



Seven Habits of Highly Effective People

Duration 3 Days

The Objectives

In The 7 Habits of Highly Effective People course, participants learn how to: take initiative, balance key priorities, improve interpersonal communication, leverage creative collaboration, and apply principles for achieving a balanced life.

The Outline

Seven Habits of Highly Effective People Training Course is designed to cover the following areas:

1. Habit 1 (Be Proactive)

- 1.1. Take initiative.
- 1.2. Manage change.
- 1.3. Respond proactively.
- 1.4. Keep commitments.
- 1.5. Take responsibility and practice accountability.
- 1.6. Create positive business results.
- 1.7. Define vision and values.
- 1.8. Create a mission statement.
- 1.9. Set measurable team and personal goals.
- 1.10. Start projects successfully.
- 1.11. Align goals to priorities.
- 1.12. Focus on desired outcomes

2. Habit 2 (Begin With the End in Mind)

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

3. Habit 3 (Put First Things First)

- 3.1. Execute strategy.
- 3.2. Apply effective delegation skills.
- 3.3. Focus on important activities.
- 3.4. Apply effective planning and prioritization skills.
- 3.5. Balance key priorities.
- 3.6. Eliminate low priorities and time-wasters.
- 3.7. Use planning tools effectively.
- 3.8. Use effective time-management skills

4. Habit 4 (Think Win-Win)

- 4.1. Build high-trust relationships.
- 4.2. Build effective teams.
- 4.3. Apply successful negotiation skills.
- 4.4. Use effective collaboration.
- 4.5. Build productive business relationships



5. Habit 5 (Seek First to Understand Then to Be Understood)

- 5.1. Apply effective interpersonal communication.
- 5.2. Overcome communication pitfalls.
- 5.3. Apply effective listening skills.
- 5.4. Understand others.
- 5.5. Reach mutual understanding.
- 5.6. Communicate viewpoints effectively.
- 5.7. Apply productive input and feedback.
- 5.8. Apply effective persuasion techniques.

6. Habit 6 (Synergize)

- 6.1. Leverage diversity.
- 6.2. Apply effective problem solving.
- 6.3. Apply collaborative decision making.
- 6.4. Value differences.
- 6.5. Build on divergent strengths.
- 6.6. Leverage creative collaboration.
- 6.7. Embrace and leverage innovation.

7. Habit 7 (Sharpen the Saw)

- 7.1. Achieve life balance.
- 7.2. Apply continuous improvement.
- 7.3. Seek continuous learning.