**FIERCE ACCOUNTABILITY REMINDER EMAIL**

**To:** Employees signed up for Accountability Workshop

**Subject:** Fierce Conversations: Accountability Workshop Reminder

**From:** Internal Sponsor/Facilitator

**Body:**

Hello **Fierce Conversationalist**!

I’m looking forward to facilitating our next Fierce Conversations workshop with you, focused on the Accountability Conversation this [Thursday at 12pm.]

**As you prepare for the workshop, here are some reminders to make sure you get the most out of our time together:**

* Be prepared to **Be Here and Nowhere Else**.
* Make sure that you are in a quiet place that you can focus.
* Print your digital workbook on the Fierce Digital Platform.
* Come with a **Curious Mind.**
* **Participate** – This course really comes to life the more we share. Be prepared to have your cameras on.
* Commit to walking away with at least **one take away to put into practice**.

**Accountability Conversation Prep Questions:**

1. *In what situations do I feel I have* ***complete accountability****?*
2. *What are the major differences you might notice on a team that* ***lacks accountability*** *vs****. one where accountability is present****?*
3. *When was a time I was* ***wrongly blamed*** *for a project or situation?*

**Location/Time:** [Location or Zoom link]

**Workbook:** Make sure you download your toolkit for the Accountability workshop from the [Fierce Digital Platform](https://fiercelearning.com/)

Stay Fierce,

[Internal Sponsor]