

DALE CARNEGIE COURSE

Participant Weekly Action Reminder

[Week 3]

“You can conquer almost any fear if you will only make up your mind to do so. For remember, fear doesn't exist anywhere except in the mind.”

— Dale Carnegie

Good Day! We have completed Session 3 of 8 last Thursday. Here is your Weekly Action Reminder for the Dale Carnegie Course®.

Congratulations to Felix!

What an absolutely beautiful sharing of bridging the gap with your father. Love your attitude and courage to do something out of the ordinary and indeed it is these private victories that leads us to overcome bigger challenges out there. With this continued determination and desire for the big dreams you have for your future, we have no doubt at all that you will surely achieve them. Keep learning and don't take your foot off that pedal! Well done! And congratulations again!



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Session 3A Highlights: Put Stress in Perspective

Issues Addressed

- What is the true cost of unmanage stress and worry to us and our organizations?
- What can we do to manage stress; which not only kills people, but kills what is inside them while they are still alive?

What We Discovered

Stress is inevitable, natural, sometimes helpful for motivating us, and manageable. Mr. Carnegie's principles for controlling unhealthy stress (distress) and worry are powerful medicine, indeed. They need to be consciously applied, especially when times are tough. Since stress has so many facets, Mr. Carnegie has provided us with 30 principles for dealing with the negative aspects of stress. We made commitments to use the stress and worry management principles and will report on our progress in Session 6.

Session 3B Highlights: Enhance Relationships and Motivate Others

Issues Addressed

- Why are foundation of human relations principles so challenging to apply consistently?
- How can applying the Human Relations Principles truly enhance profitability, productivity, and quality?

What We Discovered

In reporting on our use of Dale Carnegie's Human Relations Principles to enhance professional relationships, we discovered small intentional changes in our behavior can often yield big results for ourselves, our team members, and our organizations. We built on our successes by committing to use the second set of Dale Carnegie's Human Relations Principles to gain cooperation from a specific person. We will give status reports on our progress in Session 5.

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Session 4 Preview

Most of us have a desire to be recognized as a “can do” person within our respective organizations. We know that this does not happen by being a “wall-flower” or a “low-key” associate. Nor can we afford to be unclear in our communication, especially with complex topics. Expect an industrial strength dose of increased effectiveness and confidence as a result of attending this session!

Part A. Energize Our Communication

In Session 4, we will put action into our communication and learn how to get people more engaged with our message. A person who is energized, alive, and naturally animated is more likely to connect with listeners.

Part B. Make Our Ideas Clear

In Session 4, we will learn and practice a process for organizing our thoughts, so we are more clearly understood. It is called the “LIONS” process (**L**anguage simple, **I**llustrations, **O**rganization, **N**arrow subject matter, and **S**ummarize) and is invaluable when presenting information that is complex or unfamiliar to our listeners.

In preparation for Session 4, please:

- 1) Prepare a one-minute report** on an experience that involved a lot of action, your busiest day. Be animated by reliving an experience just as it happened. Show us the story of what happened. Read pages 4.5-4.6 in your Participant Manual and **complete the “Energize Our Communications Report Planning Sheet on page 4.7.**
- 2) Become familiar with “The Box Factory”** on page 4.4 by reading it several times.
- 3) Prepare a 90-second report** by teaching us something related to your job that will be interesting for others to learn. Bring this example to life by using an exhibit or visual. **Use the LIONS formula** (page 4.10 in your Participant Manual). **Read and complete the “Make Our Ideas Clear Report Planning Sheet on pages 4.11-4.12.**
- 4) Be prepared to tell us what particular part of the readings listed below had an effect on you and why.**

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Reading Recommendations

- How to Win Friends and Influence People
- How to Stop Worrying and Start Living

We missed you!

Saiful, Ikhwan, Halim

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.**

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