Employees possessing a positive work attitude and demonstrating strong values are crucial to an employer's success. It is imperative for a company to enable its workforce to be better, not only at work, but also in their personal lives.

The W.A.V.E. (Work Attitude and Values Enhancement) course aims to guide participants through their corporate journey by helping them develop their personal mission-vision and realizing what their life goals are. Understanding themselves prepares them to align their goals alongside the company's, while emphasizing the need for resiliency to consistently stand by one's personal values & principles during times of change.

In the end, participants revisit their work outlook & perspective and decide to either renew their resolve to strengthen these or to become better by making a commitment to change and improve themselves further.

# At the end of this course, participants should be able to:

- Explain the different personality tests used to understand behavior
- Create and explain personal mission and vision statements
- Enumerate the Values that employers look for in the workforce
- Explain the ways how to improve and manage performance
- Demonstrate how S.M.A.R.T. goal-setting is done

# Course Outline

- Welcome and Introduction
    - Objectives and Overview
    - Reminders and House Rules
- Know Others, Know Yourself (Awareness)
    - Personality Styles
        - The 4 Temperaments Theory
        - D.I.S.C. Personality Traits

        - Myers–Briggs Type Indicator
- Mission-Vision-Values Statements
- Attitude and Work Environment
    - Let’s S.W.O.T. It Out
    - Your Own S.W.O.T. Analysis
- Compatibility: Is It A Match?
    - Maslow’s Hierarchy of Needs
    - Herzberg’s Factors on Dissatisfiers & Motivation
- Values and Priorities
    - Top Values That Employers Look For Managing Performance
        - Time Management & Prioritization
        - Proactivity & Results Orientation
        - Continuous Improvement & Innovation
        - Customer Service Mindset & Empathy
    - Making it S.M.A.R.T. (Goal-Setting)
- You and Resiliency
    - Being Resilient
    - Tips for Bouncing Back: Stress Management
- SUMMARY and WRAP-UP
    - Recap and Key Take-Aways

# Course Duration

- 1 day – face to face

# Delivery Methodologies

- Lecture and Discussion
- Activity

# This course is recommended for

- Frontliners, Staff, Supervisors, Managers, and Executives who would like to know how to improve their individual productivity and increase their positive contributions within the organization, while striking a harmonious balance with their personal goals and values.

# Upcoming Events

Nov 26
9:00 am – 5:00 pm

## Work Attitude and Values Enhancement (W.A.V.E.)

Jan 27
9:00 am – 5:00 pm

## Work Attitude and Values Enhancement (W.A.V.E.)

Apr 22
9:00 am – 5:00 pm

## Work Attitude and Values Enhancement (W.A.V.E.)

Jul 21
9:00 am – 5:00 pm

## Work Attitude and Values Enhancement (W.A.V.E.)

Oct 29
9:00 am – 5:00 pm

# Work Attitude and Values Enhancement (W.A.V.E.)

View Calendar