



Making Initiative Contagious

Participant Workbook

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Introduction

Objective

You will be able to understand practical ways to make initiative contagious.



The Importance of Making Initiative Contagious

- Increases resourcefulness to complete tasks without being told
- Improves resilience and determination
- Drives achievement and problem solving
- Provides an example for others to follow

“Employers and business leaders need people who can think for themselves – who can take initiative and be the solution to problems.”

-Stephen Covey

Workbook Exercise

What efforts do you think would be most impactful to make initiative contagious within your team?

- ***Increases resourcefulness to complete tasks without being told***
- ***Improves resilience and determination***
- ***Drives achievement and problem solving***
- ***Provides an example for others to follow***

5 Principles to Make Initiative Contagious

1. Social Currency
2. Triggers
3. Emotion
4. Public
5. Practical Value



1. Social Currency

- Social currency is when people enjoy telling others what they know and sharing a good thing through conversations, blogs, or social media.
- Creates a buzz around the subject
- Showing initiative gets noticed
- Others champion and support your idea / project
- Starts to become contagious



2. Triggers

- Prompts people to think about initiative
- Knowing what motivates people to support you
- Initiative to help someone else produces trust and support
- Others are encouraged to take initiative



Workbook Exercise

How could you utilize your understanding of triggers to help make initiative contagious?

3. Emotion

- When we care, we share
- Passion motivates action
- Get others involved
- Take initiative to learn, plan, and invest in success
- Connect at a deeper level, progress towards the best possible outcome



4. Public

- Take initiative to share your idea or project with a broader audience
- Seek feedback from outside of your team
- Increases awareness and support
- Creates momentum from a diverse group



5. Practical Value

- Enjoy helping others
- Go the extra mile, produce quality products
- Share knowledge and best practices
- Motivate others to develop and grow



Workbook Exercise

What are some ways you could provide practical value to encourage your team members to make initiative contagious?

Practical Ways to Make Initiative Contagious

- Stay Driven
- Have a Proactive Attitude
- Be a Team Player
- Analyze In-Depth
- Tackle Problems
- Offer Praise



Stay Driven

- It all starts with you
- Set the tone
- Create a sense of momentum and purpose
- Be results and success driven
- Motivate others to take initiative



Have a Proactive Attitude

- Be a doer
- Promote a proactive environment
- Be on the lookout for fresh opportunities
- Seize the moment



Be a Team Player

- Help out others
- Have a plan and work it
- Share knowledge and best practices
- Have a growth mindset



Analyze In-Depth

- Make time digging deep and analyzing complex issues
- Increase your level of expertise
- Assists with anticipating problems
- Promotes better decision making



Tackle Problems

- Be comfortable with attacking problems head on
- Diagnose and address problems quickly
- Aid your team in achieving results
- Have an aggressive problem-solving mentality



Offer Praise

- Encourage what you want to see more of
- Celebrate small wins, they eventually add-up to big wins
- Voice your appreciation for your team's hard work and creativity
- Initiative starts getting contagious



Workbook Exercise

From the steps to make initiative contagious, which ones are the most challenging for you? What can you do to improve that?

Final Reflection

What actions can you take now to improve your ability for making initiative contagious?

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@us.navy.mil
Email Subject Line	Self-Certification – Making Initiative Contagious
Course Name	Making Initiative Contagious
Course Completion Code	axQ\$KA



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@us.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/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/>

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

- <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/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/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Career-Compass-Catalog/>