

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 Outlines :-

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

Habit 1

Be Proactive

- Take initiative.
- Manage change.
- Respond proactively.
- Keep commitments.
- Take responsibility and practice accountability.
- Create positive business results.
- 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.

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.

Habit 3

Put First Things First

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

Habit 4

Think Win-Win

- Build high-trust relationships.
- Build effective teams.
- Apply successful negotiation skills.
- Use effective collaboration.
- Build productive business relationships.

Habit 5

Seek First to Understand Then to Be Understood

- Apply effective interpersonal communication.
- Overcome communication pitfalls.
- Apply effective listening skills.
- Understand others.
- Reach mutual understanding.
- Communicate viewpoints effectively.
- Apply productive input and feedback.
- Apply effective persuasion techniques.

Habit 6

Synergize

- Leverage diversity.
- Apply effective problem solving.
- Apply collaborative decision making.
- Value differences.
- Build on divergent strengths.

- Leverage creative collaboration.
- Embrace and leverage innovation.

Habit 7

Sharpen the Saw

- Achieve life balance.
- Apply continuous improvement.
- Seek continuous learning.