



## **Course Title**

# **MOTIVATIONAL PROGRAM**

## **Overview**

To understand the importance of Positive Attitude and to conscientiously adopt and develop positive attitude, stay motivated and giving one's best both in personal and professional lives

## **Learning Outcomes**

This course is designed for participants to inculcate a Positive Attitude in Life and at Work

## **Who must attend**

Managers, supervisors, team leaders, administrators, line staff, sales professionals, executives and non-executives

## **Methodology**

Theory with reflections, discussions and presentations, role-plays, audio-visual aids, experiential activities and simulation games

## **Course Outline**

Ice Breaker – Meaning of Work

Definition and Nature of Motivation

Motivation Theories:

- Drive/Incentive
- Maslow's Hierarchy
- Herzberg's 2 Factor Theory
- (Motivational vs Hygiene Factors)

## Importance of Positive Attitude in Life and at Work

- TFAR Process
- (Thoughts, Feelings, Actions & Results)
- Activity: Impossible Structure
- Power of Words & Thoughts
- Empowerment through choice of words & thoughts
- Taking Personal Responsibility

## Two Strategies to Developing Positive Attitudes:

### Manage the Negative

- Reframe Challenges
- Rethink Failures & Rejection
- Managing Fear & Anger
- Setting Boundries (Saying No)

### Nurture the Positive

- Gratitude
- Cultivate Positive Habits 101
- Accepting Others
- Activity: The Beauty I see in You

### Keep the Fire Burning!

- Optimism & Enthusiasm
- Activity: Hidden Arrow
- Recognize the types of Stress
- Ways to De-Stress
- Recharging Self

### Commitment to Action

- Visualization & Affirmation
- Goal-setting
- Time Matrix – plan your time well
- Making choices – align activities with goals
- Accountability
- Journal\*

### Evaluation

End

## 《快乐工作、积极贡献》

积极态度决定人生高度

重新理解工作的意义

开启动力来源

思维 - 有所思、有所为

孔子《论语·子路》：“名不正，则言不顺；言不顺，则事不成。”

如何面对考验

成长过程必经失败与挫折

换个角度思考挑战

越挫越勇 - 无所畏惧的勇气

压力类别与应对策略

培养积极态度的策略

自得其乐、知足常乐、助人为乐

预见更好的自己

阐明个人价值

设定目标 - 方向不对、努力白费

时间管理四大现象

如何在对的时间做对的抉择

有效利用时间方法

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