

DALE CARNEGIE COURSE

Participant Weekly Action Reminder

“Take a chance! All life is a chance. The person who goes furthest is generally the one who is willing to do and dare.” – Dale Carnegie

Greetings from Dale Carnegie Malaysia! We have just completed Session 1 of 8. We like to thank you for being punctual yesterday. We started the class at 6.30 pm punctually despite crazy traffic jam. We appreciate your commitment! Let's keep this momentum and best practice! As promised, here is your Weekly Action Reminder for the Dale Carnegie Course®.

Session 1 Review

We're off and running with renewed visions of who we intend to become and a greater belief in our ability to remember people and their names.

Session Highlights: Build a Foundation for Success

Issues Addressed

- What are the foundational skills for being successful?
- How can we develop a plan to maximize personal, team, and organizational results?

What We Discovered

We learned methods to connect with others by asking conversational questions by using more of "Why" and "How". We also familiarized ourselves with the Five Drivers of Success and set goals to become more effective using those five drivers. Finally, we expanded our capacity to achieve our vision by committing to achieving breakthroughs in the areas of Self Confidence, People Skills, Communication, Leadership, and Attitude Control.

Session Highlights: Remember Names

Issues Addressed

- How can I improve my ability to remember people's names?
- How can I better connect with people?

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What We Discovered

As Dale Carnegie said, remembering names is “the result of our desire to make the other person, not ourselves, feel important.” We do this by focusing on people as individuals, creating positive first impressions, and using proven methods for remembering names. These proven methods include LIRA (Look and Listen, Impression, Repetition, and Association) and BRAMMS (Business, Rhyme, Appearance, Meaning, Mind Picture, and Similar name).

Session 2 Preview

You won't want to miss this session because we will discover ways to build greater self-confidence and strengthen relationships. By gaining skills in these areas, we will enhance our effectiveness in our professional and personal lives.

Build on Memory Skills and Enhance Relationships

We will continue to improve our memories by learning another practical, proven memory enhancement process. We will also begin the journey of improving our people and leadership skills by becoming familiar with the principles for improving human relations and identifying opportunities for improving those relationships.

Increase Self-Confidence

To further enhance our self-confidence and communication skills, we will use our experiences to communicate more confidently, concisely, and with greater clarity. We will also discover how past experiences influence behavior and how we can leverage past experiences to be more effective in today's challenging world.

In preparation for Session 2, please:

1) Please take time to perfect your **breakthrough plan** and **vision report** by filling in the links below to submit your reports.

Breakthrough Plan: http://bit.ly/DCC_Breakthrough

Vision Plan: http://bit.ly/DCC_Vision

2) **Prepare a two-minute report** on a specific incident from your life that was a defining moment for you. Think of several character strengths that you possess right now: for example, hardworking, truthful, committed, passionate, loyal, team player, etc. How did

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you develop that strength? In your Participant Manual, read page 2.16 and **complete page 2.17** to prepare your report. Practice your report, too, with your mentor or coach!

3) Come prepared to discuss examples of how you are applying the Dale Carnegie concepts - like the "Conversation Stacks", use the conversation techniques (practice with 2 people- 1 at work and 1 friends/family members) and name remembering processes.

4) Review the numbers and permanent peg words on page 2.4 by briefly reading them twice per day.

5) Be prepared to tell us what particular part of **the readings listed below** had an effect on you and why.

Reading Reports – this is an opportunity to share a quick story from the readings that resonated with you! Just retell us the story in your own words and why it resonated with you!

Reading Assignments: Read any 1 page from your assigned book pages

Number	Dale Carnegie Principle	Book: How to Win Friends and Influence People
1	1. Don't criticize, condemn or complain	Pg 1 – Pg 16
2	2. Give honest, sincere appreciation	Pg 17 – Pg 29
3	3. Arouse in the other person an eager want	Pg 30 – Pg 46
4	4. Become genuinely interested in the other people	Pg 51 – Pg 62
5	5. Smile	Pg 63 – Pg 70
6	6. Remember that a person's name is to that person the sweetest and most important sound in any language	Pg 71 – Pg 79
7	7. Be a good listener. Encourage others to talk about themselves	Pg 80 – Pg 88
8	8. Talk in terms of the other person's interests	Pg 89 – Pg 93
9	9. Make the other person feel important – and do it sincerely	Pg 94 – Pg 104

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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.**

For more information please contact us:

Trainer:

Dr. Seetha (+6012-2174346) seetha@dalecarnegie.com.my

Group Leaders:

Hari (+6016-2013319) hariraam@dalecarnegie.com.my

Nicole (+6012-2210794) lau_siew_cheng@hotmail.com

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

Thank you.

Warmly,
Dr. Seetha