



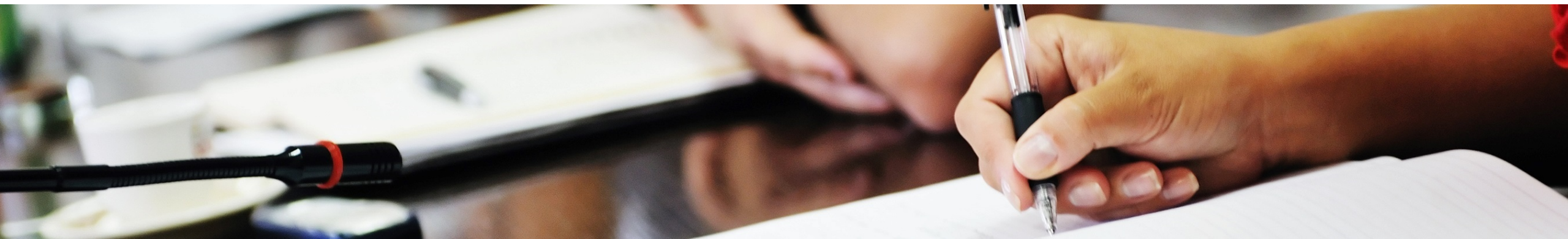
Career Essentials: Experiences, adult learner course

Initiative



Agenda

- You are Here: SkillsUSA Career Essentials: Experiences, adult learner course
- Introduction to Initiative
- Preview of Activities
- Getting Started
- Questions?



YOU ARE HERE

SkillsUSA Career Essentials: Experiences



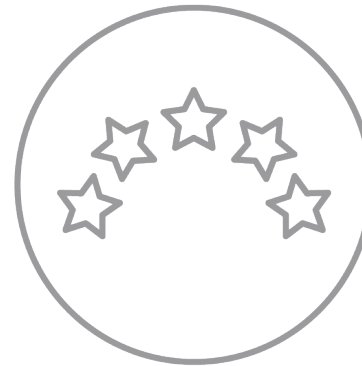
CONTINUOUS
IMPROVEMENT



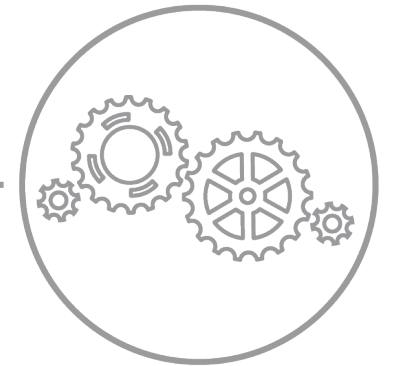
INITIATIVE



COLLABORATION



CUSTOMER
SERVICE



CHANGE
MANAGEMENT

Introduction to Initiative

Think of a time when you made special efforts to build responsibility or improve your work. Talk to a partner about the choices you made and the steps you took over time to improve.



What is Initiative?

Definition: Making the effort to take action to create a desired result with little supervision – a skill anyone can build with focus and dedication. Those who consistently demonstrate initiative at work are highly valued by employers, peers and customers!



Benefits of Initiative

- Regarded as highly valuable at work
- Well-respected and admired for work ethic
- Greater success in meeting goals
- Increased dependability and reliability



Initiative and the SkillsUSA Framework

SkillsUSA Framework



SkillsUSA has an impact on the lives of America's future workforce through the development of personal, workplace and technical skills that are grounded in academics.

Initiative Essential Elements

- Work Ethic
- Professionalism
- Responsibility
- Adaptability/Flexibility
- Self-Motivation
- Integrity



Warmup Questions

1. *What are some real-life examples related to these Essential Elements that come to mind as you think about initiative?*
2. *Which of these Essential Elements do you best exhibit as they relate to initiative? How do you know?*
3. *In which of these Essential Elements do you believe you have the greatest opportunity for growth as they relate to initiative? Why?*
4. *What do you hope to personally gain from this Experience related to initiative or any of its Essential Elements?*
5. *How do you think what you have learned or will learn with Career Essentials: Experiences can improve how you learn about and apply the Essential Elements of initiative?*

Experience Overview

- ✓ Pre-test: Initiative (10 min)
- 📺 Initiative Kickoff Presentation (30 min)
- ✈️ Overview: Initiative (5 min)
- Essential Element 2.A: Integrity**
- ▶️ Being Accountable (10 min)
- ✈️★ Documenting Your Personal Values (20 min)
- Essential Element 2.B: Work Ethic**
- ▶️ Being a Great Employee (10 min)
- ✈️★ Finding Leadership Opportunities (30 min)
- Essential Element 2.C: Professionalism**
- ✈️ Dress Code Interview (20 min)
- ✈️ Reimagining Professionalism (10 min)
- ✈️ Modeling Professionalism (20 min)

- Essential Element 2.D: Responsibility**
- ▶️ Producing Great Work (10 min)
- ✈️ Initiating Tasks (45 min)
- ✈️★ Holding Yourself Accountable (15 min)
- Essential Element 2.E: Adaptability/Flexibility**
- ✈️ Initiating Change (5 min)
- ✈️★ Resolving Workplace Challenges (10 min)
- Essential Element 2.F: Self-Motivation**
- ✈️ Planning for Success (20 min)
- ✈️★ Creating a Career Plan (15 min)
- ✈️★ Presenting Professional Attributes (20 min)
- ✈️ Researching Job Opportunities (20 min)
- ✓ Post-test: Initiative (10 min)

Getting Started

1. Make sure you have access to the Career Essentials online campus.
2. Review the Experience overview (first activity) if you have not already.



QUESTIONS?

[Instructor name]

[Instructor contact info:
phone,
email,
office hours,
etc.]

