

2 – DAY

POSITIVE MINDSET & FOCUSED THINKING HABITS

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INTRODUCTION

“A positive thinker does not refuse to recognize the negative; he refuses to dwell on it. Positive thinking is a form of thought which habitually looks for the best results from the worst conditions.”

- Norman Vincent Peale –

Whether we like it or not, a big part of what we do in life is governed by habits. Even more importantly, habits can lead us to think and feel in certain patterns. Since habits are so powerful, it's worth paying attention to the ones that are most effective.

You can change your habits, and as a result, change your life. The key is within your mind. You can eliminate unwanted and unhealthy habits, make a difference in your life and become happier, more satisfied and more successful than you have ever been.

This Positive Mindset and Focused Thinking Habits program will give participants methods, tips, techniques and tools for inculcating a mental attitude that will make them feel more self-driven and mentally resilient in their pursuit towards their aspirations and positive well-being, and be more able in addressing challenging and stressful situations.

METHODOLOGY

Theories and models will be simplified and further enriched with activities to engage them mentally and physically. To evaluate their knowledge and how they can apply what they have learned into their workplace after the program, we will conduct a post-test, review and recap, and an action plan. Facilitator incorporates methods in NLP to create an environment where participants will be fully engaged on both conscious and subconscious level. Training will be delivered in a highly interactive and experiential way whereby concepts and background information will be presented through group exercises, discussion and activities creating an environment that facilitates accelerated learning and application. Each activity will be thoroughly de-briefed to link the learning to application. Additionally, participants will document their learning points and noteworthy thoughts in a workbook after every module. The workbook also contains useful explanations, tips, and methods. Other methods employed include short explanations with slides and Q&A, role-playing, demonstrations, group discussions, and video clip presentations.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Tweak their choice of words to influence their psyche.
- Inculcate the habits to develop a positive and optimistic mindset.
- Develop effective thinking patterns for a more desired outcome.
- Know the components of good mental health.
- Assess their resiliency and have concrete ways to improve it.
- Have a change in perspective to endure difficult times.
- Use techniques for mind-body relaxation and have a better understanding of stress.

WHO SHOULD ATTEND?

Open to everybody

PROGRAM OUTLINES

MODULE 1: WINDOW TO THE WORLD

There seems to be no shortage of ways we get sick – but there may be just as many ways we can get ourselves well. A lot of them start with our minds and beliefs. And if it seems as though happier people are generally healthier, there's a reason for that: they are. There are powerful links between mind and body – ones we can all put to use. With this knowledge, you can have a new outlook towards your job and career, resulting in a more positive attitude.

- Language That Empowers
- Perspectives: Ineffective vs. Effective Paradigms
- Life Orientation Self-Assessment
- Rewiring the Brain to Think More Positively and Optimistically
- The 2 Components Underlying Happiness and Ways to Increase It
- Circles of Concern and Influence

MODULE 2: PRIORITIES AND ALIGNMENT

Values are a part of us - they highlight what we stand for, and they represent our unique, individual essence. Values guide our behaviour, providing us with a personal code of conduct. And when we honour our core values consistently, we experience fulfilment. Another resource that this module will explore is time. Time management is about managing ourselves, in relation to time. It is about setting priorities and taking charge. It means changing habits or activities that cause us to waste time. It means being willing to experiment with different methods and ideas to enable you to find the best way to make maximum use of time.

- The Glass Jar: Stones and Pebbles
- The Urgent/Important Matrix
- 9 Ways to Overcome Procrastination
- Finding Your Personal Values and Aligning Them with Your Goals
- Knowing Your Organizational Vision, Mission, and Goals
- Aligning for Success
- Overall Wellbeing: The Wheel of Life

MODULE 3: MENTAL HEALTH MADE EASY FOR YOU

We budget, save and invest our money in order for our finances to be healthy and stable. What about the health and stability of our minds? Our minds are tools that our bodily selves create in order to help us live well. Minds look forward and back, they predict what will happen based on our previous experience, and they constantly try to find the meaning of what we do. These are done in the service of keeping our bodily selves moving, creating, thriving, becoming who we are. Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Developing Criteria.

- The 4 Abilities that Characterises Good Mental Health
- Providing Support: The Do's and Don'ts
- Mind the Gap: Self-Sabotage to Self-Control
- BioPsychoSocio: A Three-Pronged Approach
- Hot Water and The Drowning Climber: Lessons in Resilience

MODULE 4: INNER CONTROL

At times, we seem to be so busy trying to juggle the different aspects of our career; reports, meetings, sales targets, managing subordinates and customer complaints. On top of all that, we are challenged with pandemics, economic crisis, change of lifestyle and working habits. These aspects will present us with deeper underlying problems and issues to deal with and that makes us feel overwhelmed and out of control. Positive and negative stress is a constant influence on all of our lives. The trick is not to delete stress, but to manage it.

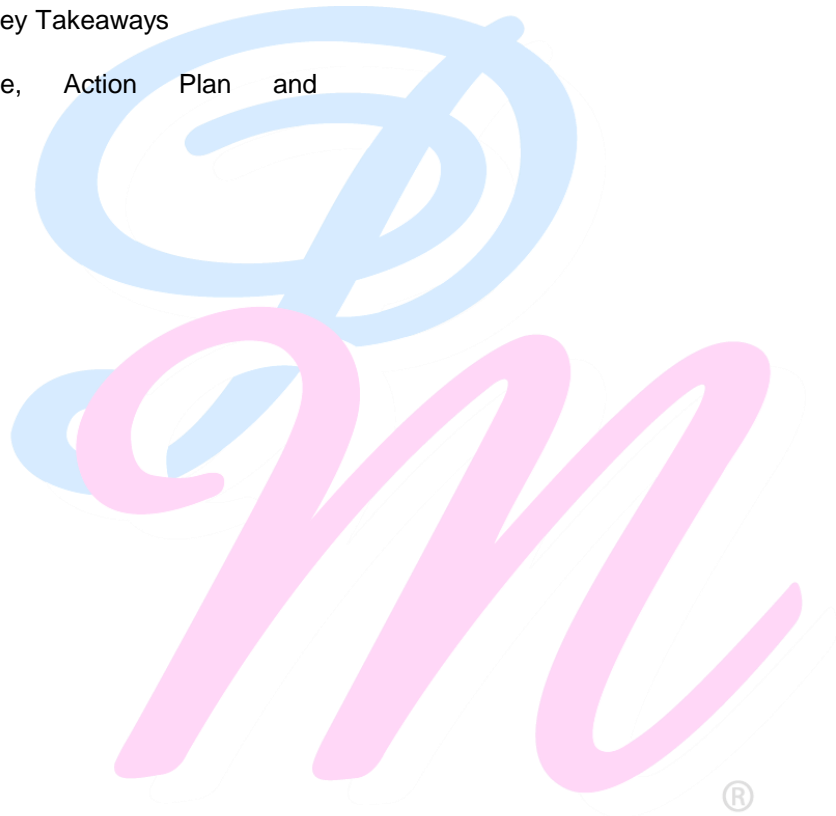
- The Basics: A Healthier Outlook
- How Stressed Are You? Let's Find Out
- The Triple-A Approach
- Deep Breathing and Mindfulness: A Practical Guide
- Mind-Body Relaxation Techniques with Hanna
- Lessons in Emotional Intelligence

PROGRAM OUTLINES

MODULE 5: WRAPPING UP

What is all worthwhile? In this module, we will assess certain knowledge and understanding gained throughout the program. Also, they will come up with an action plan to apply what they have learned in their professional lives.

- Learning Points and Key Takeaways
- Post-Test
- Commitment Pledge, Action Plan and Evaluations



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