

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2602

The 7 Habits of Highly Effective People® for Managers

Cultivate effectiveness, lead with excellence and transform your team for breakthrough results.

National surveys* of thousands of employees disclosed that while many people work hard, they are worried about their lack of effectiveness. Survey results indicate:

1. Less than 50% of your team's time is spent on the company's most important objectives
2. Only 14% of employees feel they are contributing to company success
3. Less than half of your team know company's goals

**Results of xQ Surveys conducted by Harris Interactive*

The problems are not limited to one industry, one geographic location, one economic group or even one age group. They are common to all. Workers have too many assigned tasks and too many competing priorities. People can't identify key goals and, therefore, can't deliver excellent results. Individuals, even entire departments, lack open communication. Crises are often reacted to with fast, less-than-effective decisions. The good news is that changing ineffective behaviors to effective behaviors will benefit everyone in your organization. The 7 Habits® can not only help you to better manage yourself, but learn to lead others and unleash team potential. Attend this powerful 2-day workshop and discover the same principles that have led the world's foremost business leaders to the professional and business success they dreamed of.

How You Will Benefit

- Define the contribution you want to make and what you want to accomplish as a manager
- Enhance your leadership abilities and reach your full potential
- Judge the goals your efforts should be focused on using daily and weekly planning
- Communicate effectively and raise the levels of trust and fulfillment within your team

What You Will Cover

- Habit 1: Be Proactive—Become a resourceful, innovative manager who

- Habit 1: Be Proactive—Become a resourceful, innovative manager who quickly accomplishes goals and motivates team members to get things done
- Habit 2: Begin with the End in Mind—Have a clear vision of what you want your contribution as a manager to be and shape your own future
- Habit 3: Put First Things First—Focus on top priorities and be regarded for follow-through and organizational skills; eliminate the unimportant
- Habit 4: Think Win-Win—Cultivate enthusiasm with performance measurements that satisfy both employee and employer goals; share recognition and success
- Habit 5: Seek First to Understand, Then Be Understood—Give honest, accurate feedback that develops trust and understand the physical components of communication and how they impact the message
- Habit 6: Synergize—Understand how differences can contribute to innovative solutions; maximize opinions, perspectives and backgrounds
- Habit 7: Sharpen the Saw—Maintain and increase effectiveness by renewing yourself mentally and physically

Who Should Attend

Managers who are seeking to become more effective, build better relationships and help their organization succeed.

Special Feature

Attendees will receive:

- *The 7 Habits of Highly Effective People® Audio CD*—This best-selling audio book provides the basis for the concepts taught in the course.
- Participant Guidebook—a manual filled with examples and exercises
- *Management Essentials*—a book of resources for dealing with management challenges

All course faculty are trained experts in FranklinCovey's *The 7 Habits of Highly Effective People®* curriculum. Dr. Stephen R. Covey is a globally respected leadership authority. His international bestseller, *The 7 Habits of Highly Effective People®*, was named one of the 10 most influential management books ever by *Forbes* magazine. It is the bestselling audio book in history.

Schedule

- [2] days - \$2,345 Non Members
- [2] days - \$2,095 AMA Members
- [2] days - \$1,795 GSA

Credits

1.2 CEU

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