

American Management Association's The 7 Habits of Highly Effective People® for Managers 2-Day Workshop

Seminar:	LO2602
Course Type:	Instructor Led Classroom & Live Online
Category:	Management and Supervisory Skills
Number of Days:	2
Current Version Date:	11-13
Portfolio Team:	Nicole Morgenstern and Arlene Stewart

Course Benefits

- 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

Who Should Attend

- Managers seeking to become more effective, build better relationships and help their organization succeed

Special Feature

This seminar features a downloadable Participant Guidebook filled with examples and exercises.

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.

Additional Tidbits

The course includes

Accreditation and Continuing Education Units



American Management Association has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In obtaining this approval, American Management Association has demonstrated that it complies with the ANSI/IACET Standard, which is widely recognized as the Standard of good practice internationally. As a result of their Authorized

Provider accreditation status, American Management Association is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.



AMA has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI®).

LESSON 1

Habit 1: Be Proactive®

Become a resourceful, innovative manager who quickly accomplishes goals and motivates team members to get things done.

- Take Initiative
- Manage Change
- Respond Proactively
- Keep Commitments
- Take Responsibility and Practice Accountability
- Create Positive Business Results
- 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

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

- 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

Habit 3: Put First Things First®

Focus on top priorities and be regarded for follow-through and organizational skills; eliminate the unimportant

- 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

LESSON 2

Habit 4: Think Win-Win®

Cultivate enthusiasm with performance measurements that satisfy both employee and employer goals; share recognition and success

- Build High-Trust Relationships
- Build Effective Teams
- Apply Successful Negotiation Skills
- Use Effective Collaboration
- Build Productive Business Relationships

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

Give honest accurate feedback that develops trust; understand the physical components of communication and how they impact the message

- 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

Habit 6: Synergize®

Understand how differences can contribute to innovative solutions; maximize opinions, perspectives and backgrounds

- Leverage Diversity
- Apply Effective Problem Solving
- Apply Collaborative Decision Making
- Value Differences
- Build on Divergent Strengths
- Leverage Creative Collaboration
- Embrace Leverage Innovation

Habit 7: Sharpen the Saw®

Maintain and increase effectiveness by renewing yourself mentally and physically

- Achieve Life Balance
- Apply Continuous Improvement
- Seek Continuous Learning