

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

ALS-7HE

Duration: 2 days; Instructor-led | Virtual Instructor-led

OVERVIEW

It is principle centered, character based, inside-out approach to personal and interpersonal effectiveness. The inside-out approach says that private victories precedes public victories, that making and keeping promises to ourselves precedes making and keeping promises to others. It says it is futile to put personality ahead of character, to try to improve relationships with others before improving ourselves.

OBJECTIVES

By the end of this program, participants will be able to:

- learn how to take initiative.
- develop a mission, vision, and values within the organization.
- learn how to balance key priorities.
- improve interpersonal communication.
- learn how to leverage creative collaboration.
- apply principles for achieving a balanced life.

AUDIENCE

Leaders and Managers

METHODOLOGY

- Pre & Post Assessment
- Lecture & Case Study
- Games and Video
- Simulation & Group exercise
- Discussion & Presentation
- Quiz & Evaluation

COURSE CONTENTS

Module 1: Introduction

- Lemon Tree
- Leadership vs Management
- P/PC Balance
- Paradigm Shifts

Module 2: Be Proactive

- Reactivity vs Determinism
- Circle of Influence
- Transitional Person

Module 3: Begin with the End in Mind

- Values and Rescripting
- Personal Mission Statements
- Leading Others

Module 4: Put First Things First

- Time Management
- Delegation
- Initiation

Module 5: Think Win/Win

- We are all Winners
- Win-win or No-Deal
- Seeking third Alternative

Module 6: Seek First to Understand

- Diagnose
- Active Listening
- Empathy

Module 7: Synergy

- Value the Difference
- Co-operation
- Collaboration

Module 8: Sharpen the Saw

- Develop Personal Productive Capability
- Self-Discipline
- Self-Esteem
- Self-Sacrifice