

POWER LUNCH & LEARN Mini-Bite Series



In these two-hour / half-day sessions, employees should be able to achieve the following:

- ✓ Networking with better transparency and understanding of each other
- ✓ Higher self-awareness and keeping a positive attitude
- ✓ Enhance team communication, teamwork and bonding
- ✓ Appreciate self, others and the organization
- ✓ Create a culture of continuous learning and growth.

PERSONAL MASTERY SERIES

No.	Title	Learning Outcomes
1	Accept, Adapt and Accommodate	<ul style="list-style-type: none"> ▪ Be aware and understand self and others ▪ Focus on personality strengths ▪ Respect personality differences ▪ Improve working relationships by recognizing the communication needs of team members.
2	Live with Change! Embrace Change!	<ul style="list-style-type: none"> ▪ Get out of the comfort zone ▪ Embrace change proactively ▪ How to cope positively with change ▪ That change is not an action, it is a process.
3	Begin with the End in Mind	<ul style="list-style-type: none"> ▪ Having a Purpose - knowing why you do what you do ▪ Mission - Knowing what you want and how to get it ▪ Values & Habits – Identifying the values, qualities, new behaviors & habits towards attainment of Goal/Purpose.
4	Elevating my Uniqueness	<ul style="list-style-type: none"> ▪ Winning people over by selling yourself through a well-crafted speech in a very short time frame in any situation ▪ A conversation that enables you to summarize the organization, your role and what you do best ▪ Help to elevate self-confidence and visibility.
5	Are you Mismanaging Yourself	<ul style="list-style-type: none"> ▪ It is about taking charge and taking steps to relieve the pressure and regain control. ▪ Recognize that Pressure is external and Stress is internal. ▪ Understand how to manage, minimize and deal with workplace stress.
6	Language of Love at the Workplace	<ul style="list-style-type: none"> ▪ Know the 5 Love Languages – Words of Affirmation, Acts of Service, Receiving Gifts, Quality Time and Physical Touch. ▪ Discover love language for self & others ▪ Recognize who speaks what language can improve communication, more positive working relationships and positive work environment.
7	Aptitude or Attitude	<ul style="list-style-type: none"> ▪ Aptitude – the skills and ability to execute the task at hand ▪ Attitude – way of thinking, the feeling and behaviour towards the task. ▪ When Performance = Knowledge + Skills x Attitude.

PEOPLE MASTERY SERIES

No.	Title	Learning Outcomes
1	Seeing Eye to Eye	<ul style="list-style-type: none"> ▪ Enable clearer communication amongst others ▪ Accepting and responding to a person's preference ▪ Having quality conversation to build rapport and improve relationship
2	Managing with Velocity	<ul style="list-style-type: none"> ▪ Determine the personal zone of velocity of self and team ▪ Understand the effects of working above or below personal zone of velocity ▪ How to keep self and team "in the zone"
3	The Art of Listening & Powerful Questioning	<ul style="list-style-type: none"> ▪ Active Listening is vital of interpersonal skills and it is the gift and essence of customer service, showing that you take others' concerns seriously. ▪ Powerful Questioning opens the door to deeper conversation. It evokes clarity, introspection, enhance creativity and provide a platform for people to think and find their own answers.
4	It's Not What You Know, It's Who You Know!	<ul style="list-style-type: none"> ▪ Learn how to build networks and stronger relationships while negotiating for better outcomes. ▪ Using the right approach to engage in a win-win negotiation by building connection, collaboration or alliances. ▪ Learn the skills of being a communicative, approachable, non-judgmental and open-minded person while networking and negotiating.
5	It's All About Teamwork	<ul style="list-style-type: none"> ▪ Team bonding brings people together by encouraging collaboration and teamwork. ▪ Working together in fun activities to help people see each other in different light and perspectives. ▪ Creating a climate of cooperation and creative problem-solving to achieve a common goal.
6	Creative Leader vs Creative Killer	<ul style="list-style-type: none"> ▪ Help employees look for alternative solutions to problems and to look differently at their work - to think outside the box. ▪ Stimulate creative flow of ideas and open up people's mind instead of stifling ideas. ▪ Challenge the status quo and help find solutions to problems in the workplace.

For all In-House Course Arrangements:
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