



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 01 March 2026 To 05 March 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's fast-paced and dynamic work environment, developing a strong sense of accountability and ownership is crucial for personal growth and organizational success. This 5-day course is designed to equip professionals with the skills and mindset needed to take full responsibility for their actions and outcomes at work. Participants will explore key concepts, engage in interactive exercises, and develop strategies to enhance their accountability and ownership, leading to improved performance and career advancement.

- Understand the importance of accountability in the workplace.
- Differentiate between responsibility and ownership.
- Identify personal barriers to accountability.
- Develop strategies to enhance personal and team accountability.
- Learn how to foster a culture of accountability within the organization.

## Course Outlines

### Day 1: Understanding Accountability

- Defining accountability and its significance.
- The difference between responsibility and accountability.
- Exploring real-world examples of accountability.
- Assessing personal levels of accountability.
- Interactive discussion: What accountability means in your role.

### Day 2: Barriers to Ownership

- Identifying common barriers to taking ownership.
- Personal vs. organizational obstacles to accountability.
- Self-assessment: Recognizing personal challenges.
- Overcoming fear of failure and blame.
- Group activity: Sharing and overcoming ownership barriers.

### Day 3: Strategies for Personal Accountability

- Setting clear personal goals and expectations.
- Developing proactive communication skills.
- Techniques for self-motivation and discipline.
- Time management strategies for accountability.
- Role-playing: Practicing accountability scenarios.

### Day 4: Leading with Ownership

- Integrating ownership principles into leadership.
- Empowering teams through accountability.
- Building trust and credibility in teams.
- Delegation and accountability: Finding the balance.
- Case studies: Successful leaders in accountability.

## **Day 5: Creating a Culture of Accountability**

- Organizational strategies to promote accountability.
- Implementing systems for tracking and feedback.
- Encouraging open communication and transparency.
- Recognizing and rewarding accountable behavior.
- Developing an action plan for team accountability.