

Foundation Training Programme for Assistant Section Officers CGLE-2022

“Leadership-Taking Initiative”

Sessions prepared by
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Personal Leadership

- Taking charge of your life and responsibilities
- Important for taking Initiative
- Why? Ready to expand capacities and strengths

Taking initiative

- Taking initiative was defined by Frese and Fay (2001) as:
- “Work behavior characterized by its
 - self-starting nature,
 - its proactive approach,
 - and by being persistent in overcoming difficulties that arise in pursuit of a goal.”

By taking initiative, leaders

- Do not wait for someone to **tell** them what to do
- **Think** on their feet and take appropriate action
- Are **proactive** rather than reactive
- Appear flexible, **confident** and courageous
- Help their teams and organizations to **innovate**, progress & to overcome competition
- Spot and take advantage of **opportunities** that others pass by.

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Infographics Edition

Over
30 million
sold!

Stephen R. Covey

 FranklinCovey.



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The 7 Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, and then to be understood
6. Synergize
7. Sharpen the saw

Stephen Covey

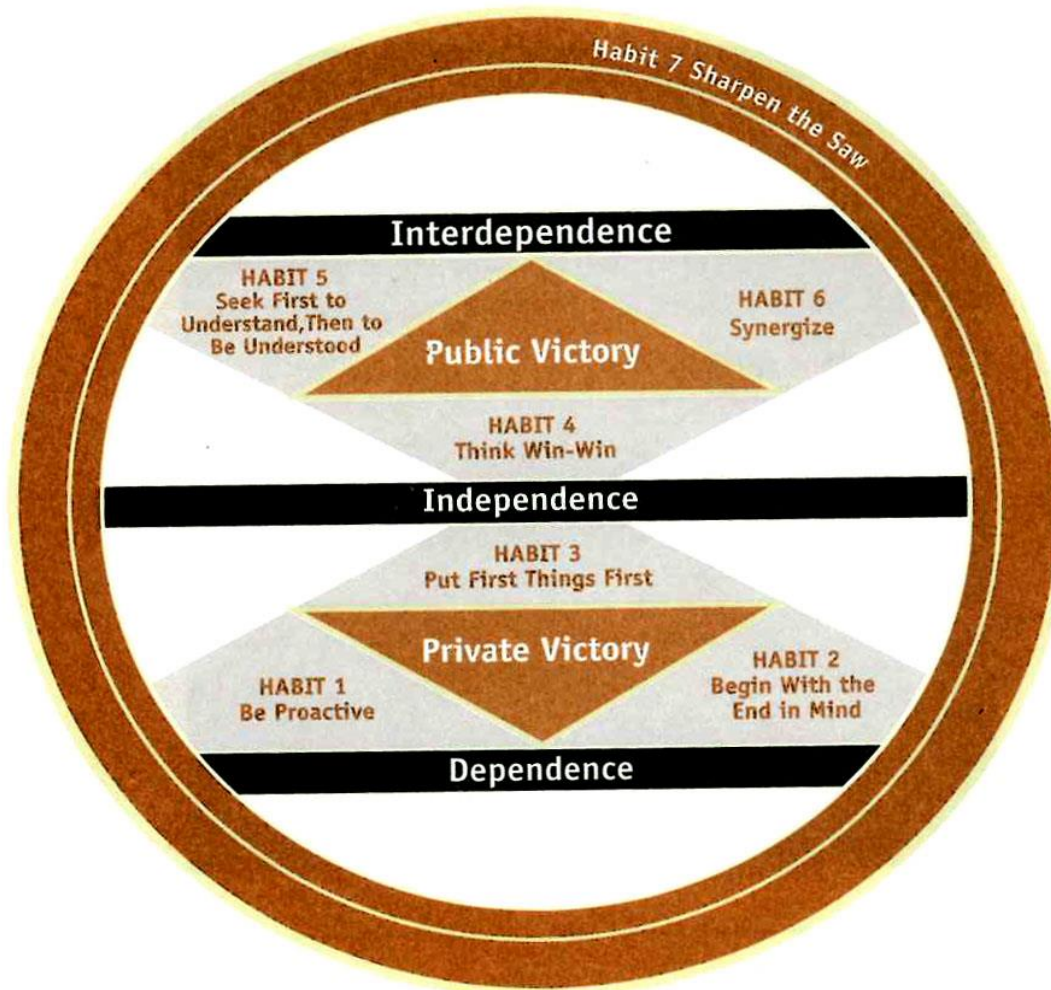


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Train Journey

Maturity Continuum



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Taking initiative

- Examples of taking Initiative
- Write one example of taking initiative

The 7-Habits of Highly Effective People

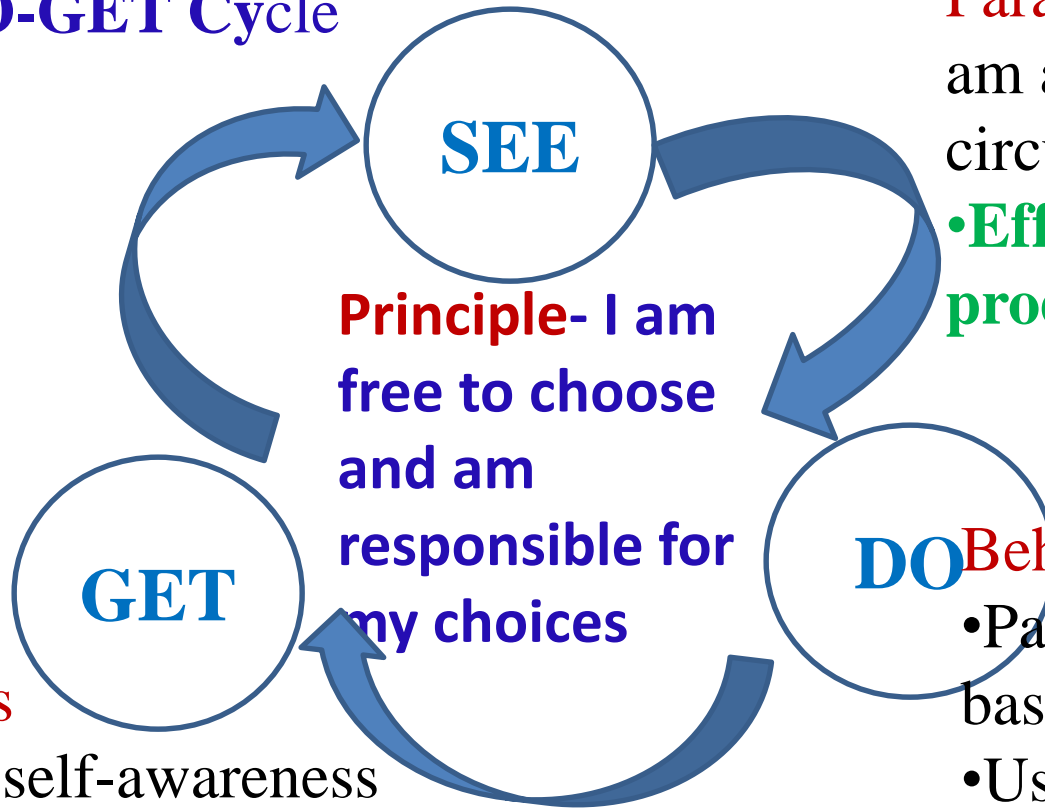
Habit-1:Be Proactive The Habit of Choice

Source: Signature Programme on the 7 Habits of Highly Effective People



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SEE-DO-GET Cycle



Paradigm- Ineffective: I am a product of my circumstances

Effective: I am a product of my choices

Results

- More self-awareness
- Greater initiative
- Increased influence
- **Becoming the creative force of your life**

DO Behavior

- Pause and respond based on principles
- Use proactive language
- Expand your circle of influence
- Become a transition

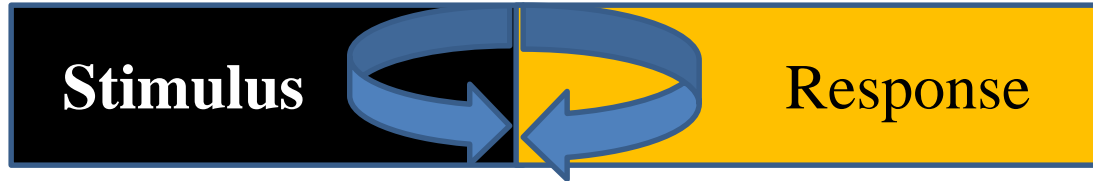
person



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1. Proactive-Use Pause

Don't Allow outside influences (moods, feelings, circumstances)



Proactive People

Pause to allow themselves the freedom to choose their response based on principles and desired results

Freedom to choose expands as they wisely use the space between stimulus and response



2. Use Proactive Language

	Reactive Language
	There is nothing we can do
	That's just the way I am
	He makes me so mad
	They won't allow that
	I have to do that
	I can't
	I must
	If only



Use Proactive Language

Proactive Language	Reactive Language
Let us look at our alternatives	There is nothing we can do
I can chose a different approach	That's just the way I am
I control my own feelings	He makes me so mad
I can convince them	They won't allow that
I can do that, I will chose an appropriate response	I have to do that
I chose	I can't
I prefer	I must
I will	If only



3. Expand your Circle of Influence

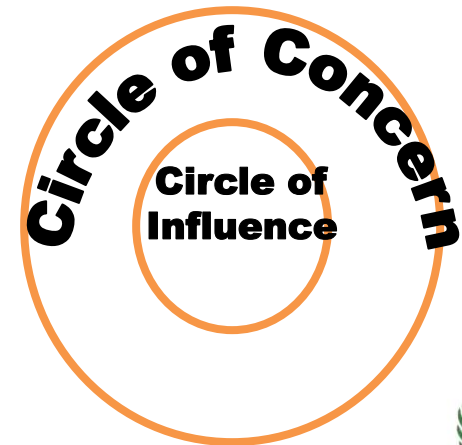
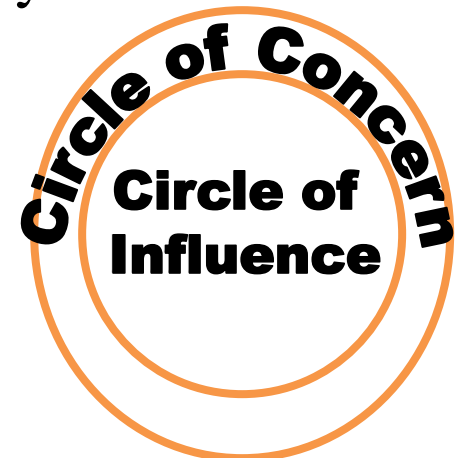
- Circle of Influence includes those things you can affect directly
- Circle of Concern includes all those things you care about.

Proactive Focus

When people focus on things they can influence, they expand their knowledge and experience, and they build trustworthiness. As a result, their Circle of Influence grows.

Reactive Focus

When people focus on things they can not control, they have less time and energy to spend on things they can influence. Consequently, their Circle of Influence shrinks.

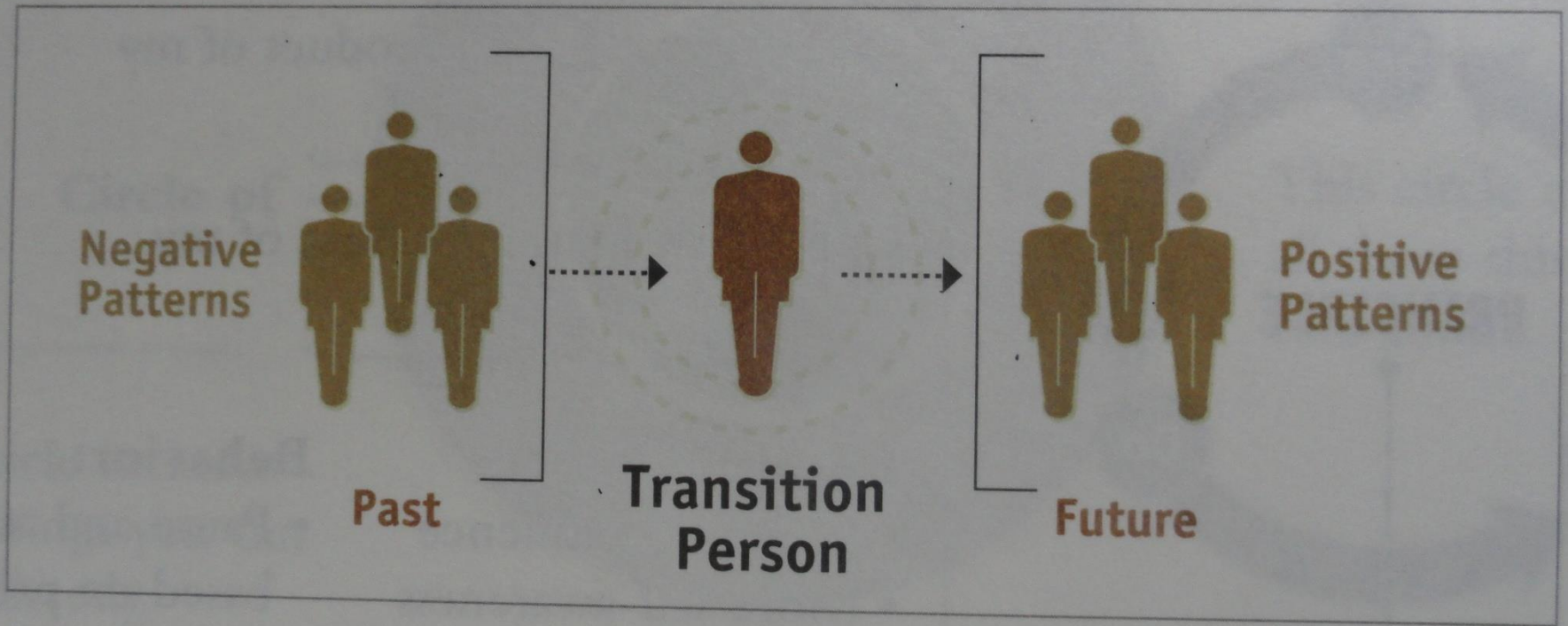


Circle of Influence vs Circle of Concern

- Departmental budget cuts
- My past mistakes
- My choices
- My upbringing
- Job security
- Delayed trains
- Living 7 habits
- My happiness
- Weaknesses of other people
- How others treat me



transition person breaks unhealthy, harmful, abusive, or unfortunate learned behaviors and replaces them with proactive, helpful, effective behaviors. This person models positive behavior and passes on effective habits that strengthen and build others in positive ways.



Who has been a transition person for you personally?

The 7-Habits of Highly Effective People

Habit-2:Begin with the End in Mind

Habit of Vision



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Source: Signature Programme on the 7 Habits of Highly Effective People

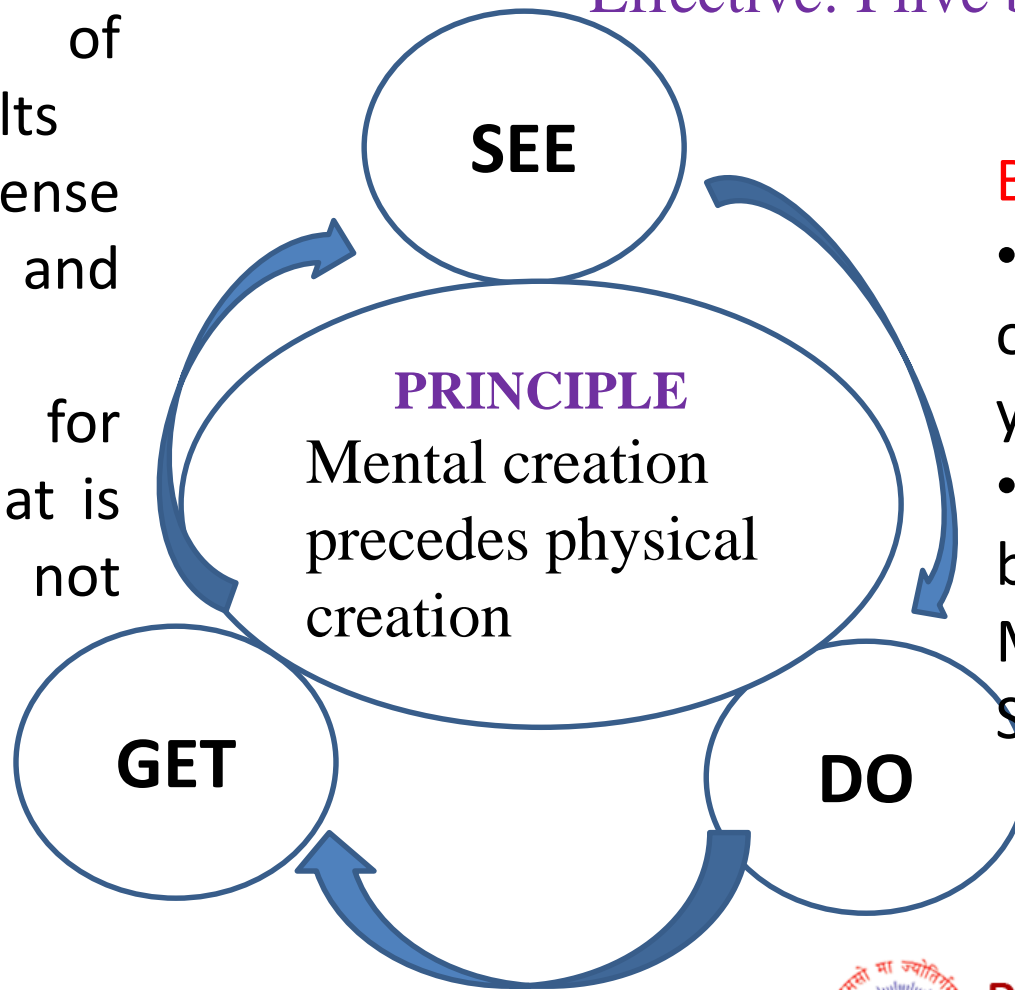
Result

- A clear definition of desired results
- A greater sense of meaning and purpose
- Criteria for deciding what is or is not important
- Improved outcomes

Paradigm

Ineffective: I live by default

Effective: I live by design



Behavior

- Envision outcomes before you act
- Create and live by a personal Mission Statement



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“Would you tell me please
Which way I ought to go from here?”

“That depends a good deal
On where you want to get to,”
Said the Cat.

“I don’t much care where.....”
Said Alice.

“Then it doesn’t matter which
Way you go,” said the Cat.

--- from Alice’s Adventures in Wonderland



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Roles & Big Rocks

S.No	Role	Key Person	Your Expectation From her	What you do from now
1	Daughter	Mother		
2	Junior officer	Reporting officer		
3				
4				
5				
6				
7				

Roles & Big Rocks

S.No	Role	Key Person	Your Expectation From her	What you do from now
1	Daughter	Mother	The best daughter in the World	Spend quality time with her daily
2	Junior officer	Reporting officer	The best officer I worked with	Sharing & Delivering on a vision
3				
4				
5				
6				
7				

**Let the first act of every morning be
to make the following resolve:**

- **I shall not fear anyone on earth**
- **I shall fear only God**
- **I shall not bear ill will toward anyone**
- **I shall not submit to injustice from anyone**
- **I shall conquer untruth by truth**
- **And in resisting untruth, I shall put up with all suffering**

- M.K.Gandhi



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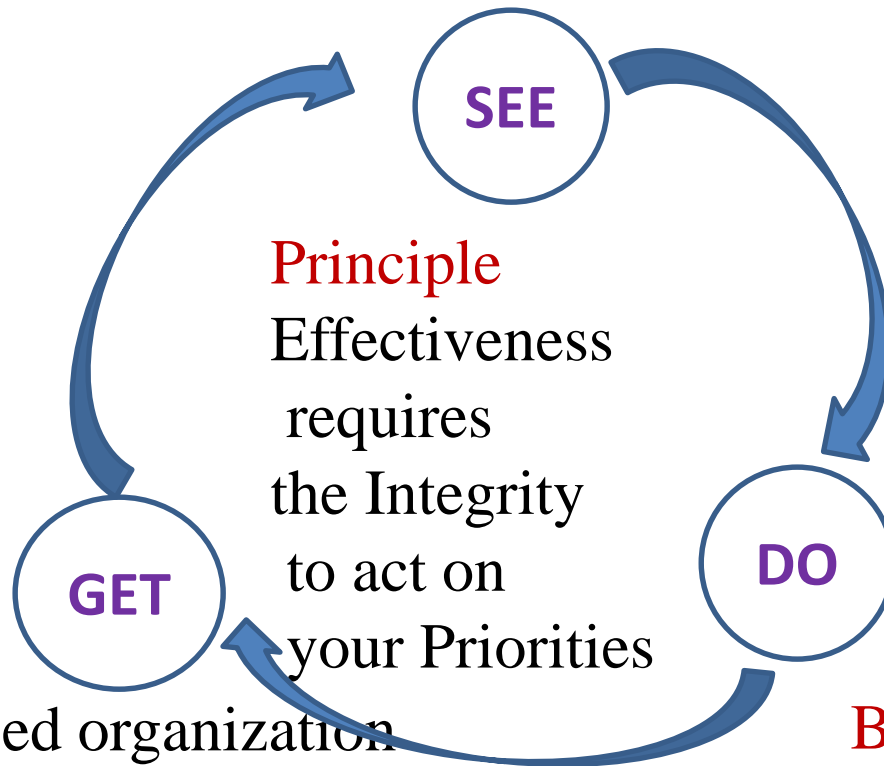
Habit-3: Put First Things First

Habit of Integrity & Execution



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Habit of Integrity and Execution



Paradigm Ineffective:
I put urgent things
first

**Effective: I put
important things
first**

Result

- Increased organization and productivity
- Fewer Crises
- A reputation for follow-up
- More life balance and peace of mind

Behavior

- focus on top priorities
- Eliminate unimportant
- Plan weekly
- Plan daily

HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important		
Not-Important		<ul style="list-style-type: none">• Trivia, busy work• Irrelevant phone calls• Time-wasters• Escape activities• Excessive TV, Internet, relaxation



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important		
Not-Important	<ul style="list-style-type: none">• Needless interruptions• Unnecessary reports• Unimportant meetings, phone calls, mail• other peoples' minor issues	Eliminate



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	<ul style="list-style-type: none">• Crises• Pressing problems Deadline-driven projects, meetings, reports	
Not-Important	Regulate	Eliminate



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	DO/ACT	<ul style="list-style-type: none">• Preparation• Prevention• Planning• Relationship building• Re-creation• Values clarification
Not-Important	Regulate	Eliminate



HIE- Time Matrix

	Urgent	Not-Urgent
Important	I Act at Once	II Invest
Not-Important	III Regulate	IV Eliminate

Important- Activities that represent your values, mission, and high-priority goals

Urgent- Activities that require immediate attention



Plan Weekly

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 th Oct	10 th Oct	11 th Oct	12 th Oct	13 th Oct	



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Plan Daily-09th Oct 23

6.30	Walking
7.00-8.00	Prepare for class
9.00-10.00	Meet Sri.AN Narayanan, DoPT
10.00-11.00	Facilitate interaction with ASOs
11.00-12.00	Meet DG
12.45-02.00	ASOs class for C&D Batches
03.00-04.00	ASOs class continues
04.00-04.30	Group Photo
04-15-05-15	FTP Team meeting



What might hold you back from taking Initiative

- colleagues will not like, or will disagree with, the suggestion;
- may be blamed for the failure;
- team members will not like you for speaking up.

When it is not appropriate to take Initiative

- You may annoy others if you create lots of **extra work** at difficult times.
- You may appear **aggressive** if you are overly persistent in pursuing your ideas.
- It may be important to follow certain **rules or procedures** (such as Health and Safety, medical, or emergency procedures).

Confidence-the key to taking initiative

- Focus on your strengths
- Forgive yourself for past mistakes
- Stop judging yourself for what happens in your life
- Conduct a personal **SWOT analysis** of your Strengths, Weaknesses, Opportunities and Threats to help you achieve your goals

While taking initiative

- Ask yourself what is **likely to happen**, and react to it before it happens.
- **Anticipate** future demands and prepare for them, or prevent problems from occurring.
- Find out for yourself what **you need to know**.
- **Strive** to overcome barriers.
- **Persevere** even when things get difficult, because you believe in the idea.
- Act as a **role model** for team members who, in turn, need to take initiative in their workplace.

**THANKS FOR
YOUR ATTENTION**

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