



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

Taking Initiative

Participant Workbook

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Introduction

Objectives:

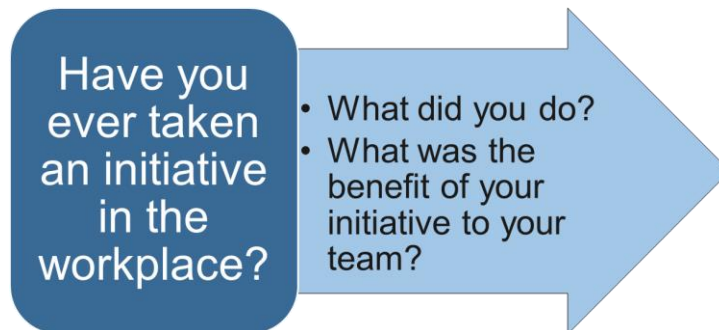
- Participants will learn how taking initiative can help them achieve the mission.

Agenda:

1. What is Initiative?
2. Importance of Initiative for Employees and Employers
3. The GOAL Model for Taking Initiative
4. Initiative Risk Factors
5. Tips to Start Taking Initiative



Initiative



Have you ever taken an initiative in the workplace? What did you do? What was the benefit of your initiative to your team? Use the space provided here to capture your response.

Riddle: You are the bus driver. You drive three blocks and pick up two people. You drive three more blocks, and one person gets off. You drive around the corner and pick up five people. What is the name of the bus driver?

In your opinion, what is Initiative? Use the space provided here to capture your response.



Definition:

Initiative is defined as “an introductory step; the energy or aptitude displayed in initiation of action.” (Merriam Webster)

Initiative relates to:

- The word “initiate”, or “start” or “self-starter” or “self-motivated”
- Being the person to seize an idea and get it off the ground, often before it's been asked for

Importance of Initiative for Employees and Employers

In your opinion, what does an employer and an employee prefer about taking initiative? Use the space provided here to capture your response.

Employers prefer:

- Someone who does the job well
- Someone who understands the wider purpose of her/his role

Employees advantages:

- Sets one employee apart from the others in the organization
- Strengthens your decision making and analytical skills
- Helps you identify the upcoming opportunities before time
- Builds your personal brand in the organization

The GOAL Model For Taking Initiative



As you think about your career, ask yourself the following questions. Use the spaces provided here to capture your response.

Where do you want to Grow?

What are the Opportunities you see?

How will you hold yourself Accountable?

How will you Lean In and take action?

Growth:

What are your goals?

What does success look like?

How do your goals align with your team's goals?

How do your goals align with the organization's goals?

Opportunity:

Which opportunity do you see?

What's the impact of that opportunity?

What are the benefits of taking initiative on that opportunity?

What are the challenges of taking initiative on that opportunity?

Accountability:

How will you hold yourself accountable to taking initiative?

How will you add this work to your current workload?

How will you respond if things go off-course?

Who will support you as you take initiative?

Lean In:

What decision will move you toward your goal?

What are the first three steps in initiating action?

What is getting in the way?

When will you start?

What specific initiative can you start? Use the space provided here to capture your response.

Initiative Risk Factors

What do you think are some risks in Taking Initiative? Use the space provided here to capture your response.

Tips To Start Taking Initiative

- Work with what you have
- Manage yourself
- Consider others
- Align with mission goals
- Think as a team member, not an employee
- Be self-promotional

Final Reflection

- What is something new you learned today?
- What is the most important tip you will share with a co-worker that wasn't able to attend today?

Use the space provided to capture your response.

Contact Information

BD17 Contact Information: Write to us! We are always seeking to improve our learning and development products and encourage your feedback. Please email us with your suggestions and we will incorporate them into future work. Additionally, we are available to answer any questions about the content you may have and provide additional resources to support your learning endeavors.

- NAVFACHQTotalForceDevelopment@navy.mil

Development Resources

Career Compass Resource Center: An online source of information that provides NAVFAC civilian employees access to professional growth and development opportunities.

- <https://www.navfac.navy.mil/ccrc>

To access more content specific to the **Initiative** competency:

- <https://www.navfac.navy.mil/initiative>

Career Compass Catalog: an online tool which provides you with information to help you take ownership of your professional development. It identifies options to assist in planning and creating a successful career path within NAVFAC.

- <https://www.navfac.navy.mil/ccc>

Course Credit

You will receive credit for participating in this course. Email the address below. Make sure to include all the following information:

Component	Include in Email
Address	W_NAVFAC_PRTN_NITC_NFI_ADMINS_US@navy.mil
Email Subject Line	Self-Certification – Taking Initiative
Course Name	Taking Initiative
Course Completion Code	Code will differ for the live versus recorded webinar and will be available at the end of each respective course.