



Taking Initiative

SEHG-PD-2581 · Business · approx. 8 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Taking the initiative is a crucial step in moving forward in our professional and personal lives. By showing initiative, it reflects us in a positive light to others as well as builds our own self-esteem. If we want something to happen, we need to make it happen. That is what initiative is all about. Take opportunities and run with them. Do not let excuses cause you to miss out on amazing opportunities. See what you want, believe what you want, and make it happen. With our Taking Initiative workshop, participants will learn what initiative is, how to take it on, the advantages of it, and when to know one's place. Participants will be taking the first step in making something positive happen for them!

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Identify what initiative looks like
- Recognize when you can take steps outside the normal
- Build confidence in themselves
- Learn to find opportunities
- Learn good and bad aspects of initiative
- Balance initiative and restraint

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 8 instructional videos — 8 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — What is Initiative?**
 - Definition
 - Benefits, Personal, and Professional

- Why People Do Not Take Initiative
- Make Initiative a Priority
- **Module 3 — Take a Chance**
 - Be Open Minded
 - Be Adaptable
 - Making Decisions
 - Take Responsibility
- **Module 4 — Recognize When You Can Step In**
 - Know Your Strengths and Skills
 - Go the Extra Mile
 - Listen Carefully
 - Fill in the Gaps
- **Module 5 — Recognize When You Can Go Outside the Normal**
 - Consider Culture and Values Before Acting
 - Is It in the Scope of Your Authority?
 - Communicate Ideas
 - Act on Solutions
- **Module 6 — Weighing the Consequences**
 - Ask Questions
 - Risk, Impact, or Cost Analysis
 - Is Authorization Necessary?
 - When Risks Are Too High
- **Module 7 — Good or Bad**
 - The Good
 - The Bad
 - Develop Judgment
 - Avoid Acting on Emotion
- **Module 8 — Confidence**
 - Are You Confident?
 - Build Confidence
 - Positive Thinking
 - Visualization
- **Module 9 — Find Opportunities**
 - Internal Opportunities
 - External Opportunities
 - Apply Core Competencies
 - What Problems Exist, and Will They Grow?
- **Module 10 — Be Persistent**
 - Handle Setbacks
 - Manage Change
 - Modify Ideas When Necessary
 - Move Forward
- **Module 11 — Balance Initiative and Restraint**
 - Consider the Work Involved in an Idea
 - Develop Emotional Intelligence
 - Know the Buy-in of Stakeholders
 - Do Not Push All Ideas Forward
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-PD-2581 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.