



10521



In-Class



8 hours



EGP 3,450

Course Description:

This program develops a proactive mindset and equips participants with the skills to take initiative confidently and responsibly in the workplace. It focuses on identifying opportunities, making sound decisions, and balancing action with judgment. Participants will learn how to step beyond assigned tasks, contribute value, and act with ownership while managing risks, stakeholders, and organizational expectations.

Target Audience:

- Employees at all levels
- High-potential talents
- Team leaders and supervisors

Course Objectives:

By the end of this course, participants will be able to:

- Recognize the value of initiative & the factors that enable or prevent proactive behavior
- Assess situations, opportunities, and risks to determine when and how to take initiative
- Act proactively by applying decision-making, communication, and confidence-building techniques
- Sustain initiative through persistence, adaptability, and balanced judgment

Course Outline:

Module 1: The Mindset of Initiative

- What is initiative, and why does it matter
- Benefits (personal & professional)
- Why people avoid taking initiative
- Building a proactive mindset

Module 2: Judging When to Take Initiative

- Understanding roles, scope, and boundaries
- Identifying opportunities and gaps
- Evaluating risks, impact, and consequences
- Considering stakeholders and organizational culture

Module 3: Acting with Confidence & Ownership

- Decision-making and taking responsibility
- Communicating ideas effectively
- Building confidence (mindset & behavior)
- Taking action and following through

Module 4: Sustaining Initiative & Smart Persistence

- Handling setbacks and challenges
- Adapting ideas and approaches
- Balancing initiative with restraint
- Developing long-term proactive habits

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in the group exercises.

Course completion will grant participants:

0.6 CEUs

Course Language:

- Training Material: English
- Facilitation: Bilingual

Prerequisites:

None