



CENTRAL BANK OF EGYPT
Egyptian Banking Institute



Cultivating a Culture of Responsibility

Course Description:

One of the most crucial qualities to seek in an employee is responsibility. Responsible employees significantly contribute to the success of any organization, whether it operates for profit or not. This course will introduce the concept of responsibility and highlight the characteristics that define a responsible employee. It will also examine the impact of having responsible versus irresponsible employees on the organization.

Target Audience:

This course is designed for professionals across all departments /levels who aim to become more responsible and increase ownership in their work.

Course Objectives:

By the end of the course, participants will be able to:

- Define responsibilities and examine the responsibility ladder.
- Discuss qualities of responsible employees.
- Identify one's own responsibility level.
- Illustrate examples of responsibility in the workplace.
- Analyze the benefits of having responsible employees and the impact of having irresponsible employees.
- Discover different responsibilities tools for businesses in the forms of software.
- Use the steps for handling an unconscious bias-based complaint at work.

Prerequisites:

None

Course Outlines:

Module One: Accountability Ladder

- What is the Reality?
- Take Ownership
- Find Solutions
- Implement Solutions

Module Two: Importance of Responsibility in Workplace

- Admitting to a Mistake
- Completing Work Shift
- Pulling Weight in Group Tasks
- Meeting Deadlines
- Work Quality
- Work Productivity
- Employee Engagement
- Employee Morale

Module Three: Benefits of Responsibility that Impact in a Personal and Organization

- Individual Success
- Build Trust with Co-Worker
- Builds Trust with Organization
- Success of Organization

Module Four: Characteristics of Responsible People

- Humble
- Transparent
- Promise Keeper
- Proactive

Module Five: Barriers

- No Direction
- No Ownership
- No Commitment
- No Resilience

Module Six: Overcome Barriers

- Create Clear Goals
- Provide Resources
- Allow and Provide Feedback
- Mentorship

Module Seven: Techniques for Increasing Responsibilities

- Prioritize Tasks
- Communicate Expectations
- Incentive Programs
- Consequences

Course Duration

1 Day - 8 hours
09:00 AM – 5:00 PM

Delivery Method

In-class

Assessment Strategy

Participation
Group Exercise
60 % Cut of score of total grades which is “100”

Course Language

Material: English
Instruction and Explanation: Bilingual (EN<> AR)

HOTLINE
15200
One number to better serve you!

Headquarters – Nasr City

22 A, Dr. Anwar El Mofty St., Tiba 2000
P.O.Box 8164 Nasr City, Cairo, Egypt
Tel.: (+2) 02 24054472
Fax: (+2) 02 24054471

Working hours: 9:00 am - 5:00 pm
www.ebi.gov.eg



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