

TOPIC: ACCOUNTABILITY AND WORKPLACE RELATIONSHIPS

TALK IT OUT

1. *Why should you not speak poorly of others when networking?*

2. *What additional distractions should employees avoid creating in a common work area?*

THINK LIKE A BOSS

1. *How can you get employees excited about assuming additional responsibilities?*

2. *If you were to notice employee morale dropping in your department, how would you respond?*

3. *How would you handle two employees whose friendship had turned negative?*

4. *You never give your employees gifts, but one of your employees always gives you gifts for holidays, birthdays, and Boss's Day. Is it wrong for you to accept these gifts?*

Improving Morale

What 2 things can you do to increase employee morale in your workplace?

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Workplace Issues That Cause Conflict

What are other workplace issues that have a potential to cause conflict?

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Family and Work

You have a meeting you are to attend on Wednesday. On Tuesday evening, you have a family emergency. What should you do? Explain your answer.

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Bad Boss

Your boss bad-mouths or belittles coworkers. You do not like it, and you wonder what he or she says about you when you are not around. What should you do?

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Work Relationships

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Discussion Questions

1. Discuss the link among empowerment, responsibility, and accountability. What can you do to make sure you use these?

2. Why do you feel some employees resist empowerment?

3. Why do you feel some managers resist empowerment?

4. Discuss a time when a friendship has gone awry, what did you do? If you worked with that person, what should you do?

5. What can you do to help improve employee morale in the workplace?

Accountability Measures

| Life Plan Goal | Task Required | Accountability Measures |
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