

TMY-SS50: The 7 Habits For Effective People

Course Code: TMY-SS50

Duration: 2 days

Instructor-led Training (ILT) | Virtual Instructor-led Training (VILT)

OVERVIEW

The 7 Habits of Highly Effective People is a signature training programme by FranklinCovey. The course has been designed to tap into the key traits and behaviors of those who are truly effective, and help you become one of those people. The course is organized according to the three components of productivity: the individual, the team and the organisation.

In The 7 Habits of Highly Effective People Signature Programme, you will learn how to: take initiative, balance key priorities, improve interpersonal communication, leverage creative collaboration, and apply principles for achieving a balanced life. With the 7 Habits Process, participants are given the tools the need to properly apply the 7 Habits.

This world renowned personal leadership development programme brings together modern technology and best practice with timeless principles of effectiveness. Learn the skills to get directly at the heart of individual, team, and organizational effectiveness by developing leadership skills at each level.

SKILLS COVERED

By participating in this course, you will receive:

- The 7 Habits Assessment is personal and/or 360° assessment helps you gauge your effectiveness from your own

viewpoint and from the viewpoints of others.

- Participant Guidebook that is a 182-page manual is beautifully designed with examples and exercises that continue to enhance the learning process after the workshop is over.
- 7-week Contract that focuses on daily activities instead of weekly activities.
- Living the 7 Habits Mobile App developed to support ongoing learning and implementation of the 7 Habits. Features include reminders to help live the 7 Habits, habit, practice and skill cards, mission statement builder, 7 X 7 Contract, a 7 Habits community, Big Rocks Planning and more.
- Reference, Practice & Skills Cards that focuses on practicing and apply materials.
- Experiential training featuring over 30 award winning videos.

WHO SHOULD ATTEND?

Employers and Employees

PREREQUISITES

There are no prerequisites required to attend this course.

MODULES

Module 1: Paradigms and Principals of Effectiveness

- Identify the key principles of effectiveness the *7 Habits* are rooted in.
- Assess paradigms and adopt paradigms of effectiveness.
- Identify areas of their work and person lives to which they would like to apply the *7 Habits*.

Module 2: Habit 1 - Be Proactive®

- Take initiative.

- Respond proactively.
- Be responsible and accountable.
- Identify what can be controlled and influenced.
- Have a positive influence on results, their environment and others.

Module 3: Habit 2 - Begin With the End in Mind®

- Define vision and values.
- Create a mission statement.
- Set measurable team and personal goals.
- Start projects successfully.
- Align goals to priorities.
- Focus on desired outcomes.

Module 4: Habit 3 - Put First Things First®

- Balance key priorities.
- Eliminate low priorities and time-wasters.
- Execute strategy.
- Use planning tools effectively.
- Apply effective delegation skills.
- Use effective time-management skills.

Module 5: Private Victory® to Public Victory®

- Build trust in key relationships.
- Build an Emotional Bank Account with others.

Module 6: Habit 4 - Think Win-Win®

- Build high-trust relationships.
- Build effective teams.
- Identify wins for all parties and create effective collaboration.
- Use effective collaboration.
- Strategize to the long-term.

Module 7: Habit 5 - Seek First to Understand Then to Be Understood®

- Apply effective listening skills.
- Deeply and accurately understand others.
- Apply effective interpersonal communication skills.
- Overcome communication pitfalls.

- Give and receive input and feedback productively.
- Apply effective communication skills to the digital world.

Module 8: Habit 6 - Synergize®

- Leverage and build on diverse strengths.
- Apply effective problem solving.
- Apply collaborative decision making.
- Collaborate creatively to identify innovative and effective solutions.
- Embrace and leverage innovation.

Module 9: Habit 7 - Sharpen the Saw®

- Achieve life balance.
- Integrate continuous improvement and learning into their lives.
- Build capacity to practice the 7 Habits.

Module 10: Living the 7 Habits

- Identify the principles, skills and tools of effectiveness.
- Apply the work session skills and tools to their lives after the work session.

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