

## Attitude

**Length:** 1/2 Day

**Summary:** You may not be able to control the traffic on your way to work or the chaos once you get there, but you have total control over the affect these have on you—and your work. In fact, those who can keep their head, remain positive, and inspire others to do the same earn the highest respect. You can be that person.

### COURSE CONTENT

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

#### 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
- Take a Few Minutes to Reflect

#### ATTITUDE AND YOUR JOB

- Attitude and the Work Environment
- A Positive Attitude about Diversity
- A Positive Attitude Affects Career Success
- A Positive Attitude Affects Teamwork
- Projecting Your Positive Attitude

#### PROTECTING YOUR MOST PRICELESS POSSESSION

- Protecting Your #1 Asset
- Be a Problem-Solver
- Be Aware of Major Lifestyle Changes

#### APPENDIX

- Your Attitude Is Your Most Priceless Possession
- Glossary
- Appendix to Part 1
- Appendix to Part 2
- Appendix to Part 3
- Appendix to Part 4
- Additional Reading