



Drive to perform and take initiatives!!!

Taking the initiative is a crucial step in moving forward in our professional and personal lives. By showing initiative, it reflects us in a positive light to others as well as builds our own self-esteem. If we want something to happen, we need to make it happen. That is what initiative is all about. Take opportunities and run with them. Do not let excuses cause you to miss out on amazing opportunities. See what you want, believe what you want, and make it happen.

With our Taking Initiative workshop, the class participants will learn what performance and initiative are, how to take it on, the advantages of these, and when to know one's place. In this session, participants will be taking the first step in making something positive happen for them! Now that is initiative!

1. Performance drive

If the only time you think about your work performance is at your annual performance evaluation, you're not alone. Sometimes, it's easier to wait for someone else to tell you what things you should be working on than it is to constantly assess yourself.

No matter how well you perform any task, you can always do better than you did yesterday.

The same goes for your work performance.

Focusing on continuously improving your skill set and learning new things is a great way to boost your confidence and help you become the best version of yourself.

Following are the points which are to be taken into the consideration:

- Organize, Plan and Prioritize
- Stay Focused and Avoid Distractions
- Manage Interruptions

- Do one Thing at a Time (Don't Multi-task!)
- Don't Leave Things Unfinished
- Read Something New Every Day
- Communicate Effectively
- Acknowledge Your Weak Spots
- Take a Break When you Need One

2. Take Initiative

Initiative is the ability to be resourceful and work without always being told what to do. It requires resilience and determination. People who show initiative demonstrate they can think for themselves and take action when necessary. It means using your head, and having the drive to achieve.

When you show initiative, you do things without being told; you find out what you need to know; you keep going when things get tough; and you spot and take advantage of opportunities that others pass by. You act, instead of reacting, at work.

Most of us have seen initiative in action. Maybe you've seen a young manager who fills her boss's shoes when she's sick and the rest of the team is unsure what to do; or perhaps you've seen a team member proposing a process improvement plan to the executive board.

Initiative has become increasingly important in today's workplace. Organizations want employees who can think on their feet and take action without waiting for someone to tell them what to do. After all, this type of flexibility and courage is what pushes teams and organizations to innovate, and to overcome competition.

Following are the steps to take initiative:

- Develop a Career Plan
- Build Self-Confidence
- Spot Opportunities and Potential Improvements
- Sense-Check Your Ideas
- Develop Rational Persistence
- Find Balance

Self-Management

Not all interpersonal skills are extroverted. This article discussing the ideas of acclaimed Emotional Intelligence (EI) expert Daniel Goleman believes self-management to be one of the pillars of EI and absolutely fundamental to leadership success.

Self-management allows us to control our emotions when they are not aligned with what would be considered appropriate behavior for a given situation. This means controlling anger, hiding frustration, exuding calmness, etc. Undoubtedly there are times to show your true colors, but remaining composed is almost always the desired course of action.

Responsibility And Accountability

Responsibility and accountability are two reliable indicators of maturity. Saying you are going to do something and then actually doing it is a sign of responsibility. This builds trust between yourself and those they rely on you and it encourages others to seek your counsel and assistance.

Holding yourself accountable for your actions is one of the most difficult things to do, both professionally and personally. This is also a crucial element of conflict management. When conflicts arise between yourself and others, or when you have made a mistake or at fault, that is when accountability becomes difficult. Admitting to your mistakes isn't enough. You have to understand the situation fully and respond in a way that addresses the issue comprehensively (see "Problem Solving" above).

Holding ourselves accountable tends to go against our instincts; this is definitely when the "flight" instinct kicks in. Learn to take accountability with this class and see how it can change the results you are getting at work.

Assertiveness

After all this talk of listening and respecting others, there is no denying the importance of being assertive. However, this is also where you are most likely to offend or come off as too aggressive. Being assertive is the only way to get your ideas onto a competitive table.

It also means standing up for what you believe in, defending your ideas with confidence, instructing others on what needs to be done, etc. etc. etc. I'm sure we are all familiar with the fact that most people who ask for raises receive them; and yet very few of us are assertive enough to make it happen. When used tactfully, assertiveness can gain you a kind of respect that you won't be able to attain by other means.

Methodology

We use a "learning by doing" training methodology to support behavior change through highly interactive training. Using our customized cases and exercises, we ensure that participants apply the skills and strategies learned and receive intensive coaching and feedback. We utilize role plays, drills, in-the-action feedback, and other application techniques. We supplement learning by doing with some other teaching strategies, including small group discussion, drills, flip chart development to capture participant opinions and ideas, and limited PowerPoint slides. For Train-the-Trainer workshops, we not only provide Leader's Guides, but we also provide in-depth Leader Notes for every case and exercise that provide additional insights and best practices.

Regards,

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