**LESSON CONTENT TEMPLATE**

Erasmus+

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## 1. Lesson Document

Lesson 3. Topic 6: Collaborate with others

<div align="center">**Responsibility**</div>

**Introduction**

Responsibility refers to the state or fact of having a duty (being a moral commitment to deal with something) to achieve or of having control over someone. It also refers to being accountable or blamed for something done. A responsible person will take care of fulfilling this duty and accepts the consequences of his or her own actions.

Once this lesson is completed and approved, learners will be able to:

1. Be aware of their sense of responsibility.

2. Adapt their behaviours to the request of responsibility.

In this lesson, we will learn about two main domains of responsibility: the responsibility in the context of a team, and the responsibility of a leader.

### 1. Responsibility in a team

Each member of the team might be assigned with one or several responsibilities. In any case, each one should take the ownership of his own work to perform it in the best way.

The responsible team member will comply on time with his assigned tasks, will act professionally and feel concerned by the achievement of the common achievement of the project / business goals, being a creative production or other.

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.

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- Think positive.
- Do your best.



Resource: www.responsability.com

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, or new projects.

## 2. Responsibility in Leaders

Leaders have a greater responsibility compared to the rest of the people engaged in a work or classroom´s mates, since they must not only answer for their tasks, but must also support others. Also, as your team directly depends on the success of your decision and the wellbeing of your project, you will be responsible to keep things going well, and, when possible, grow.

When a leader is responsible, he or she can confirm the proper functioning of a project and this is because partners, being students, colleagues and employees 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.

Furthermore, a responsible leader is one who is able to recognize his mistakes and those of team members, assume the consequences of his actions and of any person in his project and do everything possible to repair the damage.

**Conclusion**

Responsibility is, above all, 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.