**Unit 6 : Corporate skills**

**Critical Thinking:**

Step1: Situational analysis  
 Step 2: Problem definition  
 Step 3: Statement of objectives  
 Step 4: Evaluation of alternatives  
 Step 5: Recommendation  
 Step 6: Plan B, if any

These steps can be analyzed or applied in your respective project also.

How to develop a POSITIVE team effectively.

1. Get to Know Your Team-Observe your team during the working process and at breaks. Watch the way they communicate and solve problems. This gives you a better understanding of their current interactions and how they work together. Have individual interviews with team members. Let them share their concerns and feelings about the project and team they work in. Encourage open discussion.
2. Resolve problems quickly-No team exists without conflicts of opinions and interests. Therefore, in case you start observing conflicts in your team you need to address them quickly. For this, get your team members to talk. It can be a private conversation or a group talk depending on the situation – every team and person is different in this respect.
3. Develop collaboration
4. Build communication

9 Ways To Take Initiative at Work

1. Be proactive-You can be proactive by anticipating what work needs to be done and doing it before you are asked to. For example, if you are working on a project and your supervisor is out sick for the day, you may not have been assigned a project-related task to do. If you can think of a task to work on that needs to be done to move the project forward, they may commend you for taking initiative and being proactive during their absence.
2. Find opportunities for improvement
3. Sharing your ideas at meetings or individually with colleagues and supervisors
4. be decisive and choose the best way to proceed.
5. If you notice that a policy is outdated, a great way to take initiative is to review it and make suggestions on how it can be updated
6. By actively addressing issues, you can help improve your workplace and sharpen your problem-solving skills
7. Attending meetings with suggestions and questions prepared demonstrates that you’ve taken the initiative to put time and thought into the meeting’s purpose.
8. Anticipate questions and prepare answers
9. set achievable standards by taking initiative only on tasks that you have the time, energy and resources to contribute to.