

The logo for Albuquerque, featuring the lowercase letters 'abq' in a purple, sans-serif font. To the right of the letters is a small, colorful graphic of a stylized flower or leaf with four petals in shades of blue, green, and yellow.The logo for the Discovering You Program, featuring the letters 'DYP' in a bold, orange, sans-serif font. Below the letters, the text 'Discovering You Program' is written in a smaller, black, sans-serif font. To the left of the letters is a small, green, leaf-like graphic.

# DYP 21<sup>st</sup> Century Skills LEARNING & DEVELOPMENT VIDEO SERIES

## Part 10 – Initiative

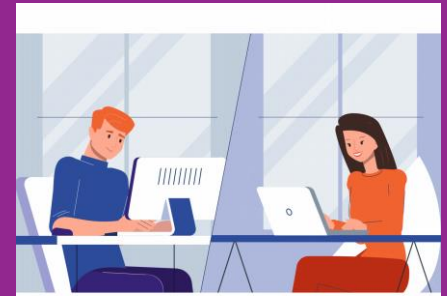
Grades 9-12





# Initiative المبادرة





For this week:



**Take on the “Taking the Initiative” worksheet to show just how important initiative is once you join the global workforce!**

**Remember to apply your unique Critical Thinking skills!**



## SCENARIOS

# Taking the Initiative

Name \_\_\_\_\_

*Directions: Read each scenario below and answer the following questions.*

You work in a clothing store. Today, the store has been busy. You have been working hard to assist customers. Each employee takes turns cleaning the dressing rooms and returning clothes back on the racks. You have already done your duty of cleaning the dressing rooms for the day. However, as you walk by the dressing rooms you see they are a mess, littered with clothes and trash. At the moment, you are not assisting any customers.

- 1) What should you do in this work situation? Why?
- 2) Is it worth the risk to clean the dressing room? Explain.
- 3) Do you think that the employee that was assigned to clean the dressing room will be angry with you or appreciate your assistance?
- 4) How do you think the boss will view you, if she or he notices that you took the initiative to clean the dressing room, even though it was not your responsibility?



**CONNECTED ECONOMY**



You work in a hardware store. You are assigned to work in the appliance section, which is next to the building materials area. It appears that there are no employees in the building material section. Thus, a customer comes up to you and ask if you could cut a piece of wood for him on the electric saw. You have never used the electric saw nor have you been trained to use it, but you have seen others use the saw.

- 1) What would be the risk for taking the initiative and cutting the piece of wood for the customer?
- 2) What should you do in this work situation? Explain



You work in a restaurant as a food server. Each employee is assigned a set of tables in an area of the restaurant. It is the server's responsible to maintain their assigned tables; servers need to make sure their customers are taken care of, tables are cleared off and cleaned. As you are working, you notice a new co-worker falling behind; several of her tables need water and several customers' plates need to be cleared off the table.

- 1) What should you do in this work situation? Why?
- 2) Would it be worth the risk to bring water and clear off the plates of those tables that are not assigned to? Explain.
- 3) Do you think that your co-worker would be angry with you or appreciate your assistance?
- 4) How do you think the boss would view you, if she or he notices that you took the initiative to assist customers that were not assigned to you?



**CONNECTED ECONOMY**



# ASSESSMENT

## Taking the Initiative

Name \_\_\_\_\_

*Directions: Select the best answer.*

**1. When will a reactive worker act or do a job task?**

- a. Never
- b. Always
- c. When told or pointed out
- d. None of the above

**2. When will a proactive employee complete a job task?**

- a. Never
- b. Always; before being told
- c. When told
- d. None of the above

**3. In today's job world, employers are looking for workers that**

- a. take their time.
- b. take college courses.
- c. take the initiative.
- d. All of the above

**4. Initiative is defined as**

- a. acting before being told to do something.
- b. doing something before others.
- c. being proactive.
- d. All of the above

**5. In order to be able to take the initiative at work, a person needs to have**

- a. confidence.
- b. friends.
- c. lots of experience.
- d. All of the above

**6. When taking the initiative, it is wise to**

- a. avoid the task.
- b. try to do it even if it is dangerous.
- c. measure the risk.
- d. None of the above.

**7. Most often bosses will prefer workers**

- a. not to take a risk of doing a task.
- b. let the next work shift take care of unfinished tasks.
- c. take the initiative at a task that need to be done.
- d. None of the above

**8. Learning to take the initiative at work, starts off with**

- a. being told by others.
- b. learning to spot opportunities.
- c. having years of experience at the job.
- d. None of the above

**9. The more you take the initiative at work the more likely it will turn into**

- a. a bad habit.
- b. resentment.
- c. a good habit.
- d. less work.

Assessment



### True or False

10. \_\_\_\_\_ To be able to take the initiative at work, you need to have courage.

11. \_\_\_\_\_ There are no risks to taking the initiative at work.

12. \_\_\_\_\_ Before taking the initiative, one needs to evaluate if the task is within their capabilities, that no harm can be caused to anyone, and that it is unlikely that major damage will occur.

13. \_\_\_\_\_ Taking the initiative is a skill that is learned over time and develops into good habit.

14. \_\_\_\_\_ There are always a shortage of opportunities to take the initiative at work.

15. List three reasons why people may not take the initiative at work.	16. List four benefits an employee may earn by taking the initiative at work.
1.  2.  3.	1.  2.  3.  4.



Email your answers online by next Thursday at ...



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**abq**

  
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مدرسة **السيب** العالمية  
Seeb International School

  
مدرسة **صهار** العالمية  
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Next week's video ...



# Productivity الإنتاجية