

Certificate of Accomplishment

for the workplace skill

Taking Initiative

This document certifies that

_____ has successfully completed the following activities:

- Interview two people about taking initiative.
- Take the initiative to begin something you've always dreamed of doing.
- List the kinds of initiative that various people need.
- Respond to questions about taking initiative.
- Take initiative to prepare a bid for office supplies.
- Describe what "self starter" means for a position you want.
- Develop a table of your strengths and weaknesses in taking initiative.
- Design a one-hour presentation, including four transparencies, on taking initiative.

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Responsibility

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1.800.657.3815

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Signed

Date