

## Seeing and Taking Initiative Workshop

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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 “Seeing and 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!

### Workshop Objectives:

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- Identify what initiative looks like
- Recognize when you can take steps outside the normal
- Build confidence for themselves
- Learn to find opportunities
- Learn good and bad aspects of initiative
- Balance initiative and restraint



1. Module Two: What is Initiative?
  - a. Definition
  - b. Benefits, Personal and Professional
  - c. Why People Do Not Take Initiative
  - d. Make Initiative a Priority
  - e. Practical Illustration
  - f. Module Two: Review Questions
2. Module Three: Take a Chance
  - a. Be Open Minded
  - b. Be Adaptable
  - c. Making Decisions
  - d. Take Responsibility
  - e. Practical Illustration
  - f. Module Three: Review Questions
3. Module Four: Recognize When You Can Step In
  - a. Know Your Strengths and Skills
  - b. Go the Extra Mile
  - c. Listen Carefully
  - d. Fill in the Gaps
  - e. Practical Illustration
  - f. Module Four: Review Questions
4. Module Five: Recognize When You Can Go Outside the Normal
  - a. Consider Culture and Values Before Acting
  - b. Is It in the Scope of Your Authority?
  - c. Communicate Ideas
  - d. Act on Solutions
  - e. Practical Illustration
  - f. Module Five: Review Questions
5. Module Six: Weighing the Consequences
  - a. Ask Questions
  - b. Risk, Impact, or Cost Analysis
  - c. Is Authorization Necessary?
  - d. When Risks Are Too High
  - e. Practical Illustration
  - f. Module Six: Review Questions
6. Module Seven: Good or Bad
  - a. The Good
  - b. The Bad
  - c. Develop Judgment
  - d. Avoid Acting on Emotion
  - e. Practical Illustration
  - f. Module Seven: Review Questions
7. Module Eight: Confidence
  - a. Are You Confident?
  - b. Build Confidence
  - c. Positive Thinking

- d. Visualization
  - e. Practical Illustration
  - f. Module Eight: Review Questions
8. Module Nine: Find Opportunities
- a. Internal Opportunities
  - b. External Opportunities
  - c. Apply Core Competencies
  - d. What Problems Exist, and Will They Grow?
  - e. Practical Illustration
  - f. Module Nine: Review Questions
9. Module Ten: Be Persistent
- a. Handle Setbacks
  - b. Manage Change
  - c. Modify Ideas When Necessary
  - d. Move Forward
  - e. Practical Illustration
  - f. Module Ten: Review Questions
10. Module Eleven: Balance Initiative and Restraint
- a. Consider the Work Involved in an Idea
  - b. Develop Emotional Intelligence
  - c. Know the Buy-in of Stakeholders
  - d. Do Not Push All Ideas Forward
  - e. Practical Illustration
  - f. Module Eleven: Review Questions