

THE 7 HABITS

of Highly Effective People®

SIGNATURE EDITION 4.0

Build leaders at every level in your organization.

Three-Day Outline

	HABIT	PARTICIPANTS WILL BE ABLE TO:
DAY 1	Paradigms and Principles of Effectiveness	<ul style="list-style-type: none"> Identify the key principles of effectiveness in which the <i>7 Habits</i> are rooted. Assess their paradigms, and adopt paradigms of effectiveness. Identify areas of their work and personal lives in which they can apply the <i>7 Habits</i>.
	Habit 1: Be Proactive®	<ul style="list-style-type: none"> Take the initiative to focus on things they can influence, instead of focusing on things they cannot. Respond proactively. Be responsible and accountable. Identify things that can be controlled and influenced. Have a positive influence on results, their environment, and others.
	Habit 2: Begin With the End in Mind®	<ul style="list-style-type: none"> Define clear measures of success and a plan to achieve them. 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.
DAY 2	Habit 3: Put First Things First®	<ul style="list-style-type: none"> Prioritize and achieve their most important goals, instead of constantly reacting to urgencies. Balance key priorities. Eliminate low priorities and time-wasters. Execute strategy. Use planning tools effectively. Use effective time-management skills.
	Private Victory® to Public Victory®	<ul style="list-style-type: none"> Build trust in key relationships. Build an Emotional Bank Account with others.

Three-Day Outline

	HABIT	PARTICIPANTS WILL BE ABLE TO:
DAY 2	Habit 4: Think Win-Win®	<ul style="list-style-type: none"> • Collaborate more effectively by building relationships of mutual benefit. • Build high-trust relationships. • Build effective teams. • Identify wins for all parties and create effective collaboration. • Build productive business relationships. • Strategize to the long-term.
	Habit 5: Seek First to Understand, Then to Be Understood® (Part 1)	<ul style="list-style-type: none"> • Influence others by developing a deep understanding of their needs and perspectives. • Apply effective listening skills. • Deeply and accurately understand others. • Apply effective interpersonal communication skills.
DAY 3	Habit 5: Seek First to Understand, Then to Be Understood® (Part 2)	<ul style="list-style-type: none"> • Overcome communication pitfalls. • Communicate viewpoints effectively. • Give and receive input and feedback productively. • Apply effective communication skills to the digital world.
	Habit 6: Synergize®	<ul style="list-style-type: none"> • Develop innovative solutions that leverage diversity and satisfy all key stakeholders. • 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.
	Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> • Build motivation, energy and work/life balance by making time for renewal activities. • Achieve life balance. • Integrate continuous improvement and learning into their lives. • Build capacity to practice the <i>7 Habits</i>.
	Living the 7 Habits	<ul style="list-style-type: none"> • Identify the principles, skills and tools of effectiveness. • Apply the work session skills and tools to their lives after the work session.

The two-day and three-day work sessions teach the same core competencies; however the three-day version enables significantly more skill, application and practice and includes additional videos not included in the two-day version.

For more information about FranklinCovey's *The 7 Habits of Highly Effective People® Signature Edition 4.0*, contact your client partner, or call 1-888-705-1776 to be put in touch with someone in your area.