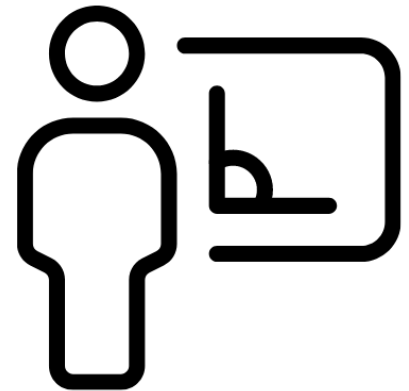


# Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



*Initiative is doing the right thing without being told.*

**Victor Hugo**

## Module Two: What is Initiative?



Initiative is something we can all use in our careers. It is what sets us apart from others, and our competition. Many people are afraid to take the initiative, but if you can, you will stand out. Initiative is deep down inside all of us, but the successful ones are the ones who use it.

### Definition



It is important to know what initiative is to properly utilize it. Initiative is defined as the ability to assess and initiate things independently. In other words, it is taking advantage of the opportunities in front of you. It is stepping up, and going beyond your typical duties. Take charge of situations before others do. You may not want to step out of your comfort zone, but usually you will be rewarded for doing so. It is thinking outside the box, preparing for success, capitalizing on opportunities. It is making changes to take a step forward and being persistent.

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Review the purpose of determining your goals.
<b>Topic Summary</b>	<b>Definition of Initiative</b> Discuss what initiative is and how it applies to your career goals.
<b>Materials Required</b>	<a href="#">Worksheet 1: Initiative for Me</a>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the worksheet individually. Share your answers with the rest of

	the group.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	Why is it important to show initiative in the workplace?

## Benefits, Personal and Professional



In life, taking initiative offers many benefits. It is a positive step that anyone can take for themselves. Only you can take the initiative for yourself, so ensure you do it. Taking the initiative provides individuals with a sense of self-control both in their personal and professional lives. No one is going to offer you opportunities if you do not deserve them, so stepping up will make all the difference in your life. In your personal life, it may benefit you by helping you feel more confident with yourself. In your professional life, it may help you get that coveted promotion. In either aspect of your life, it will promote better things.

Taking initiative promotes:

- Control
- Achievement
- Confidence
- Proactivity
- Inspiration
- Self-Awareness
- Creativity
- Fear-busting

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Review the benefits of taking initiative in both the personal and professional life.
<b>Topic Summary</b>	<b>Assess Benefits of Initiative</b> Discuss how to assess your strengths in a job field.
<b>Materials Required</b>	<a href="#">Worksheet 2: Benefits of Taking Initiative</a>

<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the worksheet individually. Share your answers with the rest of the group.
<b>Stories to Share</b>	Share any personal or professional relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How has taking initiative helped you?

## Why People Do Not Take Initiative



Not everyone is comfortable with taking the initiative, or even knows how to do so. It is something that is developed mentally and takes strength to do. Some individuals have a bounded rationality. These individuals are unable to see past what they currently know. They cannot see the benefits of stepping up.

Typically, the individual has never thought about it. Also, individuals do not take the initiative due to a lack of capability. Outside their general knowledge, some individuals do not possess the expertise to take the initiative for a more difficult task. Execution over innovation is also another popular reason that individuals do not take initiative. These individuals only focus on their own work, and do not have concern for any new tasks. Finally, some individuals are too busy to take the initiative. There is already too much on their plate, and they physically and mentally cannot process anymore work.

Reasons for not taking the initiative:

- Bounded rationality
- Lack of capability
- Execution over Innovation
- Task overload

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Review the importance of recognizing why you have not taken initiative in the past.
<b>Topic Summary</b>	<b>Identify When You Have Not Taken Initiative</b> Discuss a time you did not take initiative and how the outcome could have been different if you did.

<b>Materials Required</b>	<a href="#">Worksheet 3: No Initiative</a>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the worksheet individually. Share your answers with the rest of the group.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How can taking initiative, when you did not, make a difference?

## Make Initiative a Priority



It is our duty to make initiative a priority in both our professional and personal lives. To make initiative a priority, we must first understand what it is and what its benefits are. Once we understand this, we can take the leap forward. To make taking initiative a priority, we must watch for opportunities. We must be aware of our surroundings, and what can potentially be a fantastic opportunity to do so. In your professional career, if you see that your boss needs help with something, offer it! Show that you are a go-getter. Take the extra step when you can! People will take notice of your initiative, and you will be rewarded positively.

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Review the importance of taking initiative.
<b>Topic Summary</b>	<b>Taking Initiative</b> Discuss different methods of making taking initiative a priority
<b>Materials Required</b>	<b>White board, markers</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	As a group, discuss the different methods a person can use to make taking initiative a priority in the professional setting. Discuss examples and write them on the white board.
<b>Stories to Share</b>	Share any personal, relevant stories.

<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What is a way to take initiative in the workplace?

## Practical Illustration



Jennifer and Angela are both employees at a company. They both started at the same time, and hold the same position. A new promotional position has opened up with the company, and their supervisor says he will be making a decision soon about who he thinks will be the best fit for it.

Both Jennifer and Angela perform their jobs to the best of their abilities. They both complete their assignments on time. The difference is, Jennifer knows the importance of taking initiative at the workplace. Jennifer has noticed that several of her superiors have needed help on projects, and Jennifer has taken the time to help. In her time helping her superiors, she has learned valuable information that will help her succeed in the promotional position. Angela, on the other hand, is focused on only doing her work to the best of her ability. She does not think helping others will help her in any way.

After about two weeks, the supervisor made his decision on the position. Jennifer was given the position. The reasoning was because the supervisor noticed the initiative she had taken, and took that into consideration. The only thing that separated the two candidates was one took initiative to help others in a higher position and the other did not.

## Module Two: Review Questions

1.) What is defined as the ability to assess and initiate opportunities in one's career independently?

- a) Initiative
- b) Self-control
- c) Self-esteem
- d) Acting on impulse

Initiative is important in advancing in one's career. It is seizing opportunities and taking advantage of them.

2.) Someone that is taking initiative will do what?

- a) Ask others to do their work for them
- b) Focus solely on their current job position
- c) Push others to do better than themselves
- d) Take charge of situations before others do

Initiative in the workplace is important for advancing. It is about taking charge of situations before others do. It is about going above and beyond in the workplace.

3.) Taking initiative provides benefits to whom?

- a) Others only
- b) Both Personal and Professional self
- c) Personal self only
- d) Professional self only

Initiative provides benefits in our personal and professional lives, depending where the action is taken. It provides individuals with a sense of self-control.

4.) Taking initiative promotes all of the following, except:

- a) Control
- b) Achievement
- c) Self-awareness
- d) Self-doubt

Taking initiative is a positive step. It promotes confidence, inspiration, control achievement, self-awareness, creativity, and fear-busting.

5.) An individual that has a bounded rationality, is said to what?

- a) Take huge risks without thought
- b) Push themselves as hard as they can
- c) Be unable to see past what they currently know
- d) Never try in their current ventures

A person with bounded rationality has trouble seeing past what they currently know. This person does not see how stepping out-of-the-box can be beneficial.

6.) All of the following are reasons an individual does not take the initiative, except:

- a) Can think outside-of-the-box
- b) Lack of capability
- c) Task overload
- d) Focus on execution not innovation

There are many reasons that people do not take the initiative. Individuals must identify these reasons before they overcome them. The reasons include: lack of capability, task overload, and focus on execution not innovation.

7.) Before we can make initiative a priority, we must do what?

- a) Pursue a new career
- b) Understand what it is
- c) Have taken initiative before
- d) Have had a benefit of it happen to you

It is important to understand what initiative is. Once you can understand this, you can make it a priority. A person can make it a priority by watching for opportunities.

8.) Which of the following is an example of taking initiative?

- a) Asking a co-worker to complete your work
- b) Making a positive comment to a co-worker
- c) Offering to help your boss with his work
- d) Redoing all of your work

An employee can take initiative by offering their boss help with a project. The employee needs to watch for available opportunities and take them.



9.) Initiative.....

- a) Is something we can use
- b) Sets us apart from others
- c) A and B
- d) Is a myth

Initiative is something we can all use in our careers. It is what sets us apart from others, and our competition.

10.) It is important to have an understanding of what initiative is before\_\_\_\_\_.

- a) You can use it to your advantage
- b) One can properly utilize it
- c) A person can benefit from it
- d) All of the above

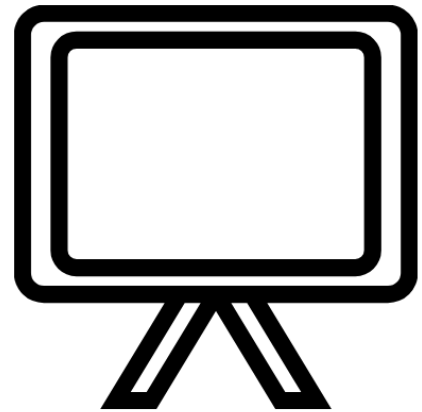
It is important to know what initiative is to properly utilize it. Initiative is defined as the ability to assess and initiate things independently.

# PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





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*Initiative is doing the right thing without being told.*

*Victor Hugo*

## MODULE TWO

# What is Initiative?

Initiative is deep down inside all of us, but the successful ones are the ones who use it.



## Definition

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Initiative is defined as the ability to assess and initiate things independently.

## Benefits, Personal and Professional

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- Control
- Achievement
- Confidence
- Proactivity





## Why People Do Not Take Initiative

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Bounded rationality

Lack of capability

Task overload

## Make Initiative a Priority

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To make initiative a priority, we must first understand what it is and what its benefits are.



## Practical Illustration



- Definition
- Benefits, Personal and Professional
- Why People Do Not Take Initiative
- Make Initiative a Priority

## Module Two: Review Questions

1. What is defined as the ability to assess and initiate opportunities in one's career independently?

A. Initiative

B. Self-control

C. Self-esteem

D. Acting on impulse

# Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



# Taking Initiative

## Quick Reference Sheet



### Go the Extra Mile

Taking initiative means going the extra mile; going above and beyond your usual tasks. This will make you stand out, and shows motivation.

Going the extra mile can be as simple as offering another employee help. Every little bit helps in the workplace, so if you can help out, you should. It will not go unnoticed. Going the extra mile will motivate you and make you feel good about yourself. A little initiative goes a long way.

Ways employees are motivated:

- Getting work benefits for performing well
- Building relationships among staff members
- Knowing why they matter
- Having clear goals set



### Communicate Ideas

Communication is key to success. Without proper communication our ideas will never be heard or be able to flourish. How we communicate our ideas is directly related to the response we get back. Communication is not a one-way process; consider how the other person perceives you. Enhance communication by using positive qualities when conveying information.

Positive qualities when communicating ideas:

Being warm, friendly, and open



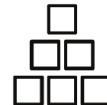
Being honest



Making the idea exciting and interesting



Being organized when presenting the idea





## Positive Thinking

Without positivity, it would be difficult to be a confident person. Positive thinking can increase self-esteem. There are two key components of self-esteem: self-image and self-talk. To encourage positive thinking, positive affirmations can be used. Tell yourself "I can do it!" When speaking to yourself with internal dialog, use the present and personal tenses. Also, to help with positive thinking, use positive visualization. Imagine yourself where you want to be. Do not think that you cannot do something. Positive thinking can make all the difference in your life.



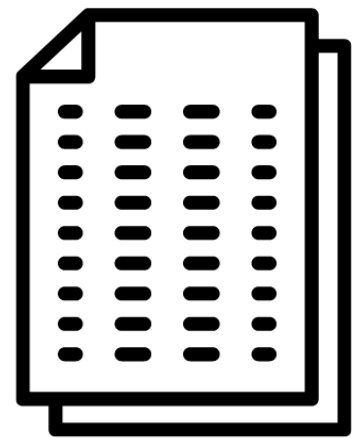
# Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

# *Initiative for Me*

Use the space below to outline some ways that you can take initiative in your current employment position.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Notes:

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## Sample Worksheet 2

# *Benefits of Taking Initiative*

Use the worksheet below to outline how taking initiative has benefited you in your personal and professional life.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Sample Worksheet 3

## ***No Initiative***

Use the worksheet below to provide an example of when you personally could have shown initiative, but were held back from doing so. How could taking initiative have made a positive difference in your personal or professional life?

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## **Icebreaker: The Big Question.**

**Goal:** To get participants to reveal something about themselves – to the group, and possibly to themselves as well.

**Materials Required:** Some squares of card with questions written on them (moral, material and personal – these should be thought-provoking but not excessively controversial), name cards for each participant.

**Preparation:** Get participants to sit in a semi-circle and place the stack of cards on a table at the front.

**Activity:** Explain to participants that the cards each contain a question that requires some thought to answer. Ask the first participant to come up and take a square of card and then stand at the front of the class. The participant should introduce themselves by name (and any other information they consider relevant, and then read out the question. They should then answer the question to the best of their ability, explaining their reasoning. If time and numbers allow, there can be follow-up questions from the floor. Repeat this process until everyone has had a turn – or two if the numbers allow.

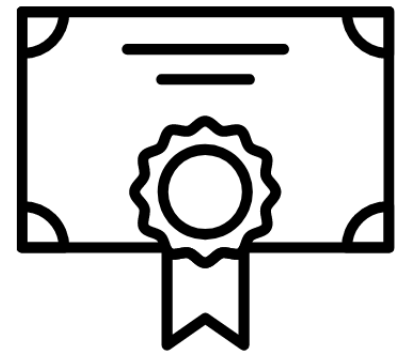
EXAMPLE: Tell us about a time you took initiative in your personal life.

Tell us about a time you took initiative in your professional life.

# Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

**[Name]**

*Has mastered the course  
Taking Initiative*

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presenter Name and Title

\_\_\_\_\_