



## Module IV. SOFT

Interpersonal  
Skills  
Course

**Topic 6.** Collaborate with  
others

**Lesson 3**  
**Responsibility**



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## IN THIS LESSON, WE WILL LEARN TO...



1. BE AWARE OF OUR SENSE OF RESPONSIBILITY
2. ADAPT OUR BEHAVIOURS TO THE REQUEST OF RESPONSIBILITY



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## 1. RESPONSIBILITY IN A TEAM

**THE KEY FOR A RESPONSIBLE PROFESSIONAL WILL BE:**

BE ON TIME

BE AWARE OF YOUR ROLE WITHIN THE TEAM

COMPLY WITH YOUR ASSIGNED DUTIES

COMMUNICATE ON EVENTUAL DIFFICULTIES TO ACHIEVE A TASK

RECOGNISE YOUR ERRORS AND ACCEPT THE CONSEQUENCES

THINK POSITIVE

DO YOUR BEST



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## 1. RESPONSIBILITY IN A TEAM

**SOME SIGNS OF IRRESPONSIBILITY OF A TEAM MEMBER WOULD BE:**

LACK OF INTEREST

BEING LATE

COMPLAINING

BLAMING OTHERS FOR FAILURES, LOOKING FOR EXCUSES

AVOIDING INITIATIVES, CHALLENGES, NEW PROJECTS...



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## 2. RESPONSIBILITY IN LEADERS



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Leaders have a greater responsibility because they must not only answer for their tasks but must also support others.



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## 2. RESPONSIBILITY IN LEADERS



When a **LEADER IS RESPONSIBLE**, he or she can confirm the proper functioning of a project and this is because partners know that the leader will carry out his tasks in a good way and that others will also contribute to the objective with their respective duties.



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## 2. RESPONSIBILITY IN LEADERS



A **responsible leader** is one who can **recognize his mistakes and those of team members**, assuming the consequences of his actions and of any person involved in his project.



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## CONCLUSION



Is the sense of duty that must be shared among different persons so that they can collaborate in a good framework, where everybody contributes according to the expected.



It is among the premises and most important features for a successful collaboration.



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