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Accountability

Course Introduction:
Great managers know that accountability is a cornerstone of successful management. When accountability is not a priority or regularly practiced, blame, complaining, procrastination, and disengagement often follow. This course takes a deep dive into the fundamental skills managers need to delegate appropriately, provide resources for success, coach when people encounter challenges, and un

Course Objectives:
Review methods for taking control of their work and making time to manage others. Hold a successful one-on-one meeting. Identify what, when, why, where, and how to delegate. Discover why work is not happening and address concerns.

Who Should Attend?
This course targets professionals, from all industries, who want to learn tools and techniques to develop accountability and a result-focused mindset in themselves and others.

Assessment Method & Documentation
Attendance will be taken via the Averest attendance sheet at the beginning of every training day. Assessment is kept informal throughout the learning process until the final day, thus providing valuable opportunities for learning. Some assessments are done in groups providing the opportunity for collaboration and team problem solving, self-assessment is used to guide learner’s knowledge of their learning.

The course itself, instructor presentation and overall experience are also assessed by the participants through the attached feedback form, the results will be shared with your company.
Course Outline

Section One:
• What is Accountability?
• The Era of Distrust
• Understanding leadership,
• A picture of personal accountability,
• Eliminating stress, the power of choice,
• Our leadership role
• Control: Taking Charge of Your Work

Section Two:
• The Accountability Cycle
• The Building Blocks
• Case Study
• Accountability Starts with Me
• Holding one to one meetings

Section Three:
• Tips and Tricks
• Making Connections
• Top Ten Ways to Create and Share Ownership

Section Four:
• Understanding Delegation
• Monitoring Delegation

Section Five:
• The Ingredients of Good Feedback
• Making Connections
Our Methodology

Averest’s Training Methodology

The effort is focused on participants to complete the course gaining maximum learning benefits and outcomes. We consider the mindset from the beginning to end, incorporating the growth mind-set theory so attendees are walking away feeling inspired, empowered and have an increasingly positive attitude towards their role with the newly acquired knowledge.

We consider company culture, attendee knowledge and attitudes.

We emphasise on keeping participants engaged by enriching the training with quality audio-visuals, opportunities for practical learning, reflective practices, chances to work in teams with their peers and the opportunity for valuable discussions with peers, Averest representatives and instructor. We ensure there are relevant activities, case studies and examples to frame the learning.

We finally provide an opportunity for assessment and consistent feedback and reflection throughout the learning process, therefore keeping learners aware of their place on their learning journey.
Course Fees
Terms and Conditions

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**Included in This Package:**

At Averest training we provide a wide range of training programs in collaboration with ministries, universities, municipalities, organizations and a number of parties. We believe that high-quality training is essential to the enhancement of skills and abilities to achieve the ultimate vision and mission of a business.

Our proposal consists of following:

- Pre-course consultation
- Training course material
- High experienced instructor/s fee
- Certificate of completion
- Post-course follow-up
- All related Averest's quality control tools
- Required stationary
- Airport transportation
- 5 or 4 stars training venue

**Method of Terms**
Payment expected to be done as follows:

- 100% in advance payment to confirm course(s)

**Course Withdrawal, Cancellation and Rescheduling:**

- Twenty or more business days in advance: a full refund minus $100.00 administration charge.
- Ten to nineteen business days in advance: transfer to another course or receive a non-refundable credit, valid for one year, for another Averest course. Credits are transferable within your organization.

- Less than ten business days in advance: No refund available but you may send others of equal number to the registered to take the registering place without any additional cost or you may request for your course notes to be mailed to you.

Those who fail to show up for the course they registered for, or those who withdraw without providing sufficient notice as described above, will be subject to the full fee of the course and will be invoiced for the full cost of the respective course or program.

In the event that Averest chooses to cancel a course, a full refund of the course fees will be issued to the registrant.
Registration Form

YES, PLEASE SIGN ME UP FOR THE FOLLOWING

Short Code: ...........................................................................................................
Course Name: ...........................................................................................................
Commence Date: .....................................................................................................

Salutation: ................................................................................................................
Full Name: ................................................................................................................
Venue: ......................................................................................................................
Job Title: ...................................................................................................................
Institution/Company Name: ......................................................................................
Company Address: ..................................................................................................
Postal Code: ..............................................................................................................
Country: ...................................................................................................................
Company Website: .................................................................................................
Nature of Business: .................................................................................................
Email: ......................................................................................................................
Office Telephone: ...................................................................................................
Mobile: .....................................................................................................................

[ ] Yes, I would like to receive notification of upcoming courses by email

PAYMENT DETAILS (Bank Account (USD) Details):

Company Name: AVEREST GROUP EGITIM TURIZM ORGANIZASYON SANAYI VE TIC LTD STI
Bank Name: AKBANK
Bank SWIFT Code: AKBKTRIS888
Branch Name: FATIH/Istanbul
USD – Account No: 0081267
USD – IBAN: TR28 0004 6001 5200 1000 0812 67
Bank Branch Address: Macar Kardeşler Cad. No:62 Fatih - İstanbul-TURKEY
Branch Telephone: 0212 534 80 50
Branch Fax: 0121 531 19 09
UPCOMING COURSES

16/03/2020 Bridge Inspection
16/03/2020 Communicate with Influence
16/03/2020 Managing Employee Performance, Behaviour & Attitudes
16/03/2020 The Management & Leadership Development Programme

GROUP DISCOUNT:
2nd Registration: Save %10
3rd Registration: Save %15
4th Registration: Save %20
Additional Registrations: Save %25

2 WAYS TO REGISTER:
1. Online: www.averesttraining.com
2. Email: info@averesttraining.com

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