



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

Take the Lead Through Initiative

Participant Workbook

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Introduction

Objective

You will be able to understand techniques to take the lead through initiative.

Agenda

- The importance of taking initiative
- Traits of a proactive team member
- Why you should take initiative
- The right time to take initiative
- 5 ways to take the lead through initiative



Taking Initiative

- Thinking proactively about tasks
- Noticing opportunities and taking action
- Ability for greater impact
 - Price’s Law - the square root of the number of people involved in a project will be responsible for 50 percent of the results

“Success comes from taking the initiative and following up...persisting.”

-Tony Robbins

Chat Question

How do you think proactively about tasks or take action with opportunities?

Traits of a Proactive Team Member

1. Motivated to reach team goals and your own
2. Action-oriented
3. Collaborative with others
4. Skilled at making decisions
5. Positive attitude toward work and team
6. Confident communication
7. Receptive to constructive feedback



Chat Question

Of the traits of a proactive team member. Which is the most challenging for you and why?

Why You Should Take Initiative?

- Demonstrates more value and relevance
- Positions yourself for growth
- Builds confidence in your professional and personal life
- Strengthens your relationship with your team members
- Boosts happiness and job satisfaction
- Develops better critical thinking and problem-solving skills



Workbook Exercise

What are some of your motivations or desires for taking initiative?

The Right Time to Take Initiative

- When you've mastered your required tasks
- When you see a problem in your organization
- When you understand the limits of your authority and experience
- When your well-being is in a good place



Chat Question

What do you consider when choosing the right time to take initiative?

5 Ways to Take the Lead Through Initiative

1. Voice your ideas and request constructive feedback
2. Be curious and eager to learn
3. Seek opportunities for improvement
4. Address any problems you notice
5. Step in when someone needs help



1. Voice Your Ideas and Request Constructive Feedback

- Share your thoughts and concerns
- Provide a diversity of thought or perspective
- Help your team visualize additional options



2. Be Curious and Eager to Learn

- Look for ways to increase your level of knowledge
- Research and read content on your subject area
- Seek out training opportunities
- Create a knowledge base to provide greater value and perspective to your team



3. Seek Opportunities for Improvement

- Review your work, self-assess
- Look for ways to improve your processes
- Be proactive on ways to increase the quality of your products



4. Address Any Problems You Notice

- Speak up if you see an issue
- Offer solutions that will address problems
- Propose changes to workflows or processes that create efficiencies
- Don't let problems continue or get worse



5. Step in When Someone Needs Help

- Offer to help a coworker or teammate
- Provide support as needed
- Offer best practices that could assist them be more efficient in accomplishing their tasks



Workbook Exercise

What are some areas you can focus on to take the lead through initiative?

- *Voice your ideas and request constructive feedback*
- *Be curious and eager to learn*
- *Seek opportunities for improvement*
- *Address any problems you notice*
- *Step in when someone needs help*

Summary

Learning Objective: To understand techniques to take the lead through initiative

- ✓ The importance of taking initiative
- ✓ Traits of a proactive team member
- ✓ Why you should take initiative
- ✓ The right time to take initiative
- ✓ 5 ways to take the lead through initiative



Final Reflection

What actions can you take now to improve your ability to take the lead through initiative?

Key Takeaways

What are some of the key takeaways from today's course?

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 – Take the Lead Through Initiative
Course Name	Take the Lead Through Initiative
Course Completion Code	aSkFB`

Or, if you have a smart phone, you can simply scan the QR code below to generate the email with all the necessary information. If you use this method, please include your Navy email in the body of the email.



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/>