, looking at a laptop. There are stacks of papers on the desk. The background shows office shelves. The text "Quality of Work" is overlaid in the center.

# Quality of Work



# When personal accountability is lacking

Damaged credibility  
Difficulties in achieving goals  
Strained work relationships  
Harmful workplace culture  
Low morale  
Unclear priorities  
Decreased engagement  
Unmet goals  
High turnover



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# Reflection



What examples have you seen of people not demonstrating accountability?

What challenges has that created?

*Please type any comments or questions into the chat box*





How to Develop Personal Accountability and Productivity  
in the Workplace





# Activity: The Accountability Mirror



- On a scale of 1-10, with 10 being the highest, where would you rank yourself in terms of accountability and productivity respectively?
- What are you doing right? What tasks or responsibilities do you handle efficiently, and which accountability aspects do you excel at?
- In what areas could you improve? Are there tasks that regularly slip through the cracks? Are there deadlines you tend to miss, or do you struggle to complete assignments without supervision?
- What actions can you take to maintain your strengths and improve on your weaknesses?

# Define and communicate what you want to achieve

Are you clear on what success looks like and how it will be measured?





# Be honest with everyone (including yourself)

Setting pride aside, and  
seeking help  
when needed



# Be quick to apologize

Acknowledging mistakes  
and offering apologies  
when necessary

Focus on rectifying the  
situation



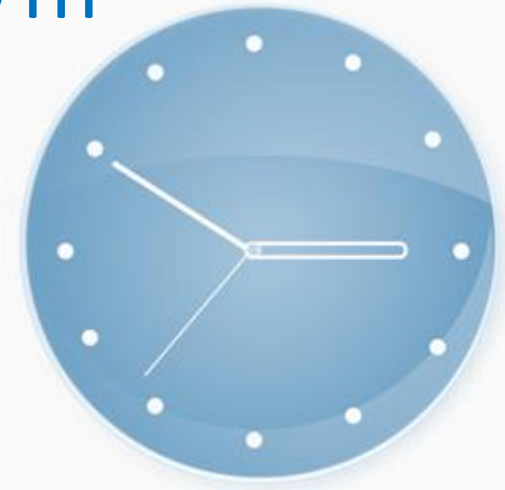


# Manage your time wisely

Identify why you procrastinate

Understanding these triggers will help address the issue

Break large goals into quarterly, monthly and even weekly goals



# Don't overcommit

Before accepting a new task, consider your schedule, resources, and ability to complete it effectively

Learning to say "no" when necessary can prevent burnout and potential failure



# Reflect on setbacks and be open to change



When things don't go as planned, seek feedback and consider alternative approaches for the future



# Find an accountability partner

A coworker or team member who helps you reach goals and accomplish tasks by offering guidance when they can and making sure you do what you say you're going to do



# Track your commitments and communicate openly and regularly

Regular check-ins can help keep everyone on the same page

Develop the habit of daily or weekly reviews on all your important projects





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# Reflection



What has been useful about what we've covered so far?

What insights have you gained?

*Please type any comments or questions into the chat box*





What remaining questions do you have?

# Thank You!



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Resilient nations.*

For any further questions, reach out to us on:

**E-mail:** [career.development@undp.org](mailto:career.development@undp.org)

**Yammer:** Career Development & Experience

Or visit our intranet page on:

<https://undp.sharepoint.com/teams/TalentDevelopmentHub>