

THE 7 HABITS FOR MANAGERS



DOES YOUR TEAM POSSESS THE RIGHT HABITS?

Habits are powerful forces in our lives. They determine our level of effectiveness or ineffectiveness. The purpose of **The 7 Habits for Managers** is to help you lead your life in a truly effective way. They represent a proven process of personal and interpersonal growth that can have an immediate and lasting impact. Identify the key principles of effectiveness in which The 7 Habits of Highly Effective Managers are rooted, and adopt paradigms of effectiveness. Identify areas of your work and personal life where applying these habits will improve your effectiveness and fulfillment.

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ✓ Focus and act on what can be controlled and influenced, instead of what can't.
- ✓ Define clear measures of success and create a plan to achieve them for both life and work.
- ✓ Prioritize and achieve the most important goals instead of reacting to urgencies.
- ✓ Develop innovative solutions that leverage diversity and satisfy all key stakeholders.
- ✓ Collaborate more effectively with others by building high-trust relationships.

■ Course Structure

The certificate course in The 7 Habits for Managers is offered in approximately 16 hours OR 2-days period. The course is based The 7 Habits of Highly Effective Managers. Participants will receive a Certificate of Participation upon successful completion of the course.

■ Course Outline

Habit 1: Be Proactive®

Habit 2: Begin With the End in Mind®

Habit 3: Put First Things First®

Leading Others

Habit 4: Think Win-Win®

Habit 5: Seek First to Understand, Then to Be Understood®

Habit 6: Synergize®

Unleashing Potential

Habit 7: Sharpen the Saw®

■ Participants will be able to

- Identify and analyze unique challenges and opportunities managers face.
- Explain the Maturity Continuum as a way to envision growth toward excellent managerial capability.
- Recognize the importance of moving from dependence to independence to interdependence to become truly effective managers.
- Define the 7 Habits of effective managers.

Managing Yourself:

- Realize the importance of managing "from the inside out" of examining personal character.
- Recognize that only managers who manage themselves will earn the trust of their teams.
- Appreciate that Habits 1, 2, and 3 are keys to effective self-management.