



**Career  
Essentials:  
*Foundations***





# Showing Initiative

Personal Skills: Self-Motivated

- Essential Questions
  - How do I develop the ability to work with limited supervision
  - How can I show my ability to take initiative?
  - How can I improve these skills?



# Showing Initiative

Personal Skills: Self-Motivated

- Students will understand...
  - Successful employees have the ability to work with limited supervision.
  - Taking initiative in the workplace is valued by employers.



# Showing Initiative

Personal Skills: Self-Motivated

- Students will know...
  - Employers value people who can work with limited supervision and take initiative.
  - How to demonstrate taking initiative in the workplace.
  - Initiative is a skill that can be developed.



# Showing Initiative

Personal Skills: Self-Motivated

- Students will be able to...
  - Assess their ability to take initiative
  - Identify situations that do and do not require contacting a supervisor
  - Apply these skills to workplace situations



“There are three types of people in this world: those who make things happen, those who watch things happen, and those who wonder what happened.”

*Mary Kay Ash, American businesswoman*

Do you agree or disagree with this statement? Defend your stance.



## Objectives:

- Evaluate your ability to take initiative.
- Identify situations where initiative is required.
- Apply these skills to workplace situations.

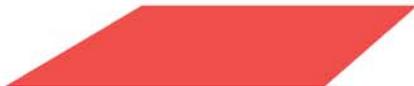


**Personal Skills:** Self-Motivated



## Initiative

The power or opportunity to do something before others do.





# How Self-Confident Are You?

[www.mindtools.com/pages/article/newTCS\\_84.htm](http://www.mindtools.com/pages/article/newTCS_84.htm)

- What question do you have about this information?
- What is your opinion about how this information relates to your life?
- What is one fact that really struck you?
- What is something that contradicts what you previously thought about the subject?

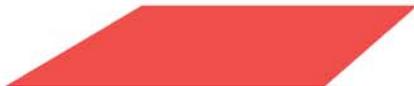


**Personal Skills:** Self-Motivated



## Supervisor

An administrative officer in charge of a business, government, school unit or operation.





[www.wingclips.com/themes/initiative](http://www.wingclips.com/themes/initiative)

- Who in this clip modeled taking initiative?
- How is this an example of taking initiative?
- What might have happened differently if this person did not demonstrate taking initiative?



**Personal Skills:** Self-Motivated



## Describe a time when you took initiative.

### Situation

Clearly set up the scene of the example and describe the situation including relevant background information.

### Task

What was your role?

### Action

What products were you personally responsible for?

### Result

What happened? Clearly describe the end result.

**Situation:** When I was serving as the treasurer for the TRUST organization, we were in a poor financial situation. Over the last year prior to me becoming the treasurer, the club had lost over half of their financial funds with increased spending and decreased fundraising.

**Task:** My job was to help identify fundraisers that could help solve this problem. I researched the fundraisers that were happening in the school already, spoke with students I knew at other schools and came up with three options for the club to vote on.

**Action:** The club decided to do a "parents night out" and provide daycare one evening for families in the community.

**Result:** We earned \$500 in one night by having a play night for 35 grade school students. Because it was so successful, we plan to do it again next semester.





## Personal Skills: Self-Motivated



1. Describe a time you took initiative.
2. Describe a workplace situation in which it would be appropriate to act immediately without seeking the advice of a supervisor.
3. Describe a workplace situation in which it would be appropriate to consult a supervisor.
4. What does STAR stand for?
5. Define initiative.
6. Describe a situation in which you could take initiative in the near future.

