

## Taking Initiative

Taking the initiative is a crucial step in moving forward in our professional and personal lives. By showing initiative, it reflects us in a positive light to others as well as builds our own self-esteem. If we want something to happen, we need to make it happen. That is what initiative is all about. Take opportunities and run with them. Do not let excuses cause you to miss out on amazing opportunities. See what you want, believe what you want, and make it happen.

With our Taking Initiative workshop, the class participants will learn what initiative is, how to take it on, the advantages of it, and when to know one's place. By enrolling in this class, participants will be taking the first step in making something positive happen for them! Now that is initiative!



### Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: What is Initiative?

- Definition
- Benefits, Personal and Professional
- Why People Do Not Take Initiative
- Make Initiative a Priority
- Case Study
- Module Two: Review Questions

#### Module Three: Know Clients

- Be Open Minded
- Be Adaptable
- Making Decisions
- Take Responsibility
- Case Study
- Module Three: Review Questions

**Module Four: Recognize When You Can Step In**

- Know Your Strengths and Skills
- Go the Extra Mile
- Listen Carefully
- Fill in the Gaps
- Case Study
- Module Four: Review Questions

**Module Five: Recognize When You Can Go Outside the Normal**

- Consider Culture and Values Before Acting
- Is It in the Scope of Your Authority?
- Communicate Ideas
- Act on Solutions
- Case Study
- Module Five: Review Questions

**Module Six: Weighing the Consequences**

- Ask Questions
- Risk, Impact, or Cost Analysis
- Is Authorization Necessary?
- When Risks Are Too High
- Case Study
- Module Six: Review Questions

**Module Seven: Good or Bad**

- The Good
- The Bad
- Develop Judgment
- Avoid Acting on Emotion
- Case Study
- Module Seven: Review Questions

**Module Eight: Confidence**

- Are You Confident?
- Build Confidence
- Positive Thinking
- Visualization
- Case Study
- Module Eight: Review Questions

**Module Nine: Find Opportunities**

- Internal Opportunities
- External Opportunities
- Apply Core Competencies
- What Problems Exist, and Will They Grow?
- Case Study
- Module Nine: Review Questions

**Module Ten: Be Persistent**

- Handle Setbacks
- Manage Change
- Modify Ideas When Necessary
- Move Forward
- Case Study
- Module Ten: Review Questions

**Module Eleven: Balance Initiative and Restraint**

- Consider the Work Involved in an Idea
- Develop Emotional Intelligence
- Know the Buy-in of Stakeholders
- Do Not Push All Ideas Forward
- Case Study
- Module Eleven: Review Questions

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations