



Consulting and Training | Reach New Heights

Course Name

Happiness To Have and Hold

Sector Name

Interpersonal Skills and Self Development

Document Type

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Happiness To Have and Hold

Course Introduction

In a review published in the December 2005 issue of Psychological Bulletin, researchers examined studies of over **275,000** people and found that “happiness makes you successful rather than success makes you happy”. During the past two decades, psychological research has revealed that the key to a happy life is to experience bursts of positive emotion throughout the day.

Being happy and having positive emotions don't just make us feel good; they broaden our horizons and build our social, physical, and intellectual skills. A positive mindset & attitude are contagious and lead to a very powerful attitude within an individual, a team, and an organization. It is essential to reprogram your mindset for positivity to get more soul-enriching thoughts & productive results.

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Happiness To Have and Hold

Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants

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Learning Objectives

- ✓ Examine the impact of happiness and positive attitude on personal and professional environments
- ✓ Apply positive psychology techniques to improve effectiveness on the job
- ✓ Define the Positive & Negative Thinking
- ✓ Demonstrate that people have both positive and negative experiences every day.
- ✓ Define attitudes and work on overcoming a negative approach to life.
- ✓ Build a fortress of a healthy mind and body.
- ✓ Discover the link between thinking and action
- ✓ Indicate the Inner Strength pillars
- ✓ Relate how to handle negative emotions and hard times through resilience
- ✓ List strategies to maintain a positive attitude
- ✓ Plan for a set of corrective actions to adopt a positive mindset

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Happiness To Have and Hold

Course Outline

✓ **01 Day One**

The Impact Of Happiness And Attitude

- ✓ Attitude is everything
- ✓ The origins of happiness and attitudes
- ✓ The formation of happiness and attitudes
- ✓ Adding value to your organization
- ✓ The relationship between attitude and creativity

The Positive Mindset For Happiness

- ✓ Positive Mindset & Attitude vs. Negative Thinking
- ✓ How Positive Mindset & Attitude Can Change Your Lifestyle
- ✓ The benefits of Positive Mindset & Attitude for Business Environment
- ✓ Identifying Our Biases, Perceptions, and Filters
- ✓ The impact of your mind and your thinking style on your body
- ✓ The link between thinking and actions.

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Course Outline

✓ 02 Day Two

Factors Affecting Happiness And Attitude

- ✓ Changing your thinking
- ✓ Characteristics of negative thinking
- ✓ Factors of negative thinking
- ✓ Changing environment
- ✓ Past experiences
- ✓ Negative world view
- ✓ Other people's behaviour
- ✓ Negativity: the poison that kills dreams

Sources Of Positive Energy

- ✓ The Inner Strength Pillars
- ✓ Self-Worth
- ✓ Self-Acceptance
- ✓ Self-Responsibility
- ✓ Clearing Limiting Beliefs

Resilience:

- ✓ Handling negative emotions

- ✓ Handling hard times:
- ✓ Failure
- ✓ Mistakes
- ✓ Challenging People

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Course Outline

✓ **03 Day Three**

How To Change Your Attitude

- ✓ Observe Your Thinking
- ✓ Optimism: Factors Affecting Happiness
- ✓ How Optimism Influences Health

Positive Mindset & Attitude Tips & Tricks

- ✓ Relaxing positively
- ✓ Adjusting your self-talk
- ✓ Positive Affirmations
- ✓ Be ready for constant changes
- ✓ Accepting Own Limitations
- ✓ Feeling a Sense of Fulfilment in Daily Living
- ✓ Establishing and Maintaining Close Relationships

A Take-home Plan For A Positive Mindset

- ✓ Corrective Action Plan:
 - ✓ What I'll Stop Doing
 - ✓ What I'll continue doing
 - ✓ What I need to learn

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 7, 2026	June 9, 2026	3 days	3250.00 \$	KSA , Jeddah
Sept. 28, 2026	Sept. 30, 2026	3 days	4950.00 \$	switzerland , Geneva
March 29, 2027	March 31, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
Nov. 30, 2026	Dec. 2, 2026	3 days	3250.00 \$	UAE , Dubai

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