



P2P ACCOUNTABILITY EXERCISE

PURPOSE

To provide teams with a framework that enables the practice of peer to peer accountability

REQUIREMENT

The exercise is designed for teams of up to 12 people and should take no more than an hour to complete (allow five minutes per person)*

INSTRUCTIONS

- Each person in the team takes a piece of paper and creates 5 columns;

NAME	KEEP DOING	STOP DOING	COMMITMENT	SUPPORT

- COLUMN 1 – list the name of every team member including the leader
 - COLUMN 2 - write down one thing that you want that person to *keep doing* (that is helping the team)
 - COLUMN 3 - write down one thing you want that person to *stop doing* (that is harming the team)
 - COLUMN 4 – capture each team members work on
 - COLUMN 5 – capture the support required from the team
- Begin the exercise - the leader is always the first to receive feedback
 - Starting with the person to the left of the leader, each team member says what they want the leader to *keep doing* (helping the team)
 - Starting with the person to the left of the leader, each team member says what they want the leader to *stop doing* (harming the team)
- This sequence is then repeated for each member of the team in turn, until all team members have received both pieces of feedback
 - Starting again with the leader, he/she shares the one thing that they commit to working on (based on the feedback) and also the support they'd like from the team to help them improve in this area
 - This sequence is then repeated for each member of the team in turn, until all team members have shared the one thing that they commit to work on and the support they'd like from the team

Remember this is not a conversation, but simply a 'tell' with each person delivering their feedback, commitments and the support required to one another in sequence.



Example:

NAME	KEEP DOING	STOP DOING	COMMITMENT	SUPPORT
MARK	Coming up with new ideas	Not following through on promises	Get better at prioritising so that I follow through on my commitments	Remind me of our strategic anchors to help keep me focused
POLLY	Bringing your enthusiasm	Talking over people	Practice actively listening during team meetings	When I interrupt, remind me to wait my turn

Next steps

- Team members take away their commitments and actively work on them for a given time period (we recommend 3 months), and also actively provide the support that has been requested by each member of the team.
- We recommend assigning one team member to remind the team each month (at the monthly team meeting) of the commitments and the requests for support (you should list team health as a standard agenda item with a reference to this exercise)
- At the next quarterly team meeting, review the commitments and discuss progress - give examples of where you have seen improvements, if no improvements have been made you must hold that team member to account and remind them that this behaviour is harming the team, then seek to understand why and offer additional support.
- The entire exercise is then to be repeated and reviewed until you have completed it at least four times.
- Doing this exercise repeatedly builds critical peer to peer accountability muscle and will significantly improve behaviour and performance on a team. It will also highlight those team members that are not committed to improving the health of the team, enabling them to be managed accordingly.

**if you have a team of more than 12 people, we recommend a different version of this exercise. Please email us if you would like to know more: support@rootsltd.co.uk*