

Attitude: Your Most Priceless Possession (4th Edition)

Course Specifications

Course Number: CCT-036_rev4.0

Course Length: Self-study or Classroom Training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Protect your Most Priceless Possession.

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 Objective: The learning objectives for Attitude are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The objectives of this book are:

- To define attitude, to show its importance and effect on personality and work performance, and to explain how to keep it positive
- To present specific techniques for retaining and recapturing a positive attitude
- To show the effect of a positive attitude on the work environment, especially its effect on workforce diversity, career success, and teamwork
- To explain how to protect a positive attitude
- To prompt you to prepare an Action Plan that incorporates the ideas, concepts, and techniques presented in this book into your daily life

Course Content

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
Attitude Renewal: How to Give Your Attitude a Tune-Up
Take a Few Minutes to Reflect

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
- Take a Few Minutes to Reflect

Part 3: 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

Part 4: 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