

2 – DAY THE WINNING MINDSET



Introduction

Do you wish to be equipped with a winning mindset? The ultimate element that controls our mind is our mindset.

With vital elements of a winning mindset intact, you will perform to your best abilities in your respective job responsibilities. Shifting, moulding, and instilling your winning mindset will propel you to fulfil the “commitment to excellence” principle in the workplace.

Break your comfort zone, go through your panic zone and gradually move into your growth zone.

Course Objectives

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

- Embrace the “4-Steps Self-Concept” methodology to boost the formulation of winning mindset.
- Produce a personalized “12-Months Action Plan”, supported by SMART and GROW methodology.
- Formulate “Shared Expectation” values based on company core values, supported by ABCD rule.
- Sharpen “Emotional Intelligence” (EQ) capability, leverage differences to gain positive interactions.

Methodology

- Lecture - Theory, Concept & Model (20%)
- Reflection - Gibbs’ Reflective Cycle (20%)
- Case Study & Practical Solutions (50%)
- Best Practices Identification (10%)

Who Should Attend?

- Managers
- Assistant Managers
- Senior Executives
- Senior Officers
- Administrators
- Admin Assistants

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Course Outline

MODULE 1: THE NEEDS TO UNLEARN TO RELEARN EDUCATE PROSPECTS WITH VALUE-BASED IDEAS

- Importance to “unlearn” and “relearn” in your work life to stay ahead of surrounding competitions and disruptions.
- Empower yourself to look beyond the conventional practices; engage the “out-of-the-box” thinking methodology.
- Achieve “growth zone” by breaking your comfort zone and pushing persistently throughout your “panic zone”.
- Understand yourself; chart your progress alongside the 4 progressive stages in “self-concept” development.

MODULE 2: OVERCOME SELF-DESTRUCTIVE THINKING

- **Tunnel Vision:** Too rigid to fulfil initially set outcome without considering other external factors.
- **Assumption Trap:** Tap on the subconscious mind, making an assumption based upon past experiences.
- **Addiction to Perfection:** Extreme desire to achieve perfection might overshadow the purpose of the task.
- **Selective Perception:** Personal biases based upon emotional attachment with the task in hand.

MODULE 3: STRATEGIES TO TURN YOUR FEAR INTO ACTION

- Consciously identify “process goals” that intrinsically motivate you to move forward in your work life.
- The 3 proven strategies to boost your self-confidence level; turning fear into action to propel you forward.
- Identify “key ideas” in your “Next-Step” planning; avoid the 3 human errors in your goal-setting process.
- How to test your goals and actionable items utilizing S.M.A.R.T. methodology to ensure higher success rate.

MODULE 4: PROMOTE ACCOUNTABILITY IN WORKPLACE

- Importance of ownership in workplace and how to practise accountability in today’s competitive world.
- Create “shared expectations” among your colleagues based on your company official core values.
- The 7 most unwanted workplace behaviours that contradict the philosophy of ownership & accountability.
- The A.B.C.D. of “trust-building” to create stronger bonding among colleagues thus elevates ownership.

MODULE 5: SHARPEN YOUR EMOTIONAL INTELLIGENCE

- **Self-Awareness:** Accurate self-assessment is essential to determine your emotional stability in the workplace.
- **Self-Management:** Adaptability and taking the initiative are outcomes of your successful self-management.
- **Social Awareness:** Develop your inner empathy towards your surroundings, company and employees.
- **Social Skills:** Put altogether will assist you to bond, communicate and influence others towards set goals.

MODULE 6: THE TRIANGLE OF WORKPLACE SUCCESS

- Your “attitude” is a matter of your “choice”, not your behaviour, i.e. you can be positive if you choose to.
- Align expectations to your job responsibilities and work environment to increase your work purpose.
- What is performance? Why does it need to be measured? How to measure it? Are you performing?
- 3 potential shapes of your company and its direct linkage towards achieving your peak performance.



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