

Dealing With Negative Attitudes in the Workplace

How to overcome negativity in your organization, in your people and in yourself

Who Will Benefit From This Seminar ...
Managers, supervisors, team leaders, clerical and support staff—anyone and everyone concerned about stamping out negative workplace attitudes.

Is innovation and productivity in your organization routinely hampered by employees who seem unwilling to change and who are unable to see alternatives (or worse yet, refuse to accept them when they're suggested)? Does your organization sometimes miss opportunities because key employees won't cooperate? Do some employees lack initiative and create stress and frustration for their co-workers?

If so, you're dealing with negativists in your workplace. And their effect is contagious, often leading to friction, reduced morale and low achievement.

But you don't have to accept negativity. You *can do* something about it. That's the purpose of this unique on-site program from SkillPath—to help identify the specific causes of negativism in your organization! Your associates will learn practical, proven ways to turn negative attitudes around and help even chronic pessimists accept challenging assignments and responsibilities—as well as the successes and rewards that result from positive behavior. By the end of the program, your associates will have learned valuable skills that will enhance your organization's morale and boost productivity.

On-Site Seminar Objectives

Here are some of the tools and techniques this workshop teaches for managing negativity in the workplace:

- How to identify the root sources of negative attitudes and self-defeating behaviors
- How to recognize the warning signs of excessive negativity
- How to deal with the most common types of negative people in specific situations such as meetings and team projects
- How to limit the destructive effects of negative people, including keeping negative attitudes from spreading to others
- How to help negative people see the consequences of their attitudes and actions

Enjoy the benefits of a more positive and productive workplace! Call 1-800-767-7545 today to schedule this unique seminar!

An overview of Dealing With Negative Attitudes in the Workplace

Root sources of negative attitudes and self-defeating behaviors

- The 2 contrasting “world views” and how they affect our attitudes and perceptions
- Where does negative thinking come from?
- Understanding the profound effect of attitude on personal achievement and job performance
- Recognizing and dealing with the 4 most common negative personality types encountered in the workplace

Assessing and dealing with negativity in the workplace

- The 10 warning signs of excessive negativity in an organization
- What to do if *you're* the negativist in the workplace
- How to cope effectively with a negative boss
- How to stimulate cooperation between conflicting teams and departments, build communication and eliminate excuses and finger-pointing
- How to survive (even thrive) in a negative work environment
- What you can do to be a catalyst for positive change in a negatively charged organization
- How one Fortune 500 company dramatically improved the effectiveness of its sales force by controlling negativity
- How to distinguish true negativity from thoughtful, productive “what might go wrong” contingency thinking

How to limit the destructive effects of negative people

- Why negative thinkers often strongly influence the thoughts, actions and attitudes of the rest of us
- How to prevent negative attitudes from spreading to others

- How to keep yourself from being dragged into negative thinking patterns
- How to make sure you're not inadvertently provoking negative responses in otherwise positive people
- Coping strategies for dealing with chronically negative people
- How to counter the detrimental impact of negative individuals on the whole work group
- How to salvage derailed meetings, abandoned projects, shot-down ideas and reclaim the ground already lost to negativism

Managing the negativist

- Guidelines for recognizing full-blown negativists in the workplace
- Understanding the negative personality
- Watching out for the 10 most common situations in which negativists encounter problems on the job
- Interpreting negative workers' attitudes in the context of their personal paradigms
- Recognizing in which jobs mildly negative personalities perform well and which ones absolutely require an optimistic style
- How to counter the impact of negativism on individual and team performance
- How to help foot-dragging pessimists recognize the self-defeating nature of their thinking styles

Coaching yourself and others out of negative thoughts, attitudes and beliefs

- The 5-step plan to becoming the *master* instead of the *victim* of your thoughts and feelings
- How to break the negative habits of worrying and catastrophizing

- 10 specific ways to turn around a negative attitude
- How to establish a positive work culture that encourages optimism and mutual support for correcting negative patterns
- Recognizing the self-defeating activities that contribute to negativity
- Taking control of the quality of your life with the CPA formula
- What every manager and supervisor should know about coaching individuals and teams to higher performance
- How to use a simple, yet very effective, formula for changing pessimism to optimism

Negativity and you

- Do you tend toward negativity or optimism? You'll find out with this revealing self-profile
- Understanding the connection between how you *think* and how you *feel*
- Persuasive scientific evidence that optimism leads directly to a healthier (and longer) life
- Why it is vitally important for your emotional well-being that you manage any tendency you may have toward excessive pessimism and negativity
- When negativity plays a *useful* role in your life and work
- The 7 major pitfalls of a chronically negative outlook on life
- How to cultivate the qualities of a positive personality
- Recognizing those situations in which an optimistic thinking style should be tempered with a dash of pessimism