



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

Accountability: The “Team” Perspective

Participant Workbook

Table of Contents

Introduction	3
Objective.....	3
Agenda	3
Grounding Video: Teams are Necessary	3
5 Cs of Team Building	5
Command Purpose	5
Clear Expectations	5
Communications and Alignment.....	5
Collaboration and Coach.....	5
Consequences	5
5 Cs of Accountability	7
Character.....	7
Competence	7
Commitment	7
Consistency.....	7
Cohesion	7
Why Team Accountability?.....	10
Final Reflection:.....	11
Course Credit	12
Resources.....	12
BD17 Contact Information:.....	12
Development Resources:.....	12

Introduction

Objective

Participants will be able to:

- **Understand** definitions and roles of accountability and how they relate to teamwork
- **Practice** approaches for team management
- **Analyze** responsibilities of team accountability and how they differ from self-accountability
- **Apply** team best practices for holding others accountable

Agenda

1. Introduction
2. Definitions
 - 5 Cs of Team Building
 - 5 Cs of Accountability
3. Why Team Accountability?
4. Improving Team Accountability

Grounding Video: Teams are Necessary



Please watch the video, “Accountability and Teamwork,” by copying and pasting the following URL into your address bar:

<https://www.youtube.com/watch?v=tHYbVtXn738>

As you are watching, write down any thoughts and ideas that come to mind. Use the space provided below.

When you look at a challenge as an individual, it can seem insurmountable, but it only takes one person to start the process for making a change, and others will follow.

When you work together as a team of many hands, the team can resolve any obstacle in the path of forward progress.



Here you see a picture of Navy military personnel working together to graduate from SEAL school. In that environment, there is no “I”, just “we”.

5 Cs of Team Building

Command Purpose

- Set the stage for any team initiative by talking about the “Why” of “Why are we here?”

Clear Expectations

- What does everyone on the team need to do? Clarify who will do what, when, where, and how

Communications and Alignment

- Ensuring the communication happens in both directions: from the leaders to the team and from the team to the leaders
- Ensuring the team is moving in the same direction and efforts are aligned toward meeting the set goal of the team

Collaboration and Coach

- Ensuring that as new members come onboard, they are getting the understanding from those that are long-term members of the team
- Asking for lessons learned from members that are moving into other areas and other teams by capturing their thoughts, suggestions, ideas, and best practices to share with others

Consequences

- Can be positive or negative. Focus on the positive approach- think in terms of accomplishing big tasks and activities and being rewarded to continue the work effort on additional projects

Answer the following questions in the space provided below:

- **How will understanding the 5Cs of Teambuilding impact how your behavior will evolve around team behaviors?**
- **Which of the 5Cs of Teambuilding is one of your strengths? Why?**
- **Which of the 5Cs of Teambuilding do you need the most improvement in? Why?**

Now that we have the basic understanding of the 5 Cs for Teambuilding, let's shift our focus to accountability.

5 Cs of Accountability

Character

- The first step in the equation
- Good character enables “trust.” With trust a team can thrive and grow; lack of trust can cause major challenges in team building and success

Competence

- Boils down to getting the job done the right way, the first time

Commitment

- Great teams are filled with players that refuse to be the weakest link
- The best teams have teammates that will step up and be counted on to support the whole team when times get tough

Consistency

- The synthesis of Character, Competence and Commitment
 - When you have character, you’re competent and committed
- Your willpower allows you to stand behind the team and continue to push forward to meet the mission and goals of the team

Cohesion

- When every member of the team embodies these qualities, the team will be ready for any challenge and can overcome all obstacles to ensure the mission happens

Answer the following questions in the space provided below:

- ***How will understanding the 5Cs of accountability impact how your behavior will evolve around team behaviors?***
- ***Which of the 5Cs of accountability is one of your strengths? Why?***
- ***Which of the 5Cs of accountability do you need the most improvement in? Why?***

In many federal agencies, there are organizational performance metrics. For NAVFAC, these are called Lines of Effort, or LOEs.

What are the NAVFAC Lines of Effort? Write your answers in the space provided below:

What does commitment to the team look like to you? Write your thoughts in the space provided below:

What does avoidance to accountability mean? Write your thoughts in the space provided below:

What is the common key to success? Write your thoughts in the space provided below:

Why Team Accountability?

Reflection: Why do you believe accountability is important? Write your thoughts in the space provided below:

What do you believe are benefits of accountability in the workplace? Write your thoughts in the space provided below:

Final Reflection:

What will you do today to improve accountability to your team? Write your thoughts in the space provided below:

What are some ways you can improve team accountability? Write your thoughts in the space provided below:

Why do you want your team to be more accountable? Write your thoughts in the space provided below:

Course Credit

To receive credit for participating in this course, email the address below. Make sure to include all the following information:

Component	Include in Email
Address	W_NAVFAC_PRTN_NITC_NFI_ADMINIS_US@navy.mil
Email Subject	Self-Certification – Accountability: the “Team” Perspective
Course Name	Accountability: the “Team” Perspective
Course Completion Code	4L@/Z#

Resources

BD17 Contact Information:

Write to us! We are always seeking to improve our learning and development products and encourage your feedback. Please email us with your suggestions and we will incorporate them into future work. Additionally, we are available to answer any questions about the content you may have and provide additional resources to support y our learning endeavors.

- NAVFACHQTotalForceDevelopment@navy.mil

Development Resources:

Career Compass Resource Center:

An online source of information that provides NAVFAC civilian employees access to professional grown and development opportunities.

- <https://www.navfac.navy.mil/ccrc>

To access more content specific to the **Accountability** competency:

- <https://www.navfac.navy.mil/competency-dev-content> (Click on Accountability)

Career Compass Catalog:

An online tool which provides you with information to help you take ownership of your professional development. It identifies options to assist in planning and creating a successful career path within NAVFAC.

- <https://www.navfac.navy.mil/ccc>
- <https://www.navfac.navy.mil/eca>