



# Quality & Accountability



## In The Workplace

Learning & Development

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## Responsibility

## Equity

## S

## Integrity

## Excellence

## Communication

## Teamwork

The Senior Management Team and the Employee Forum adopted values for Town of Chapel Hill employees on April 28, 2011. Our values are the basis for our choices. They are reflected in our behavior and decisions every day. They are our compass as we accomplish our mission and objectives.



...es. We take own-  
...consideration  
...ar own work.

...ization, we all work toward the  
...own's residents and customers. There-  
...actions that are administered consistently  
...ess of rank, tenure or personal background.

...ain our own mental and physical well-being and the well-being  
...ound us. We are dedicated to a work environment that minimizes risk  
...jury or accident. We are also dedicated to an environment that provides for  
...honest and courteous discussion of workplace issues without fear of repercussion.

We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.

We conduct ourselves in a way that is consistent with and deserving of the level of trust that has been placed in us by the community members of Chapel Hill.

We take part in constructive dialogues and set clear goals and expectations so we may better understand our roles in the workplace. Our organizational values serve as a common language when discussing each other's decisions and actions.

We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

# Objectives

At the end of this class participants will

1. Learn and understand the importance of accountability.
2. Improve performance through empowerment.
3. Learn to A.C.T with integrity.
4. Discuss each individual's role in providing quality work.
5. Learn to develop a team that is making to provide quality work.

**SAMPLE**



# Accountability



**Who needs it?**





**If you are interested in this course, Contact  
Tom Clark, Learning & Development Manager  
at (919) 969-5031**

**[tclark2@townofchapelhill.org](mailto:tclark2@townofchapelhill.org)**

Opportunity,  
in your hands



**You can also sign up through your Cornerstone  
LMS account.**



**Employee Training Portal**

1. Key in on your web browser : <https://knowandgrow.csod.com/>
2. Username : Employee ID (You can call HRD or find it on your pay stub)
3. Password is **P4ssw0rd** for the initial logon then click *logon*
4. If a user enters the wrong password five times, the user is locked out of the system for one hour. If a user attempts to log in to the system while they are locked out, a lockout message is displayed even if a correct password is entered.
5. Contact Tom Clark, Learning and Development Manager for password reset or questions.  
[tclark2@townofchapelhill.org](mailto:tclark2@townofchapelhill.org) (919) 969-5031.