

COMPLEMENTARY TRAINING MANUAL FOR USERS

SKILL DEVELOPER: ERIA

NAME OF THE SKILL: INITIATIVE AND ORIGINALITY.

COMPETENCES:

- Having confidence to make decisions and share ideas.
- A willingness to take on responsibilities and challenges with autonomy
- The ability to create or work with new, inspired, unusual or clever ideas about a given topic or situation
- develop creative ways to solve a problem

OBJECTIVES:

- Understand what an initiative is and why needed in the job market.
- Be aware of originality as a skill in the job market.
- Assess the weaknesses of the initiative and originality.
- Realize the positive aspects of the initiative.
- Understand the changing nature of the labour market and the need to adapt to it.

OUTCOMES:

- Be aware of your strengths and weaknesses.
- You are responsible for your initiative and originality.
- Defend your ideas and drive them.
- Create conditions in your environment that encourage initiative and originality.
- Appreciate the dedication and perseverance of others.

INFO ABOUT THE EXPERT:



Name: SOLVITA DRELE.

Short bio: Solvita Drele is a career consultant at the State Employment Agency. Graduated from Rezekne Commercial School. She has a bachelor's degree from the University of Latvia, a master's degree from RPIVA - Riga Academy of Pedagogy and Education Management in Psychology. More than 10 years of experience working in career counselling for job seekers, unemployed, students.

Position. Career consultant at the State Employment Agency.

The company: The mission of the State Employment Agency is to promote employment opportunities for the unemployed and jobseekers and to help employers find the necessary employees.

The State Employment Agency has been providing in Latvia since 1990 and today:

- in accordance with the needs, abilities and wishes of the unemployed, job seekers and persons at risk of unemployment, provide these persons with operative and high-quality assistance in order to promote their competitiveness in the labour market;
- organize or implement active employment measures and preventive measures to reduce unemployment;
- prepares proposals for the development and implementation of state policy in the field of reducing unemployment and supporting the unemployed, job seekers and persons at risk of unemployment;
- license and supervise merchants who provide employment services (except for manning the ship);
- perform the functions of the second level intermediate body or co-operation institution involved in the management of the European Union funds;
- evaluate the implementation of active employment measures and preventive measures to reduce unemployment, perform cost analysis, provide proposals for the improvement of measures, as well as promote

the diversification of these measures in accordance with the demand in the labour market;

- forecasts labour market developments in the short term, including conducting a survey of employers;
- register and list the unemployed and jobseekers, inform about their rights and obligations, regularly update and improve their registration and accounting system and develop and improve the classification system for the registered unemployed;
- improve individual work with the unemployed in order to ensure their fastest return to the labour market;
- organizes co-operation and mutual exchange of information between the agency and employers, regularly updates and improves the registration of vacancies applied for by employers;
- lists the jobs applied for by the employer and informs about them;
- provide career counselling to the unemployed, job seekers, persons at risk of unemployment and other persons, as well as regularly improve the informative methodological base for the provision of career counselling services;
- ensure the preparation and provision of information in accordance with the requirements of regulatory enactments regarding the unemployment situation in the country;
- co-operates with foreign and international institutions in the field of reduction of unemployment, promotion of employment and career counselling, as well as takes measures to ensure the exchange of information on the issues of labour movement;
- ensure the protection of personal data and other information at the disposal of the agency in accordance with the requirements of regulatory enactments;
- ensures the development of innovative methods and solutions and their implementation in the Agency's work with the unemployed, jobseekers and persons at risk of unemployment and cooperation partners;
- maintain and systematically update the databases necessary for the performance of the Agency's functions;
- ensures the operation of the Republic of Latvia in the European Employment Services Network (EURES)

HOW TO IMPROVE THIS SPECIFIC SKILL:

- **Link to the podcast:** <http://lacjum.8p.pl/fs2022/IO1/pod/3/2.mp3>

▪ Bibliography:

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- 1001 Ways to Take Initiative at Work Paperback – Illustrated, October 1, 1999 , by Bob Nelson Ph.D.
- Initiative Paperback – December 15, 2011 , by Greg S. Reid, Martha Reed
- **Taking Initiative, Making Things Happen in the Workplace**
<https://www.mindtools.com/pages/article/initiative.htm>
- **How to use your initiative at work**
<https://successatschool.org/advisedetails/703/How-to-use-your-initiative-at-work>
- **Developing originality**
https://services.unimelb.edu.au/_data/assets/pdf_file/0009/471267/Developing_originality_Update_051112.pdf
- **Dimensions of Creativity: Originality**
<https://www.teachersfirst.com/ISTECRe8/orig.cfm>

Videography:

- Creativity, Originality and Initiative – Tania Alejandra Benitez Sanchez
<https://www.youtube.com/watch?v=300JcAsTLJU>
- TEDxÖresund - Anne Skare Nielsen - The hunt for originality
https://www.youtube.com/watch?v=edJx2m1U_kg

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