

# DALE CARNEGIE COURSE

Participant Weekly Action Reminder

[Week 6]

***“... teamwork begins by building trust. And the only way to do that is to overcome our need for invulnerability.” - Patrick Lencioni***

Good afternoon! We have completed Session 6 of 8! Here is your Weekly Action Reminder for the Dale Carnegie Course®.

**Session 8 is only two sessions away. You're to invite guests to attend our Graduation Day and share your success.**

The details of this graduation ceremony are as follows:

**Date:** 2.03.2020 (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

**Venue:** DC Training Malaysia (A1209-A1210, Pusat Dagangan Phileo Damansara II, 15 Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor Darul Ehsan)

*Notes: At this Graduation Day, participants will reflect on their accomplishments, how they have improved their skills and helped their organizations in the process, and they will set goals for the future.*

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## **Congratulations Session 6 Award Recipients**

### **Lydia**

Well done Lydia for being the outstanding award winner for Session 6! You gave it your best and showed us how well you manage stress as a professional. In being a team lead this is so critical as your team members will emulate your actions. Continue to grow, continue to apply the principles in your life and we will see you rise to a higher level of leadership. Good job!



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## Farizah

Congratulations and well done Farizah on winning the prized Crashing Through award. I have keenly observed how you put so much effort in all the weekly reporting and exercises I assign you and your excitement in sharing with us. You are hardworking and committed to change and improvement. This has brought about a gradual change into someone more confident and dynamic. You are slowly letting your timidity go and embracing a new side of Farizah. Keep pushing those boundaries!



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### **Session 6 Review**

Few of us are brave enough to laugh in the face of death. Even fewer are wise enough to laugh in the face of stress. Last session, we learned from some of the top experts in the world about “How to Stop Worrying and Start Living”. Those experts were you! In addition, we learned how to use flexibility to align ourselves more in alignment with our message, our listeners, and our situation.

### **Session 6A Highlights: Manage Our Stress**

Issues Addressed:

- How can we keep from being victims of stress and worry?
- How can we keep focused on end results and keep our attitudes positive and goal-focused?

What We Discovered:

Stress can be an enabler or disabler. It is up to us to manage “distress” (negative stress) to keep stress from negatively impacting us and those around us. What works for one person in managing stress often does not work as well for others. Fortunately, Dale Carnegie bequeathed us a treasure chest of 30 principles so that we can “Stop Worrying and Start Living!”

### **Session 6B Highlights: Develop More Flexibility**

Issues Addressed:

- How can I use flexibility to better communicate with others?
- What specific skills will help my communications be received with greater appreciation and respect?

What We Discovered:

We each have a comfort zone when communicating. Our listeners also have their own comfort zones. Ultimately our listeners judge us on what we do, how we look, what we say, and how we say it. If we don't become more flexible in our communication style, our listeners may not get the messages we are trying to communicate, no matter how valid and important our messages are. Being flexible is, therefore, up to us and is more important than being comfortable

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### **Session 7 Preview**

Recognition and the ability to inspire are a powerful one-two punch against indifference and negativity. When times are good, it is easy to enthusiastically congratulate our team members. When the battle is uphill, and the obstacles are greatest is when we need to ramp up our external awareness of other people's needs for encouragement. We will also want to expand our ability to provide an inspirational focus on results. The next session provides the "how to" for these critical issues, so "be there!"

### **Part A: Build Others through Recognition**

Three of Dale Carnegie's 30 Human Relations Principles specifically address the need for honest, sincere praise and recognition. In this session we will concentrate on the strengths of others. We will develop skills in giving and receiving appreciation. Ultimately, we will discover the value of sincere, positive recognition.

### **Part B: Inspire Others**

We each have the seeds of a great communicator within us. One of the things great communicators do is not simply relay information but motivate and inspire others. Using all the tools learned so far (the Magic Formula for Influencing Action, Energize Our Communication, and Flexibility, to name a few) we will focus our efforts on truly inspiring our fellow participants. Let your emotions shine through your story so you can reach each of us at our most profoundly human levels.

### **In preparation for Session 7, please:**

- 1) Read pages 7.4-7.5 of your Participant Manual. There is no further preparation required for Part A.
- 2) For Session 7B, prepare a 2-minute report on a challenging point in your life and how someone inspired you to pick yourself up. Use this experience to inspire the group. Tell us what impact the experience had on you. Speak from the depths of your heart with feeling and conviction. This is an opportunity to use all of the skills you have gained to communicate a message of importance. Read page 7.10 of your Participant Manual and complete the "Inspire Others Report Planning Sheet" on page 7.11.
- 3) Be prepared to discuss how you applied congruent communication skills to enhance your credibility and stress management to your life to increase your efficacy and trustworthiness in the workplace.

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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. Call us if you are interested in making up a session.

**For more information please contact us:**

Trainer:

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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