



What Does Initiative Look Like

Participant Workbook

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Introduction

Objectives:

- Participants will learn what taking initiative looks like.

Agenda:

1. How to identify potential initiatives
2. How to drive your initiative to action
3. How to promote your initiative



Initiative



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

Six Steps To Choosing Your Initiative



Use the space provided below to make any additional notes:

Questions To Ask Before Taking Initiative

Do I have sufficient interest and professional skills to lead the initiative?

Do I have the required time and assets to accomplish the initiative?

Who gets affected by the initiative?

Whom do I need onboard to carry forward the initiative?

Barriers Towards Initiative

- Task burden
- Deficiency of proficiency
- Lack of communication
- Apprehension toward change

What are some barriers you are encountering with your initiative? Use the space provided to capture your response.

Driving an Initiative:

- Define the scope
- Identify and assess available data
- Refine the data
- Apply a tailored approach to identify actionable insights
- Integrate empirical evidence to update processes and develop a way ahead.

What is your initiative idea? Think through the following questions. Use the space provided below to capture your response.

- ***What is the scope?***
- ***What data do you need to drive your initiative to action?***
- ***What data do you need validated?***
- ***What conclusions can you draw based on your validated data?***
- ***How can you drive your initiative to action?***

How Do You Promote Initiatives?

- Before implementing the initiative, create a test run or a pilot
- Inspire people by presenting a compelling vision for the future
- Provide regular communication
- Find creative ways to involve your team in the initiative

Use the space provided below to make any additional notes:

Final Reflection

Remember: Initiative is about having the idea and implementing it. It is a first in a series of steps to improve the productivity and efficiency within your organization and team.

Use the space provided to capture your thoughts.

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/cc>

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 – What Does Initiative Look Like
Course Name	What Does Initiative Look Like
Course Completion Code	Code will differ for the live versus recorded webinar and will be available at the end of each respective course.