



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

Workshop Timeline	Core Competencies	Participants will be able to:
Morning	Habit 1 Be Proactive®	<ul style="list-style-type: none"> • Take initiative. • Manage change. • Respond proactively. • Keep commitments. • Take responsibility and have accountability. • Have a positive influence on results.
Morning	Habit 2 Begin with the End in Mind®	<ul style="list-style-type: none"> • 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.
Morning	Habit 3 Put First Things First®	<ul style="list-style-type: none"> • 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.
Afternoon	Habit 4 Think Win-Win®	<ul style="list-style-type: none"> • Build high-trust relationships. • Build effective teams. • Apply successful negotiation skills. • Use effective collaboration. • Build productive business relationships.
Afternoon	Habit 5 Seek First to Understand® Then to Be Understood	<ul style="list-style-type: none"> • 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.
Afternoon	Habit 6 Synergize®	<ul style="list-style-type: none"> • Leverage diversity. • Apply effective problem solving. • Apply collaborative decision making. • Value differences. • Build on divergent strengths. • Leverage creative collaboration. • Embrace and leverage innovation.
Afternoon	Habit 7 Sharpen the Saw®	<ul style="list-style-type: none"> • Achieve life balance. • Apply continuous improvement. • Seek continuous learning.

For more information about FranklinCovey's The 7 Habits of Highly Effective People® Introductory Workshop for Associates, contact your Client Partner or call +91 124 4782222 to be put in touch with someone in your local area.

Continuing Education Credits

Timing	1 day
Program Level	Basic
Prerequisites	None
Pre-Work	None
Delivery Method	Group / Live
CPE / CEU credits	7 hours CPE / 6 Contract hours / .6CEU

100% Satisfaction Guaranteed

We stand behind our solutions. We will happily give you a full refund, credit, or exchange when you return any FranklinCovey purchase within 30 days. Original receipt required. All FranklinCovey products carry an unconditional guarantee against any defect in craftsmanship for one full year. (Due to the nature of software and electronic devices, other conditions apply.)

Cancellation & Refund Policy

- You may, at any time prior to 14 days before your seminar (not including the day of the seminar) cancel your registration and receive a full refund.
- Within 14 days of the seminar, FranklinCovey will not issue a refund. However, you can reschedule for a future seminar at no cost or receive a credit towards an undetermined seminar to be utilized within one year.
- Participants contacting FranklinCovey after the workshop has been completed will be charged a re-registration fee of \$25 to transfer to a future seminar. Please be aware, if you cannot attend the seminar and fail to give proper notification prior to your seminar date you will forfeit your entire seminar fee.



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FranklinCovey Co. has been approved as a Provider of continuing education in nursing by the Utah Nurses Association, which is accredited as an approver of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.