

## **Positive Work Attitudes and Behaviour**

How to nurture positive work attitudes and behaviour at the workplace?

Do you know the effective methodology to create positive work attitudes and behaviour to boost productivity in the organisation?

### **Introduction**

Positive work attitude is essential for the delivery of high-quality service. Lack of the right attitude is the leading cause of conflicts at work. The right attitude has always been the key to the success and the failure of the company. Most attempts to implement changes aimed at improvements fail because employees do not have the right attitude towards work. This is a common grouse raised by managers and HR professionals alike. This one-day introductory program introduces participants to how positive attitude are developed and how they lead to high performance. The central theme of the program comprises critical beliefs and assumptions necessary for forming a positive attitude that steers organisations forward and helps them implement business strategies through the active participation of employees.

### **Program Objectives**

This program aims to:

- Define a positive attitude and how it improves overall performance
- Determine essential requirements for improving attitude at the workplace
- Develop action plans to improve the whole organisation culture

### **Learning Outcomes**

After completing this program, participants should be able to:

- Master an incredibly powerful psychological trigger that gets you going with amazing enthusiasm & initiative every day
- Learn to anchor your wins & change your state of mind instantly!
- Recondition your mind to think, believe & act positively & powerfully at all times

### **Who should attend?**

Non-managerial, first-line management, middle management, senior management and anyone who has the interest to apply positive work attitudes and behaviour

### **Methodology**

Case studies, forum discussion, role-play, presentations, gamification

## Program Outline

<b>Time</b>	<b>Day One</b>
<b>9.00am– 10.30am</b>	<p><b>Positive Work Attitudes and Behaviour as Performance Determinant</b></p> <p>In this module, participants would learn the fundamentals that influence human attitudes and behaviour. Comparison of the right and the wrong attitude and behaviour would be identified by the participants. From the understanding, the participants would learn how to develop positive attitudes and demonstrate the positive behaviour at the workplace. At the same time, the participants would learn the basic concept of behavioural intelligence in this module.</p>
<b>10.30am-11.00am</b>	<b>Break and Networking</b>
<b>11.00am-1.00pm</b>	<p><b>The Iceberg: The Values</b></p> <p>In this module, participants would undergo Humanology Values Test to understand their values and beliefs at the workplace. From the values, the participants would start to merge between individual values and the organisation values. In this module, participants would learn how to eliminate the limiting beliefs and minimise the negative values in the organisation. Once the beliefs and values of the employees are set, the participants can create a positive environment that creates positive attitudes and behaviour.</p>
<b>1.00pm-2.00pm</b>	<b>Lunch Break and Networking</b>
<b>2.00pm-3.30pm</b>	<p><b>Handling Negative Behaviour at the Workplace</b></p> <p>This module focuses on training the participants to use practical tools to break the cycle of bad and negative behaviour in the workplace. The cognitive behavioural techniques are taught to the participants to handle negative attitudes and behaviour. Also, the participants would learn how to apply NLP to eliminate negative and bad routines in the workplace with a behavioural method.</p>
<b>3.30pm-4.00pm</b>	<b>Break and Networking</b>
<b>4.00pm-5.00pm</b>	<p><b>Creating Sustainable Positive Attitudes and Behaviour at the workplace</b></p> <p>In this module, participants would learn how to cultivate the changed attitudes and behaviour to be able to sustain for long in the organisation. The new attitudes and behaviour should be a part of their</p>

	life and practice in their organisation.
--	--

<b>Time</b>	<b>Day Two</b>
<b>9.00am– 10.30am</b>	<p><b>Communicating Positive Workplace</b></p> <p>In this module, participants would learn to understand the role of intrinsic motivation within themselves. The participants would learn how to apply conversation and dialogue that encourage positivity at the workplace. The participants would learn the method to handle self-talk and internal dialogue for positive results. The participants would be equipped with different techniques such as rephrasing, reframing and other communication techniques to create a positive attitude and behaviour at the workplace.</p>
<b>10.30am-11.00am</b>	<p><b>Break and Networking</b></p>
<b>11.00am-1.00pm</b>	<p><b>Positive Attitudes and Behaviour at Your Hand</b></p> <p>In this module, participants would gain mastering skills to manage their attitudes and behaviour. The participants would learn how to apply the verbal and nonverbal method to nurture positive attitudes and behaviour at the workplace. This module also teaches the participants the method of how to optimise the application of emotional intelligence to create positive attitudes and behaviour.</p>
<b>1.00pm-2.00pm</b>	<p><b>Lunch Break and Networking</b></p>
<b>2.00pm-3.30pm</b>	<p><b>Birds and Feathers flock together</b></p> <p>In this module, participants would learn the impact of peers in creating attitudes and behaviour. The participants would learn how to improve their focus and attention so that they are not influenced by the negative energy at the workplace. Various methods on how to handle negative changes would be shared in this module.</p>
<b>3.30pm-4.00pm</b>	<p><b>Break and Networking</b></p>
<b>4.00pm-5.00pm</b>	<p><b>Creating Sustainable Positive Attitudes and Behaviour</b></p> <p>In this module, participants would learn how to use a reflection diary. This module also shares with participants how to apply behavioural intelligence in the strategy for creating positive attitudes and behaviour at the workplace.</p>