



S.A.I.D. Accountability Process

<p>SHARE YOUR PERSPECTIVE <i>Review the goal, the action plan, and the observations you made as the leader.</i></p>	
<p>ASK FOR PERSPECTIVE <i>Allow employee to provide their perspective on the results (Watch for REASONS or RECOVERY).</i></p>	
<p>INVESTIGATE THE RESULTS <i>Ask discovery questions to find the root cause for the results: what actions/behaviors led to the results.</i></p>	
<p>DETERMINE NEXT STEP Based on the information gathered from conversation, what is the next step in the employee's action plan (Consequence + New Action Plan)</p> <p><i>Follow Up Plan</i> <i>List the times/dates in which you will follow up with the employee on the action plan (up to 3 times)</i></p>	

Supervisor: _____

Employee: _____

Date: _____

Date: _____