



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - ATTITUDE

College Africa Group offers a one day comprehensive Attitude Skills course that is specially design to improve your understanding and processes of different attitudes.

Course Number: AXO84-054SG

Days: One Day

Description: Polish people skills, energize your outlook, and retain a healthy perspective. This course will help you stay positive and focused in today's busy, pressure-filled world. Recognize how attitude affects your work. Use the eight attitude-adjustment techniques. Spread the magic of a positive attitude.

Topic-Level Outline

Part 1: Understanding Your Attitude

- What Is a Positive Attitude?
- The Importance of a Positive Attitude
- A Positive Attitude Affects Personality
- The Power of a Positive Attitude
- Safeguarding Your Attitude

Case Study 1: Maria's Mood Swings

Attitude Renewal: How to Give Your Attitude a Tune-Up

Case Study 2: Rita vs. Dawn

Key Points from Point 1

TOC Continue...

Part 2: Eight Ways to Adjust Your Attitude

Adjustment Technique 1: The Flipside
Technique

Adjustment Technique 2: Play Your Winners

Adjustment Technique 3: Simplify! Simplify!

Adjustment Technique 4: Insulate! Insulate!

Adjustment Technique 5: Give Your Positive
Attitude to Others

Adjustment Technique 6: Look Better to
Yourself

Adjustment Technique 7: Accept the Physical
Connection

Adjustment Technique 8: Clarify Your Mission
Key Points from Part 2

Part 3: Attitude and Your Job

Attitude and the Work Environment

Case Study 3: Maya & Zora

A Positive Attitude About Diversity

Case Study 4: Ramon Wants to Move Up A

Positive Attitude Affects Career Success

Case Study 5: Frank or Hank?

A Positive Attitude Affects Teamwork

Projecting Your Positive Attitude Key Points
from Part 3

Part 4: Protecting Your Most Priceless Possession

Protecting Your #1 Asset

Be a Problem-Solver

Be Aware of Major Lifestyle Changes Key
Points from Part 4

Summary

Your Attitude Is Your Most Priceless

Possession Your Action Plan

Action Ideas

Comments on the Cases

Glossary

Additional Reading

On completion, you will receive an
attendance certificate.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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