



Consulting and Training | Reach New Heights

Course Name

The Power of Mastering your Mindset

Sector Name

Interpersonal Skills and Self Development

Document Type

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The Power of Mastering your Mindset

Course Introduction

The single most important factor influencing a person's success -- whether personal or professional -- is mindset. What you think about consistently has a direct impact on your behaviour, and not the other way around. So, it's important to get this fundamental ingredient right. A seemingly small thing that makes a huge difference, mindset accounts for the primary distinction between those who succeed and those who do not. And, if you are serious about achieving success in any area of your life, you must learn to master yours.

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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

- ✓ The best scientifically proven methods and strategies to help you achieve your goals.
- ✓ How to develop a money-making mindset that can lead to you earning more money than ever before.
- ✓ How to manage your stress.
- ✓ How to upgrade your relationship skills.
- ✓ Ways to become healthier (mentally and physically) even as you get older.
- ✓ Strategies for developing mental resilience and true inner power.

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The Power of Mastering your Mindset

Course Outline

✓ 01 Day One

Introduction

- ✓ Where do you see yourself?
- ✓ Mindset
- ✓ Why Mindset?
- ✓ Mindset Rules
- ✓ Fixed Mindset
- ✓ Growth Mindset
- ✓ The secret to success
- ✓ How to get this Mindset?
- ✓ Importance of Mindset
- ✓ Common excuses and myths
- ✓ Recovering from Failure

How your mind works

- ✓ How your mind and emotions work.
- ✓ How to have daily control.
- ✓ How to develop a positive mind.
- ✓ Visualising the life or goals you want.

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Course Outline

✓ 02 Day Two

Strategies For Developing Mental Resilience and True Inner Power

- ✓ Keeping an attitude of gratitude
- ✓ Getting enough exercise
- ✓ Schedule Genuine Personal Time into Your Life
- ✓ Mastering Your Words
- ✓ Mastering Your Habits
- ✓ Mastering Your Character

Mastering Your Thoughts: How To Transform Your Thinking

- ✓ How to change the patterns of your thoughts.
- ✓ How to stop negative thinking, negative inner talk.
- ✓ How to feel better anywhere and have more control of your mind.

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Course Outline

✓ 03 Day Three

How To Improve How You Think and Feel

- ✓ How to feel better in your own body.
- ✓ How to stop any anxious or uncomfortable feelings in your body.
- ✓ How to use the power of your mind to feel good.

How To Feel Calm Anywhere

- ✓ How you can reduce anxiety, stress, and overwhelm.
- ✓ Learn how to feel calm and in control in any situation.
- ✓ How to develop daily control.
- ✓ The Importance of breathing.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 14, 2027	June 16, 2027	3 days	3250.00 \$	UAE , Dubai
Aug. 2, 2027	Aug. 4, 2027	3 days	3950.00 \$	Italy , Milan
Jan. 31, 2027	Feb. 2, 2027	3 days	3250.00 \$	KSA , Al Khobar
Nov. 2, 2026	Nov. 4, 2026	3 days	3250.00 \$	UAE , Dubai

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