

DALE CARNEGIE COURSE

Participant Weekly Action Reminder

[Week 2]

“Remember that the other man may be totally wrong. But he doesn’t think so. Don’t condemn him. Any fool can do that. Try to understand him. Only the wide, tolerant, exceptional men even try to do that.” – Dale Carnegie

Good Day! We have just completed Session 2 of 8 yesterday. Thank you everyone for your trust and openness in sharing your experience with us. We are inspired!

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

Congratulations Session 2 Award Recipient

Session 2B: King – Breakthrough Award

Congratulations King. Your sharing was truly inspiring! It takes a lot of courage in being humble and honest. This is an attitude we must all emulate. your commitment and determination to be a better version of your self is exactly what is needed for you to unleash your potential and to become a visionary leader. Well done and congratulations once again!

Session 2A Highlights: Build on Memory Skills and Enhance Relationships

Issues Addressed

- How can I better use my memory to be more confident and in control?
- What do I need to do to strengthen my network of professional associates and relationships?

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What We Discovered

We continued to improve our memories by learning the Permanent Memory Peg System. We also began the journey of improving our people skills and leadership skills by becoming familiar with the principles for improving trust and identifying opportunities for improving professional relationships.

Permanent Peg Number	Permanent Peg Word	Permanent Peg Picture	Object you want to remember (Dale Carnegie 9 Principles)
One	Run	Horse Running	Biting 3 Golden Cs
Two	Zoo	Monkey Throwing	Red Roses of Appreciation
Three	Tree	Bending Tree	Wanted Poster
Four	Door	Door is stuck	Interest Note bearing 8.88%
Five	Hive	Bee Hive	Yellow Smiley
Six	Sick	Big Syringe	Name Plate
Seven	Heaven	Stairway to Heaven	Falling Microphone
Eight	Gate	Entrance Gate	Dangling Microphone
Nine	Wine	Pouring Wine	Wooden Crate Stamped with IMPORTS

Session 2B Highlights: Increase Self Confidence

Issues Addressed

- How can I leverage defining moments in my life to be more confident and open to change?
- How can I use past experiences to communicate more concisely and with greater clarity?

What We Discovered

Each of us has had many “defining moments” that shaped who we are today. By reflecting on these defining moments we position ourselves to move with greater confidence into new situations and challenges. This will, in turn, give us new defining moments and further progress towards our visions of who we want to become.

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Session 3 Preview

Session 3 will be a pivotal session as you leverage your past experiences and commit to apply proven strategies for overcoming excess stress and worry. The fruits of this session will yield a lifetime of benefits, so do all that you can to be at the session prepared and on time!

Part A. Put Stress in Perspective

In Session 3, we will commit to practicing Mr. Carnegie's proven principles from *How to Stop Worrying and Start Living*, which will ultimately increase our quality of life, increase productivity, and enhance efficiency. We will also learn to coach others on keeping stress levels reasonable and productive.

Part B. Enhance Relationships and Motivate Others

We acknowledge that we have to consciously seek to improve relationships and identify ways to gain willing cooperation from others. In this session we will give a status report on our use of the Human Relations Principles to enhance our professional relationships. Then, we will identify ways to gain cooperation from others to develop a more collaborative environment.

In preparation for Session 3, please:

1. We love to hear good news from you! Share with us your experience finding out someone's Defining Moments or How you have made someone feel important and do it sincerely.
2. Prepare **1-min sharing** of a moment in your life where you are under tremendous stress and worry, tell us how you have overcome it. Your stress management methods will help us too.
3. Read any 1 page between **PG 247 – PG 291** from the book "How to Stop Worrying and Start Living" and be prepared to share the story with us.
4. **Prepare a 2 min Report** about an experience that illustrates your intentional application of the 1 – 9 Dale Carnegie Principles to Enhance Relationships. This is a commitment we made in Session 2 (page 2.9 – 2.11). **Use the Magic Formula for Influencing Action** to structure the report: Incident, Action, and Benefit. **Read pages 3.16-3.24 of your Participant Manual** to prepare your report. Practice it too.

We missed you!

Hani
Derek
Ikhwan

Session Make-up Opportunities:

You may contact our performance consultants for the session make-up schedule. We strongly recommend that every participant attend 100% of the eight sessions to achieve maximum benefit from the course. **Attending seven of eight sessions are required for graduation and to receive certificate of achievement.**

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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