The Division of Personnel presents a special seminar from:

Dr. Alan Zimmerman

Taking Charge

In Challenging Times

Achieving what you want in life means doing what it takes…not just now and then…but every single day. Highly effective people know that requires a **take-charge approach**.

In this program, you will learn the techniques used by take-charge champions. You will learn how to extinguish limiting attitudes, release your potential, and instill habits of success. You will also receive strategies to help you learn to take initiative, exercise power, and perform at your peak each and every day.

And once you've mastered these self-leadership skills, you'll be in a better position to bring out the best in others. You'll be able to model the behavior and use the strategies that inspire others to do their best … despite all the challenges in our workplace.

To do that, you'll also learn the practical how-to's of motivation. You will learn what works and doesn't work, and you'll learn specific communication skills that stamp out negativity in the workplace and inspire productivity in others.

Unfortunately, poor employee attitudes can quickly sabotage success. Negativity is contagious and can lead to an environment where people don't try as hard, don't care as much, and don't succeed as often.

With challenges ahead, you must build a work environment that is alive, exciting, and positive. You must build an environment where satisfaction and fulfillment are the rule, not the exception. You must minimize or eliminate the negative.

That's what this program is all about. You'll learn the 8 R's of a positive work environment and how to implement them, whether it be on an organizational level, on a one-to-one basis, or even within yourself.

May 28 • 8:30 – 4:30 • Truman Bld./Rm. 490 • **$169.00**

Program Highlights:

Preparing for Success
- Neutralizing self-defeating thoughts
- Using empowering affirmations
- Adopting a sure-fire process for setting and achieving goals

Creating Positive Attitudes
- Building inner drive and spirit
- Remaining enthusiastic despite circumstances
- Walking your talk

Organizational Motivators
- Capturing the employee's heart
- Encouraging the adoption of change
- Working outside your comfort zone

Interpersonal Skills
- Building positive work relationships
- Nurturing trust
- Managing conflict
- Using positive and negative reinforcement for behavior change

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