



The 7 Habits for Managers

Program Timeline	Core Competencies	Participants will be able to:
Day 1: 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
Day 1: 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
Day 1: Afternoon	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
Day 2: Morning	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
Day 2: Morning	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
Day 2: Afternoon	Habit 6--Synergize	<ul style="list-style-type: none"> • Leveraging diversity • Apply effective problem solving • Apply collaborative decision making • Value differences • Build on divergent strengths • Leverage creative collaboration • Embrace and leverage innovation
Day 2: Afternoon	Habit 7—Sharpen the Saw	<ul style="list-style-type: none"> • Achieve life balance • Apply continuous improvement • Seek continuous learning