

# DALE CARNEGIE COURSE

Participant Weekly Action Reminder

[Week 5]

*"If you are going to reinvent your organization, then in order to succeed, you must reinvent yourself." - Tracy Goss*

**Good Day!** We have successfully completed Session 5 of 8. Here is your Weekly Action Reminder for the Dale Carnegie Course®.

## **Congratulations Session 5 Award Recipients**

**Sakthi**

Congratulations Sakthi, Truly a joy to see your growth every week. You have a very positive attitude towards learning and an open mind to new things. This will spur you on to be a more creative individual and someone who dares to take risks. Keep growing and keep learning, be the kind if leader you need to be.



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## **Congratulations Session 5 Award Recipients**

**Leo**

Congratulations Leo on being the Human Relations champion of session 5. Your commitment to be a better team player can also be seen through your weekly interaction with your course mates. You're becoming more and more confident. It takes a lot of dedication to diligently apply and prepare for the weekly reports. This diligence is beginning to bear fruit and show results.



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### Session 5 Review

Peter Drucker once commented that our organizations don't need more managers, they need better leaders. I wish he could have been at our last session to see how well we are developing our leadership skills!"

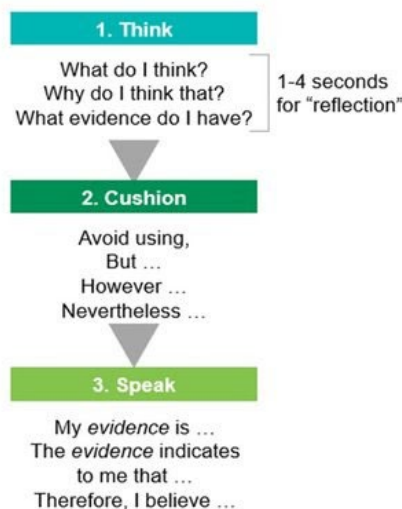
### Session 5A Highlights: Disagree Agreeably

#### Issues Addressed

- How do we keep disagreements positive?
- How can we keep from being perceived as either a doormat to step upon or an aggressive person to avoid at all costs?

#### What We Discovered

In Session 5, we learned and practiced a process designed to help people exchange differing opinions without offending one another. We learned how to be assertive without crossing the lines into aggressiveness and passivity. As a result, we became stronger, more dependable team members. "Disagreeing Agreeably" is a culmination of Dale Carnegie's Human Relations and Stress and Worry Control Principles and it provides a new approach that gives dependable results.



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## Cushion

### Cushion Your Response

*I hear you saying...*

*I understand you said...*

*I appreciate your view on...*

*That's an interesting point of view...*

### Avoid Using

*But...*

*However...*

*Nevertheless...*



## Session 5B Highlights: Gain Willing Cooperation and Commit to Influence Others

Issues Addressed:

- How can I create an environment where people are committed to results, not just compliant to orders?
- What is the synergy between the first set of Dale Carnegie's Human Relations Principles and the second set?

What We Discovered:

We personally validated the relevance of Mr. Carnegie's time-tested approaches to influencing people through: trust and respect and achieving cooperation versus compliance.

## Session 6 Preview

In order to thrive, we must control the stress monsters lurking at work, at home, and wherever else we may go. Having a solution set to dealing with stress and worry and a recipe for greater flexibility adds to the skills we all want to develop to deal with the twists and turns life is sure to give us.

### Part A: Manage Our Stress

We have choices about how we respond to stressful situations. Our choices impact our performance, health, and satisfaction with life and work. In this session we will have the

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opportunity to show how we have, indeed, managed stress in our daily work lives. We will also inspire others and be inspired by others to overcome the stress and worry challenges that dwell ever near us.

### **Part B: Develop More Flexibility**

One essential key to professional effectiveness is flexibility. In this session you will be challenged to implement a wider range of communication, apply the power of prudent risk-taking, and become more open minded to change and opportunity.

### **In preparation for Session 6, please:**

#### **1) If you have yet to fill in Mid-point Feedback...**

We are at the mid-point of our 8 weeks session. To ensure we stay focus and better support you in the following 4 weeks, please take time to complete the Mid-Point Feedback Form on this link: [http://bit.ly/DCC\\_Mid-Point](http://bit.ly/DCC_Mid-Point)

*A gentle reminder that a copy of your Mid-Point will be emailed to your immediate manager. Thank you.*

#### **2) Prepare a 90 seconds report on how you have applied the **Manage Stress****

**Principles** since Session 3. Use the Magic Formula for Influencing Action. Read page 6.4 in your Participant Manual and complete the “Manage Our Stress Report Planning Sheet” on page 6.5.

3) Come prepared to discuss examples of how you are applying the Cushion and Disagree Agreeably with the person that you have committed.

4) Please wear flats/sports shoes and long pants for Session 6.

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**We missed you!**

- Ikhwan
- Hani
- Derek

**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