

# DALE CARNEGIE COURSE

Participant Weekly Action Reminder

[Week 7]

***“Nothing else so inspires and heartens people as words of appreciation. You and I may soon forget the words of encouragement and appreciation that we utter now, but the person to whom we have spoken them may treasure them and repeat them to themselves over a lifetime.” – Dale Carnegie***

**Good Day!** We have successfully completed Session 7 of 8. ***What a beautiful and heart-warming session. We appreciate all your heartfelt and genuine sharing.***

Here is your Weekly Action Reminder for the Dale Carnegie Course®.

## **Congratulations Session 7 Award Recipients: Halim**

Congratulations Halim! Well done on winning The Breakthrough award for session 7B. You came out of your comfort zone, kept closely to the structure and delivered your report well. It was inspiring and motivating. Keep up the good work and remember, as you work the principles you will see results!



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**Session 8 is next Monday. You're to invite guests to attend our Graduation Day and share your success.**

The details of this graduation ceremony are as follows:

Date: 02.03.2020 (Monday)

Guests Arrival Time: 7.30pm – 10.30pm (Dinner will be served at 7:30pm)

Participants will join this session as usual time: 6.30 pm – 10.30 pm

**Your Guests are welcome to attend session 8.** If you would like to invite a mentor, co-worker, your supervisor, friends, or family, please inform us number of your guests on our WhatsApp group by Friday before 3.00 pm so that we can prepare to welcome them during our final session.

**Many of you have been requesting further information on being a Graduate Leader.** Graduate Leaders are graduates of the Dale Carnegie Course®, who are selected to work as part of the training team in a future course. These individuals are given the rare opportunity to re-attend the course for free, while increasing their skills by coaching others. The opportunity to be a Graduate Leader is exciting because only a few individuals are chosen to work with each of our Trainers in the courses. We look for people who display consistent and diligent application of the tools and techniques, and who desire to help others grow. Remember, we select only a few individuals from each class to hold these positions. Therefore, if you are interested in being considered, let us know right away.

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### **Session 7 Review**

Dale Carnegie said, “The market is often glutted with technical ability. But the person who has technical knowledge plus the ability to express ideas, to assume leadership and to arouse enthusiasm in others, that person is headed for higher earning power.” He wasn’t just talking about earning money; he was also talking about earning respect, opportunities, and much more. Last session you showed us a glimpse of your true capacity to excel and achieve “higher earning power” through applied recognition and strategic inspiration.

### **Session 7A Highlights: Build Others through Recognition**

#### Issues Addressed

- How can we use honest sincere appreciation more frequently to build individuals and teams?
- What is the impact on an organization when recognition is the rule rather than the exception?

#### What We Discovered

In Session 7, we verified that recognition has a powerful multiplier effect, especially when applied frequently. A simple process allows us to be perceived as being genuine and in tune with the needs of others. The challenge each of us has is to focus on what’s right; not all the things that are wrong. Also, when we give recognition, we are enriched as much as the person receiving recognition. So the challenge is to do it and do it often. Be prepared to tell us about your successes in giving recognition to others.

### **Session 7B Highlights: Inspire Others**

#### Issues Addressed

- Does emotion have a place at work?
- How can we be more persuasive and inspiring to others and ourselves?

#### What We Discovered

If we take a “just the facts” approach to getting our points across, we leave behind that which people need to move them from indifference to action – EMOTION. The most influential leaders and communicators know this and use emotion to move people from where they are to where they need to be. Why? Because they realize that emotional power combined with expertise makes us more inspirational persons of influence.

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### Session 8 Preview

#### Part A: Demonstrate Leadership

What do good leaders do? They positively influence the attitudes of others. They use positive approaches when coaching people. As a result, good leaders deal with challenging situations more effectively. In the living laboratory called the Dale Carnegie Course® we will learn best practices from one another on how to apply Mr. Carnegie's proven Human Relations Principles to "Be a Leader."

**Part B:** Session 8B is a commencement, not a graduation. Our accomplishments and achievements are indeed worthy of recognition. More importantly, our results over the last eight sessions are the building blocks for creating an even better skill set for the future. In this session we recognize our breakthroughs resulting from this program as well as the positive effects our growth and development has had on our teams, organizations and bottom-line results. We will inspire and motivate others by communicating our new, improved vision for the future and commit to continuous improvement

#### In preparation for Session 8, please:

**1) Prepare a 2 min Magic Formula Report** on your use of the 3<sup>rd</sup> set of Dale Carnegie's Human Relations Principles to be a more effective leader. This commitment was made in Session 5. Please **read 8.4-8.6 in the Participant Manual** and **complete the Demonstrate Leadership Report Planning Sheet on page 8.7.**

**2) We understand that you have a lot more to share with us, your transformations, your feelings and your breakthroughs in this memorable 8-week journey together.**

**Please use 1 A4 paper with your organization letter head to write this letter.**

- i. Give a title to your Dale Carnegie experience with us
- ii. Print it out and bring it on Session 8, we will paste this on the wall to share your amazing achievements with your guests
- iii. The content of this A4 paper can be about the success and milestones of your Application projects, your Breakthroughs in 5 drivers of success, your thoughts and your feelings, words that you want to say to your course mates
- iv. The purpose of this letter is to inspire all the guests and course mates, let them witness your success and celebrate together with you

**3) Prepare a 90-second report** on an incident that communicates your major benefit from this program. Enhance your credibility by using the Magic Formula. Be sure to tell the story of how your participation in this program has helped your organization achieve meaningful results. **Read page 8.10 of your Participant Manual and complete the Celebrate**

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**Achievements Report Planning Sheet on page 8.11.** Please fill out the **Celebrate Achievements Report Document** as attached.

**4) Prepare a 30-second report** on your vision 3-6 months beyond this training. Communicate specifically what is happening and what has changed (as if it is taking place right now). Please fill out the **Celebrate Achievements Report Document** as attached. This document is also given to you during class on Session 7.

**Session Make-up Opportunities:** We strongly recommend that every participant attend 100% of the sessions to achieve maximum benefit from the course. Attending seven of eight sessions is required for graduation and continuing education credits. Call us if you are interested in making up a session.

**For more information please contact us:**

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We look forward to seeing you in next session to start the class at 6.30pm sharp!

Thank you.

Warmly,  
Dr. Seetha