

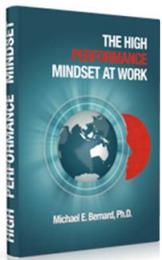


# The High Performance Mindset at Work

A professional development **e-learning** course for increased individual and organisational work performance

## Course Overview

This e-learning course is developed by internationally-acclaimed author, psychologist and researcher, Professor Michael E. Bernard, Melbourne Graduate School of Education, University of Melbourne (Australia) and Emeritus Professor, California State University, Long Beach (USA).



**The benefit of this course is enhancing work performance and going one better.**

Participants will learn about and develop further their high performance mindset that research reveals top performers employ when faced with the challenges, demands and changes of today's workplace.

The course is based on the latest research from the fields of positive psychology and organisational behaviour, rational effectiveness training and emotional intelligence.

It focuses on the importance to your work performance of maximising relationships and experiencing good health and well-being. The commitments and behavioural strengths of top performers including their management of tough work situations is essential course content.

## Who should enrol?

Individuals (and teams) working in a wide variety of jobs in small business, middle-sized companies and large organisations with different roles including executives, managers, employees, recent graduates and those entering the workforce. Organisations may enrol one or more employees in the course.

## Learning Objectives

- acquire the latest knowledge about the mindset of top performers.
- achieve greater self-awareness of your own work mindset and those areas that need further development.
- gain an appreciation of the commitments of top performers including those beliefs they put into practice on a regular basis.
- learn how to maximise your behavioural strengths to overcome blockers to positive work performance and to handle tough situations and solve work problems.
- display increased agility, creativity and resilience.
- learn new techniques to reduce stress and to enjoy your job.
- enhance your work performance by learning from experience to constantly going one better.

## Features of the e-learning course

- Designed to be completed within 60 days
- Six self-paced learning modules that take 30-60 minutes to complete, which include absorbing audio-visual presentations, interactive learning activities and personal surveys
- Activities for applying course content at work
- Additional 30-day period of course access for review
- Three follow-up 'booster' emails sent over three months provide reminders and check-points of progress
- On-line interactive course *Workbook* that can be downloaded on completion of course
- Downloadable copy of Michael Bernard's book *The High Performance Mindset at Work*

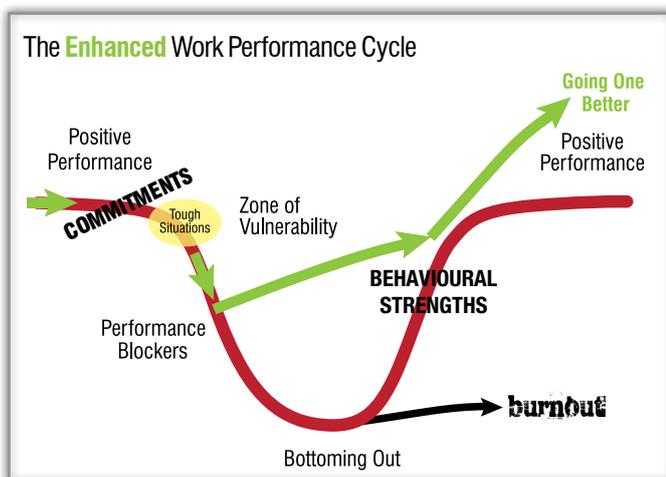
## Course Content

### Module 1. Introduction to the High Performance Mindset

Against a backdrop of the current challenging and demanding 24/7 world of work, the mindset of top performers is presented as being the key for success and well-being. In Module 1, a summary is presented of what the latest research says about the commitments and behavioural strengths of top performers.

### Module 2. Commitments

The mindset of top performers consists of three distinct commitments to success, others and self. The beliefs that when put into action nourish and support each of the commitments are identified. By completing 'Part 1, Commitments' of the Survey of The High Performance Mindset, you will receive a personalised profile of your behavioural strengths and those beliefs that need to be put into practice on a regular basis. A guide for strengthening commitments completes Part 2.



### Module 3. Work Performance Blockers

Step 1 'Take Stock' of a three-step model for handling tough situations at work is illustrated. You will have an opportunity to receive feedback on your blockers from completing 'Part 2. Performance Blockers' of the Survey of The High Performance Mindset. You will be able to take stock of those tough situations that are in your 'Zone of Vulnerability.'

### Module 4. Self-Management

Step 2 "Take Control" presents the latest techniques for self-managing your emotional and behavioural reactions in tough situations. The ABCs of emotions are presented. The important role of your thinking is illustrated with opportunities to learn about the powerful effects of rational-self talk and coping skills for taking control of your emotions in order to stay calm or calm down.

### Module 5. Behavioural Strengths

Step 3 "Take Action" focuses on the behavioural strengths of confidence, persistence, organisation and getting along. After completing 'Part 3, Behavioural Strengths' of The Survey of The High Performance Mindset, you will receive a personalised profile of your behavioural strengths. Strategies for developing behavioural strengths are reviewed.

### Module 6. Individual Action Plan: Strengthening Your High Performance Mindset

The last module reviews course material dealing with commitments, performance blockers and behavioural strengths. You will have an opportunity to construct a plan that can provide you with a framework of action to further enhance your high performance mindset and work performance.

### Information Contact

Course sample, costs and enrolment details, visit: [www.workmindset.com](http://www.workmindset.com)  
Organisations wishing to license the e-learning course, contact The Bernard Group.

### The Bernard Group

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