



安讯教育与科技有限公司
Axon Consultancy Sdn Bhd

CULTIVATING A POSITIVE MINDSET IN THE WORKPLACE

TRAINING DETAILS

Duration : 1 Days

Training Hour : 9am to 5pm

RECOMMENDED PARTICIPANTS:

- NEW EMPLOYEES / ONBOARDING EMPLOYEES
- EXECUTIVES & SENIOR LEADERS



Axon Consultancy Sdn. Bhd.

(Co Reg no: 201701042497)

2-2, Plaza Usahawan Genting Kelang, Jalan Danau Naiga,
Taman Danau Saujana, 53300 Kuala Lumpur
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Course Overview:

This training programme is designed to help participants enhance both their personal and professional well-being by creating a healthier balance between career ambitions and overall life satisfaction. Through interactive sessions, real-life examples, and practical guidance, participants will deepen their understanding of stress management, interpersonal skills, and resilience. The workshop also equips them with tools to redefine success, strengthen time management, and build sustainable habits that support long-term growth and harmony in the workplace.



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Course Objective

Upon completion of this program, participants will be able to:

- Ability to articulate the benefits of a positive workplace culture.
- Identify common thought patterns that hinder productivity and morale in the workplace.
- Commit to one personal action or habit that fosters a positive mindset at work.

Methodology :

This programme adopts a highly interactive and participatory learning approach to ensure active engagement and practical application of concepts.

- **Interactive Energizers** – Short, dynamic activities will be used throughout the session to boost energy levels, encourage participation, and create a positive learning environment.
- **Group Discussions** – Participants will collaborate in guided discussions to share insights, exchange experiences, and reinforce key learning points.
- **Role Play** – Realistic scenarios will be simulated to allow participants to practice new skills, improve interpersonal communication, and gain immediate feedback in a safe setting.



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Course Outline:

Day 1: Cultivating a Positive Mindset in the Workplace

Introduction

- Icebreaker: Set the tone, introduce the topic, and establish a positive environment. Activity: “One Word Check-In” – Participants describe how they feel using one positive or hopeful word.
- Introduction
- Learning Outcome

Module 1: The Power of Positive Workplace Culture: “Speak It, Shape It”

- What We Speak
- What We Shape
- Language and Emotion

Module 2: Mindsets at Work: Spotting the Thoughts That Help or Hurt

- Cognitive Behavioral Theory (CBT) Thoughts → Feelings → Behaviors
- Metacognition: Thinking About Your Thinking
- Self-Talk & Inner Narrative
- Self-Assessment - Name the thought → Reframe the thought



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Module 3: One Small Shift: Your Personal Commitment to Positivity at Work

- Tiny Habit
- Locus of Control
- Identity – Based Habits

Module 4: Simple Daily Techniques to Stay Positive Under Pressure

- How to Stay Positive During Challenging Work Situations
- Thoughts Drive Emotions → Emotions Drive Behavior
- When Do You Feel the Shift
- Group-Assessment - Think of a recent tough work moment

Module 5: Positive Behaviors that Make a Difference

- How Leaders Can Model It
- Your Personal Challenge
- Group Activity: Positive Behavior Roleplay

Summary: Wrap-up



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Trainer Portfolio: Ms Sacca Chok

HRDC Certified Trainer | People & Performance Development Specialist

Sacca CHOK is a Certified Trainer by HRD Corp Malaysia with over 30 years of professional experience spanning corporate services, education, and wellness. Her diverse career journey has shaped her into a versatile, empathetic, and results-driven trainer who excels in people management, organizational development, and mindful leadership. Known for her ability to connect real-world business achievements with practical training delivery, she empowers participants to unlock their potential and drive sustainable success.



Key Expertise

- **Leadership & People Development** – Coaching teams to enhance collaboration and achieve organizational goals.
- **Sales & Marketing Excellence** – Driving revenue growth, market expansion, and product penetration strategies.
- **Operational Efficiency** – Building new business divisions, streamlining systems, and improving delivery performance.
- **Strategic Problem-Solving** – Implementing innovative sourcing solutions and negotiation strategies.
- **Mindful Leadership** – Advocating for empathy, self-awareness, and resilience in leadership practices.



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Key Achievements

Marketing & Sales

- Increased sales by **11% in 2024** at Doretti Resources Sdn Bhd, exceeding **RM12 million** target.
- Expanded distribution networks and achieved **top sales performance** for Terreal across multiple years.
- Successfully specified HAURATON products into key projects (BQ).

Operations

- Established a new **Auto Storage business division** from the ground up.
- Achieved over **95% on-time delivery rates** through supplier collaboration.

Human Relationships

- Coached and led teams to enhance performance and align with company objectives.

Others

- Negotiated and sourced alternative materials (Clay Roof Tile, Façade, Hauraton, Fire-rated Door).
- Implemented effective **management systems** to optimize operations.

Training & Facilitation Approach

Sacca adopts a **blended, interactive, and experiential methodology**. Her training integrates case studies, group activities, and real-world applications, ensuring participants not only learn but also practice strategies that can be applied immediately in their workplace.



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