

**ADC LTD Training Agenda**  
**Accountability & Project Coordination**

April 17, 2024 | 9:00 AM-12:00 PM

*Pre-Workshop Task: Think of a problem you are experiencing on a current or recent project.*

<b>9:00-9:15 AM</b>	<b>Welcome/Introductions</b>
<b>9:15-9:30 AM</b>	<b>ADC LTD Core Values</b> <ul style="list-style-type: none"><li>• Team Values Discussion</li></ul>
<b>9:30-10:10 AM</b>	<b>Accountability &amp; Empowerment</b> <ul style="list-style-type: none"><li>• Creating a Culture of Accountability</li><li>• Empowering Employees to be Accountable<ul style="list-style-type: none"><li>○ Small Group Discussion</li></ul></li></ul>
<b>10:10-10:35 AM</b>	<b>The Accountability Conversation</b> <ul style="list-style-type: none"><li>• Accountability Strategies<ul style="list-style-type: none"><li>○ Think-Pair-Share Discussion</li></ul></li></ul>
<b>10:35-10:45 AM</b>	<b>Break</b>
<b>10:45-11:45 AM</b>	<b>Project Coordination Skills</b> <ul style="list-style-type: none"><li>• Setting SMART Goals Activity</li><li>• Communication &amp; Delegation Activity</li><li>• Monitoring Progress</li><li>• Closeout &amp; Debrief</li></ul>
<b>11:45-11:55 PM</b>	<b>Final Thoughts/Q&amp;A</b>
<b>11:55-12:00 PM</b>	<b>Training Evaluation</b>