

Be Consistently Proactive, Not Reactive

Length: 1 Day

Summary: In this course, you will learn to control situations by causing things to happen rather than waiting to respond after things happen. You will learn that proactive people are constantly moving forward, looking to the future, and making things happen. Being proactive is a way of thinking and acting and you will learn skills to become that person in the workforce.

COURSE CONTENT

BEING CONSISTENTLY PROACTIVE

- Developing your voice and confidence

TIME MANAGEMENT

- Setting up procedures and routines
 - Timing everything

PERFORMANCE AND BEHAVIOR

- Why people perform like they do - however positive or negative
- Understand problems from different viewpoints and generate solutions
- Minimize off-task behavior and increase engagement
- Increase personal productivity and focus on 'added value' tasks