



PROGRAM CUORE | Employee Support
Continuous Training

Program II:

Accountability

Welcome to your Training

In connection with your Employment Contract, GI GROUP hereby sends its **Employee Training Program**.

This training is mandatory and corresponds to the initial training modality, which we consider to be an added value, both for your personal and professional development and for raising awareness of the guiding principles of this Module, considered to be of greatest relevance in ensuring professional excellence.

These courses are organized as distance learning and, in the self-training modality, an individual learning modality that allows the individual to learn at their own pace, using specific resources for this purpose, and which contributes to the increase of their personal and professional skills without the need for continuous monitoring by a tutor or trainer.

By accessing this Module, the Employee declares that he/she undertakes to:

1. Access the training material and dedicate the necessary time to develop your skills and complete this Module;
2. Do not transmit the training materials received to third parties, in any form.

If you need support, please contact: formacao.colaborador@gigroup.com

Program Content

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Training Debriefing – Lessons Learned

Accept Responsibility

Demonstrating good business etiquette and professionalism involves accepting full and personal responsibility for your work and your role in promoting the Organization's overall objectives.

Assume Accountability

Being responsible refers to taking full control of your actions and, above all, the results they generate.

Therefore, even if the outcome of a task you are involved in is negative, you must take responsibility for your actions - regardless of whether or not the specific errors were directly your fault. It is not uncommon for people to have good intentions but fail to follow through.

In addition to taking responsibility for your actions and results, being personally responsible involves having a defined direction and being highly involved in the Organization. **These are the characteristics that allow you to translate your intentions into constructive actions.**

Have a Defined Direction

To be responsible, you will need to know, believe and trust in the overall objective of your Organization.

This is what gives you a defined direction.

This is what will influence the decisions you make and your actions.

It is important that individuals at all levels of an Organization understand and accept its objectives.

Get involved

To be responsible, you will need to engage with the people around you.

To do this, you will need to develop and maintain appropriate channels for this relationship. Every action you take will affect those around you, so communicating with others about your actions is essential to success.

The necessary communication can occur on a small scale - such as communication between your colleagues in regular meetings. Or it can occur on a larger scale - like the CEO of a large international company communicating with thousands of Employees via email and the company intranet.

Objectives and Priorities

One facet of responsibility related to having a defined direction is having a clear goal for yourself.

To have a clear goal, you will need to know what you want, what your priorities and passions are, and then align your goal with those priorities.

Once you know what your objective is, you will be more committed to making decisions and taking the necessary actions that lead to achieving the objective.

Having a clear goal is a good starting point for developing personal responsibility, but you will need to work to achieve it.

Trust Actions and Results

Accepting responsibility is part of good business etiquette and professionalism. It involves taking full responsibility for your actions and results and committing to the overall goal of your organization.

If you demonstrate responsibility, people are likely to trust you more, see you as a role model and have confidence in your skills and competencies. To be responsible, you will need to have a defined direction and be highly involved in your work. You will also need a clear personal goal that aligns with your priorities and passions. This will ensure motivation to commit to your goal and become responsible for achieving it.

We summarize the main results achieved through this training:

1. Know how to recognize different types of responsibility
2. Question the passion for the objective
3. Discern priority(ies) and actions to take
4. Assume the need to be involved and motivated in achieving your goal, as a way of taking responsibility for the result(s)

Now that you have completed this action, access the **knowledge assessment questionnaire [HERE](#) (Mandatory step for completing this action).**