**ACCOUNTABILITY**

- ✓ Responsibility and dependability
- ✓ Doing what you say you’re going to do. (and ✓ consequences)
- Transparency
  - Adapt as priorities change
- ✓ Integrity
- ✓ Clear expectations; meeting those expectations; praise + remediation
- Openness to feedback; feedback cycle
- 2 way communication
- Working towards formal goals
- Help people understand what you’re doing

**ACCOUNTABILITY**

- Dependable:
  - Show up on time
  - Be prepared
  - Do what you said you were going to do
- Clear Expectations
  - What are you going to do?
  - By when?
- Communication
  - 2 way comm
  - Acknowledge and accept
  - Comm when circumstances change
  - Update on progress

**CONSEQUENCES**

- Positive
  - Public acknowledgement
  - Thank you
  - Meaningful
- Negative
  - Private one on one
  - Gentle, non-confrontational code phrase
    - “Can I get an update?”
    - “What’s the deal with x?”
  - Bump it up
- Clear understanding of process and options