

Practical Edge Training

Accountability Conversation Guide

Use this guide to prepare for productive accountability conversations that focus on expectations, support, and improvement—not blame.

Employee

Name: _____ Date: _____

Purpose of the Conversation

Reason for meeting:

1. Clarify Expectations

What expectation, goal, or standard are we discussing?

What does success look like?

2. Review Current Performance

What has been observed?

Use facts and specific examples.

3. Listen First

Ask:

- How do you see the situation?
- What challenges are you facing?
- What support do you need?

Notes:

4. Agree on Solutions

Actions the employee will take:

Support the manager will provide:

5. Accountability Plan

Success measures:

Follow-up date: _____

Conversation Checklist

- ☐ Expectations were clear
- ☐ Employee had an opportunity to speak
- ☐ Focus stayed on behavior and results
- ☐ Action items were agreed upon
- ☐ Follow-up was scheduled

Manager Reflection

What went well?

What will I do differently next time?
