

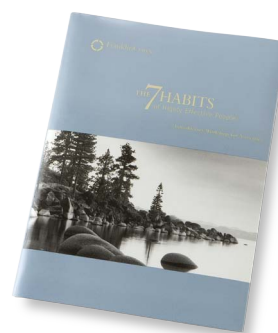
# THE 7 HABITS of Highly Effective People®

INTRODUCTORY WORKSHOP  
FOR ASSOCIATES



HELP EVERY INDIVIDUAL BECOME HIGHLY EFFECTIVE

## The 7 Habits of Highly Effective People Introductory Workshop for Associates



“Habits are powerful factors in our lives. Because they are consistent, often unconscious patterns, they constantly, daily express our character and produce our effectiveness...or ineffectiveness.”

—Stephen R. Covey

### ▶ OUTCOMES

FranklinCovey's *The 7 Habits of Highly Effective People®* Introductory Workshop for Associates

1. Learn how to take initiative.
2. Learn how to balance key priorities.
3. Improve interpersonal communication.
4. Apply universal principles for achieving a balanced life.

### Challenge:

Do your non-managerial, administrative, and staff-level employees have the skills to improve personal and professional effectiveness, thereby contributing even more to your organization?

Successful organizations and teams depend on personal performance at all levels, including your nonmanagerial, administrative, and staff-level employees. True fully-aligned workforce performance demands that all employees share a common vision around your organization's mission and goals, as well as their own effectiveness within the organization.

## The Cost of Nonaligned, Untrained Employees

According to a recent study, losing an employee costs organizations 70 to 200 percent of the employee's salary. While training is an expense, it is less costly than losing an employee who simply lacks the direction and support needed to become a highly effective contributor.

Most individuals want to succeed within and contribute to the organization they work for. Oftentimes, individuals' potential may exceed the skills they have or the training they've been given. The challenge is to offer a cost-effective, time-effective program that gives employees the personal and professional skills they need to excel.

## The Solution:

### *The 7 Habits of Highly Effective People Introductory Workshop for Associates*

*The 7 Habits of Highly Effective People Introductory Workshop for Associates* helps all employees tap into the best they have to give. The workshop empowers them to resolve work/life imbalances, understand their potential, manage time, increase accountability, and achieve their goals.

This workshop minimizes time away from the office and is taught as a one-day, facilitator-led workshop in a corporate or onsite setting. As the individual contributors in your organization become more empowered and effective, your company will:

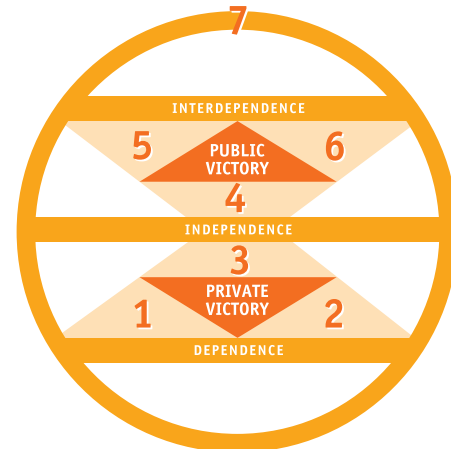
- Increase retention rates, especially in high-turnover positions.
- Improve teamwork.
- Increase alignment between work activities and the organization's mission and goals.
- Increase productivity and accountability.

The program follows a reinforced learning process that includes the following:

- Participant guidebook
- Participant resource audio CD
- Participant job aid
- Rich peer-to-peer learning experience

## Becoming Effective

Effective individuals win two victories in life: a Private Victory when they learn self-mastery and self-discipline, and a Public Victory when they build deep and enduring relationships with others. As they practice the 7 Habits, they move from being dependent on others to independence and finally to interdependence, where they reap the rewards of superb cooperation and collaboration.



## The 7 Habits of Highly Effective People®

1. Be Proactive®
2. Begin With the End in Mind®
3. Put First Things First®
4. Think Win-Win®
5. Seek First to Understand, Then to Be Understood®
6. Synergize®
7. Sharpen the Saw®

## Help every individual in your organization become highly effective.

For more information about FranklinCovey's *The 7 Habits of Highly Effective People® Introductory Workshop for Associates*, contact your FranklinCovey Client Partner or call +91 124 478 2222 to be put in touch with someone in your local area who can answer any questions.