

**American Management Association's
The 7 Habits of Highly Effective People® Signature Edition 4.0**

Learning Objectives

- Execute Critical Priorities with Laser-Like Focus and Careful Planning
- End Self-Defeating Behavior and Gain the Necessary Security You Need to Change
- Develop Strong Relationships Based on Mutual Trust
- Be Prepared to Deal with Difficult Circumstances Before They Happen
- Know How to Increase Team Engagement, Morale, and Collaboration
- Apply a Framework for Developing Core Values and Creating a Highly Effective Culture
- Recognize How to Develop High Potential Leaders Who Model Competence and Character

LESSON ONE

Foundation

Habit 1: Be Proactive®

- Understand the Roots of Character
- Examine Your Paradigms
- Recognize the Benefits of Interdependent Behavior
- Understand How to Control Reactive Behaviors
- Learn How to Become a Transition Person

LESSON TWO

Habit 2: Begin with the End in Mind®

Habit 3: Put First Things First®

- Envision Outcomes Before Acting
- Develop a Personal Mission Statement
- Learn to Focus on Top Priorities and Reduce Unimportant Activities
- Learn Effective Daily and Weekly Planning
- Implement a Planning System

LESSON THREE

Habit 4: Think Win-Win®

Habit 5: Seek First to Understand, Then to Be Understood®

Benchmark Overview

- Understand the Advantages of Win-Win Thinking and Creating an Atmosphere of Mutual Benefit
- Learn How to Achieve Mutual Understanding in Key Relationships By Practicing Empathetic Listening

LESSON FOUR

Habit 6: Synergize®

Habit 7: Sharpen the Saw®

Benchmark Review

- Learn How to Create an Environment of Innovative Problem Solving
- Practice Creative Cooperation
- Discover Techniques to Continuously Increase Your Personal and Professional Effectiveness
- Learn Strategies to Achieve Better Work/Life Balance