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## Initiative Skills

As part of every **Skills for U** session, you are going to learn about a skill that will help you throughout your life, and also make you more employable!

In this session you are learning all about **initiative**, why it is important and how you can show more of it.

Everything you need to complete this worksheet is either in the PowerPoint presentation you have just listened to or on this sheet.

Throughout the programme we will also highlight a job that uses the skill we are learning about. The job for **initiative** is a **Marketing Executive**.

**Question:** Why is it important for a Marketing Executive to show **initiative**?

**Question:** What other jobs or businesses require **initiative**? Why?

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### Task 1: What would you do?

Mr Granger, Headteacher, has asked Sam, School Secretary, to complete the school’s weekly parent newsletter to be sent out at 3pm on Friday. Mr Granger has told Sam that it is important the newsletter goes out on time, and also that he would like to check it before Sam sends it out. Mr Granger is in a meeting Friday afternoon and is running late. It is almost 3pm and he has not yet returned to check the newsletter.

**Question:** What would you do if you were Sam? Would you send the newsletter out? Why?

### Task 2: Yes and No Game

The Yes and No Game is all about your ability to think on your feet and use your initiative to think of alternative answers. The aim of the game is to answer questions without saying either **Yes** or **No**; once you do, you’re out. You will need a partner to play this game and can switch roles so you each get to have a go at answering the questions. The faster you do this the harder it becomes!

Here are some example questions to start you off:

Have you been outside today?	Did an alarm wake you up this morning?
Do you like pizza?	Do you read before bed last night?
Do you watch TV?	Have you tidied your room today?
Do you cook your own food?	Have you completed your homework?
Can you ride a bike?	Do you like flowers?
Do you wear glasses?	Do you like dogs?
Do you like sport?	Have you been gardening?
Do you like the colour blue?	Did you wash up yesterday?

**Question:** What tactics did you use to try and avoid saying yes or no? Why do you think it is useful to try different ways of approaching things?

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### Task 3: Goal Setting

Setting goals and planning for the future will help you to develop your initiative skills as it gives you something to focus on and aim for. Once you know what you want to achieve, you can take action to work steadily towards reaching that goal.

Don't worry if you're not 100% sure on what career you would like to have in the future, your goal could be to work towards deciding on a career by doing some further research.

**Question:** What careers are you interested in? List as many as you'd like.

### Questions to consider when researching career options:



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Use the National Careers Service website to help you answer the below questions.

<https://nationalcareers.service.gov.uk/>

<p><b>Chosen career</b> - <i>choose one from your list.</i></p>	
<p><b>Research</b> - <i>what does the job entail? Where can you work? How much can you earn?</i></p>	
<p><b>Map your route</b> - <i>What qualifications do you need? Can you do an apprenticeship?</i></p>	
<p><b>Use your Initiative</b> - <i>What can you do now to help you reach your goal?</i></p>	

### Task 5: Evaluation

Congratulations on completing the previous tasks! We have one final thing for you to do.

**Question:** How have the tasks you have done helped you learn about initiative?