



Initiative & Enterprise

work skills qualifications • employability skills system

Organizations today are faced with challenges as never before. The Initiative and Enterprise modules are designed to help the individual worker function effectively as an independent thinking adult in the workplace. This module on initiative and enterprise charts the path of self-direction and leadership in the future. The competencies reflect the purpose of this module; to initiate actions to improve performance, exercise and practice innovativeness and identify opportunities, be self-directed and to identify, assess and manage risks associated with the practices of initiative and enterprise. All these are increasingly important to help a worker stay relevant in a global and uncertain marketplace.

Programme Objectives:

Competencies Requirements

At the end of the workshop, participants should be able to:

1. Initiate action for continuous improvement
2. Practise innovative and enterprising behaviors
3. Identify, evaluate and manage risks at the workplace
4. Demonstrate self-direction and sustained effort

Training Methodology

Short lectures, experiential activities, simple case studies, demonstrations, individual and group exercises, self-discovery questionnaires and pre & post course evaluations.

Target Audience:

All **Operational** level staff who are responsible for or encouraged to be able to exercise initiative, enterprise and self-direction in the workplace.

Assessment:

Formative Assessment will be conducted during class for all participants to qualify for the *Statement of Attainment*. On-Going /Work-based assessment will be implemented by Training Vision as a tool to monitor and track Staff Development. **The staff will be briefed on the purpose of the various assessments and these assessments will be conducted in a non-threatening manner so as to encourage staff participation and confidence**

Programme Outlines:

Competency Unit: Initiate Actions For Continuous Improvement

Initiative and Enterprise In A New Economy

- Why initiative is important in a changing workplace
- Attributes of an employee in a initiative based enterprise; The “Triple I” Worker
- What constitutes an initiative action
- Ways and methods to demonstrate “initiative at work”
- Application of initiative for continuous improvement in the different workplace context
- Translating an idea into actions for achieving work and organizational goals
- Case studies and group exercises

The Self-Directed Individual In A New Economy

- Why the individual becomes a key asset in a high performance organization
- Benefits and characteristics of the self-directed work team and individual
- The differences of a self-directed team and/or individual vis-à-vis traditional team and/or individual
- Toolkit for a self-directed work team and/or individual
- A roadmap for driving organizational performance through a path of individual performance transformation

Competency Unit: Practise Innovative and Enterprising Behaviors

Going Beyond The Incremental Mindset

- The Importance of Innovation In Businesses Today
- Defining innovation; Beyond continuous improvement to step change
- Traits and behaviors of the innovative organization, team and individual
- The Innovative Attitude and Mindset
- Exercises and Role Play

Generating Innovative Outcomes

- Types and sources of innovation
- Why innovation matters for every employee to achieve organization and team success?
- The Innovation Inventory; Tools and techniques for different purposes and applications
- Stages of innovation; the innovation road map
- Developing your innovation strategy for workplace implementation: action planning



Competency Unit: Identify, Evaluate And Manage Risks In The Workplace

Sustaining Initiative Through Overcoming Risk

- What constitutes a risk
- Identifying the types of risks in new initiatives and current operations
- Applying the risk scoping model and technique to your current organization/team
- Approaches to dealing with risks on an individual, team and organization basis
- Case scenarios and practical discussions

Commitment To A Culture Of Initiative Through Effective Risk Management

- Understanding Risk Types
- Risk assessment exercises
- The different types of risk response strategy
- Contingency planning and preventive measures



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Organizations today are faced with challenges as never before. The Initiative and Enterprise modules are designed to help the individual worker function effectively as an independent thinking adult in the workplace. This module for supervisors and managers helps leaders work with their team of subordinates in practicing initiative and enterprising behaviors. The core competencies remain but the focus of application is on the work team. Leaders who are able to see ways to improve their work and the work of the teams are usually the type of person who function best in a supervisory or management capacity which best adds and create new value for the organization in a global and uncertain marketplace.

Programme Objectives:

Competencies Required

At the end of the workshop, participants should be able to:

1. Initiate action for continuous improvement
2. Practise innovative and enterprising behaviors
3. Identify, evaluate and manage risks at the workplace
4. Lead and promote initiative and enterprise behaviors within the team and organization.

Training Methodology

Short lectures, experiential activities, simple case studies, demonstrations, individual and group exercises, self-discovery questionnaires and pre & post course evaluations.

Target Audience:

Supervisory Level - All Supervisors who responsible for or involved in leading and promoting initiative and enterprise behaviors within their team and organization.

Assessment:

Formative Assessment will be conducted during class for all participants to qualify for the *Statement of Attainment*. On-Going /Work-based assessment will be implemented by Training Vision as a tool to monitor and track Staff Development. **The staff will be briefed on the purpose of the various assessments and these assessments will be conducted in a non-threatening manner so as to encourage staff participation and confidence**

Programme Objectives:

Competency Unit: Initiate Action For Continuous Improvement

Initiative and Enterprise In A New Economy

- The importance of Human Capital In A Knowledge-Based Economy
- Why initiative in your team is important in a changing workplace
- Attributes of an employee in a initiative based enterprise; The “Triple I” Worker
- What constitutes an initiative action
- Ways and methods to demonstrate “initiative at work”
- Application of initiative for continuous improvement in the different workplace context
- The role of a leader in promoting continuous improvement
- Motivating your team to exercise initiative and enterprise
- Case studies and group exercises

The Self-Directed Individual In A New Economy

- Why the individual becomes a key asset in a high performance organization
- Benefits and characteristics of the self-directed work team and individual
- The differences of a self-directed team and/or individual vis-à-vis traditional team and/or individual
- Toolkit for a self-directed work team and/or individual
- A roadmap for driving organizational performance through a path of individual performance transformation

Competency Unit: Practise Innovative and Enterprising Behaviors

Going Beyond The Incremental Mindset

- The Importance of Innovation In Businesses Today
- Defining innovation; beyond continuous improvement to step change
- Types and sources of innovation
- How to develop an innovative culture
- Skills for facilitating and building innovation and enterprise behaviors
- Exercises, Team Debate and Role Play

Leading And Inculcating Innovative Team Behaviors

- Traits and behaviors of the innovative organization, team and individual
- The innovative team; case study
- The Innovation Inventory; Tools and techniques for different purposes and applications
- Stages of the innovation process; the innovation road map
- Developing your innovation map for the work team and organization: action planning
- Case studies, personal and group creativity exercises, group discussion and presentation

Competency Unit: Identify, Evaluate And Manage Risks In The Workplace

Sustaining Initiative Through Overcoming Risk

- What constitutes a risk
- Identifying the types of risks in new initiatives and current operations
- Applying the risk scoping model and technique to your current organization/ team
- Risk assessment tools and checklists
- Approaches to dealing with risks on an individual, team and organization basis
- Case scenarios and practical discussions

Commitment To A Culture Of Initiative Through Effective Risk Management

- Understanding Risk Types
- Risk assessment exercises
- The different types of risk response strategy
- Contingency planning and preventive measures

Succeeding In A Culture Of Initiative Through Risk Monitoring And Control

- Comparing planned and actual performance
- Implications of risks on team success
- Progress reporting and communication of the risks management plan to the team
- and management
- Configuration management and change control
- Implementing the risk management strategy
- Evaluation of effectiveness of the strategy



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Programme Objectives:

Competencies Required

At the end of the workshop, participants should be able to:

1. Initiate action for continuous improvement
2. Practise innovative and enterprising behaviors
3. Identify, evaluate and manage risks at the workplace
4. Lead and promote initiative and enterprise behaviors within the team and organization.

Training Methodology

Short lectures, experiential activities, simple case studies, demonstrations, individual and group exercises, self-discovery questionnaires and pre & post course evaluations.

Target Audience:

Managerial level - All Managers responsible for or involved in leading and promoting initiative and enterprise behaviors within their team and organization.

Assessment:

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Programme Objectives:

Competency Unit: Initiate Action For Continuous Improvement

Initiative and Enterprise In A New Economy

- The importance of Human Capital In A Knowledge-Based Economy
- The Continuous Improvement Mindset
- Steps to Successful Continuous Improvement
- Operating Guidelines to develop a Culture Framework to Support Continuous Improvement
- Common Pitfalls to Avoid in Continuous Improvement
- Case studies and group exercises

The Self-Directed Individual In A New Economy

- Why the individual becomes a key asset in a high performance organization
- Self Direction and Organizational Behavior
- Successful Self Directed teams are Benefits to the Organization
- Changing the role of leadership
- Roles of A Manager In Self Directed Team
- Developing enterprise action and strategies to improve organizational growth
- Establishing A Framework to Evaluate Performance Efforts.
- A roadmap for driving organizational performance through a path of individual performance transformation

Competency Unit: Practise Innovative and Enterprising Behaviors

Going Beyond The Incremental Mindset

- The Importance of Innovation In Businesses Today
- Defining innovation; beyond continuous improvement to step change
- Best and worst case creative and innovative groups
- The innovative team; case study
- How to build an innovative culture
- Exercises and Role Play

Strategic Leadership For Innovation And Enterprise

- The innovation kingdom; managerial roles in providing strategic choices for innovation
- Resourcing for innovation and enterprise
- Resourcing for innovation and enterprise; application tool
- An integrated approach to strategic innovation
- Developing comprehensible policies to drive strategic innovation
- Role play and Group discussions/presentations

Competency Unit: Identify, Evaluate And Manage Risks In The Workplace

Sustaining Initiative Through Effective Risk Assessment And Management

- What is risk assessment and management?
- Managing the risk assessment process
- Identify the risks associated to a new policy/management decision
- Risk assessment and action; application tool
- Practical exercises in using risk assessment tools

Succeeding In A Culture Of Initiative Through Risk Monitoring And Control

- The different types of risk response strategy
- Contingency planning and preventive measures
- Comparing planned and actual performance
- Implementing the risk management strategy
- Configuration management and change control
- Auditing your risk control outcomes
- Strategies for risk prevention and control; application tools
- Evaluating your enterprise risk management planning and strategy
- Practical exercises and group discussions