

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE



The 7 habits of Highly Effective People Course develops 7 core habits for all people and all levels of business professionals. Completion of all 7 habits in establishes a broad-based foundation for all people and entrepreneurs who are looking for starting their own business or business professionals who are preparing for positions of responsibility in larger organizations. The course uses Stephen Covey's Seven Habits of Highly Effective People as a basis of personal empowerment for effective leadership. It will introduce the requirements of leaders and assist in developing the Skills and characteristics needed for effective self-leadership and leadership of others. The Leadership course covers all the essentials of today's leaders in a hands-on and interactive way.

■ Course Objective

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

INDIVIDUAL

- ✓ Develop increased maturity, greater productivity, and the ability to manage one's self.
- ✓ Execute critical priorities with laser-like focus and careful planning

TEAM

- ✓ Increase team engagement, morale, and collaboration.
- ✓ Improve communication skills and strengthen relationships.

ORGANIZATIONAL

- ✓ Create a framework for developing core values and creating a highly effective culture.
- ✓ Develop current and high-potential leaders who model both character and competence.

■ Course Structure

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

■ Course Outline

Introduction to Habits of Highly Effective People

- Rethinking Leadership
- Introduction to Paradigm and principles of effectiveness
- Introduction to Dependence to Independence to Inter-dependence
- Reflection on Paradigm

Habit 1: Be Proactive®

- Pause and respond based on principles and desired results
- Use proactive language
- Focus on your Circle of Influence
- Become a Transition

Habit 2: Begin With the End in Mind®

- Define outcomes before you act
- Create and Live by a personal Mission Statement

Habit 3: Put First Things First®

- Focus on your highest priorities
- Eliminate the unimportant
- Plan every week
- Stay true in the moment of choice

Habit 4: Think Win-Win®

- Have an Abundance Mentality
- Balance courage and consideration
- Consider other people's wins as well as your own
- Create Win-Win agreements

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

- Practice empathic listening
- Respectfully seek to be understood

Habit 6: Synergize®

- Value differences
- Seek 3rd alternatives

Habit 7: Sharpen the Saw®

- Achieve Daily Private Victory