



Consulting and Training | Reach New Heights

Course Name

Ownership and Proactiveness

Sector Name

Interpersonal Skills and Self Development

Document Type

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Ownership and Proactiveness

Course Introduction

In many organizations, performance gaps do not result from a lack of skills but from a lack of ownership and proactive behavior. Employees often wait for instructions, approvals, or direction, leading to delays, missed opportunities, and weak accountability.

Developed by **Boost**, this course focuses on ownership and proactiveness as professional workplace behaviors, not personality traits. The program helps participants shift from a reactive mindset to a responsible, initiative-driven approach—while staying aligned with roles, authority, and organizational boundaries.

Boost's Ownership and Proactiveness course enables professionals to take responsibility, act proactively, and contribute more effectively to organizational success.

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Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Employees expected to show initiative
- ✓ Team members and coordinators
- ✓ Supervisors and high-potential staff
- ✓ Professionals seeking stronger accountability

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Learning Objectives

- ✓ Understand the meaning of ownership in the workplace
- ✓ Differentiate between responsibility and accountability
- ✓ Apply proactive behavior in daily work situations
- ✓ Take initiative within professional boundaries
- ✓ Reduce dependency on supervision
- ✓ Strengthen reliability and trust at work

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Course Outline

✓ DAY 01

Understanding Ownership at Work

Module 1: What Ownership Really Means

- ✓ Ownership vs. compliance
- ✓ Ownership vs. job description
- ✓ Why ownership matters in organizations

Module 2: Responsibility, Accountability, and Commitment

- ✓ Who owns the outcome?
- ✓ Individual vs. shared ownership
- ✓ Avoiding blame culture

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Course Outline

✓ Day 02

Proactiveness as a Professional Skill

Module 3: What Proactiveness Is (and Is Not)

- ✓ Proactiveness vs. overstepping
- ✓ Acting early vs. reacting late
- ✓ Common misconceptions

Module 4: Identifying Opportunities for Proactive Action

- ✓ Spotting risks and gaps
- ✓ Anticipating issues before escalation
- ✓ Adding value beyond assigned tasks

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Course Outline

✓ Day 03

Applying Ownership in Daily Work

Module 5: Owning Tasks, Results, and Decisions

- ✓ Taking ownership of deliverables
- ✓ Following through on commitments
- ✓ Managing outcomes, not just actions

Module 6: Taking Initiative with Confidence

- ✓ When to act independently
- ✓ Seeking alignment and approval wisely
- ✓ Avoiding hesitation and passivity

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Course Outline

✓ Day 04

Barriers to Ownership and Proactiveness

Module 7: Common Barriers in Organizations

- ✓ Fear of mistakes
- ✓ Unclear roles and expectations
- ✓ Over-dependence on management

Module 8: Overcoming Resistance and Excuses

- ✓ Moving past, not my job” thinking
- ✓ Handling uncertainty
- ✓ Building personal accountability

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Course Outline

✓ Day 05

Sustaining Ownership Culture

Module 9: Embedding Ownership into Work Habits

- ✓ Daily ownership practices
- ✓ Communicating ownership clearly
- ✓ Supporting team accountability

Module 10: Building a Proactive Work Mindset

- ✓ Long-term behavior change
- ✓ Measuring personal impact
- ✓ Continuous self-improvement

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	England , London
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 9, 2027	Aug. 13, 2027	5 days	2150.00 \$	Virtual , Online
Nov. 16, 2026	Nov. 20, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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