



*Arizona Innovative Solutions Group
(Arizona-ISG)*

The 7 Habits of Highly Effective People®


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The 7 Habits workshop helps participants learn how to improve performance and results by pulling together at the highest levels of effectiveness and teamwork.

- Break ineffective behaviors and tendencies
- Create high levels of trust, unity, and synergy
- Develop strong, interdependent relationships
- Take initiative and responsibility
- Focus on key priorities
- Build Win-Win business relationships
- Communicate effectively
- Value diversity
- Practice continuous improvement



Discover why The 7 Habits® has been called "the World's Leading Effectiveness Process."





THE 7 HABITS
OF HIGHLY EFFECTIVE PEOPLE

Maybe you've heard about *The 7 Habits of Highly Effective People*—the best-selling business book of all time. Now you have a chance to implement The 7 Habits in your life by attending an exciting three-day workshop based on the powerful book.

The 7 Habits workshop is the most dynamic training for personal and professional effectiveness ever developed. You'll experience a powerful life transformation that fosters greater productivity, increased influence in key relationships, stronger team unity, and complete life balance.

During the workshop, you'll experience interactive exercises, case studies, and poignant video segments, and learn from the experiences of other participants.



Who Should Attend?

All employees who need to make improvements in their work relationships, effectiveness, and teamwork.



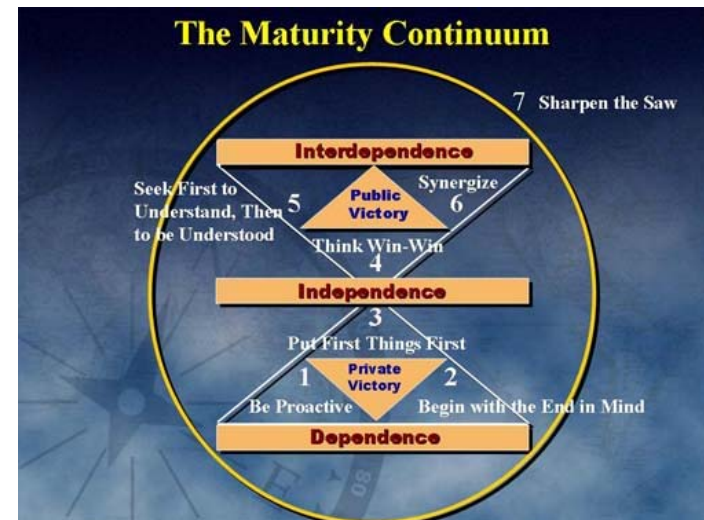
The Learning Process

- Implementing The 7 Habits is a process, not a one-time training event.
- Ongoing learning tools include:
 - **360-Degree Profile:** Participants complete this pre-workshop profile to assess themselves and seek insight from peers, direct reports, and management. Participants review their profile results during the workshop in order to focus on immediate improvement and long-term behavior change.
 - **Post-Workshop Personal Coaching:** Certified coaches assist learners by reinforcing the tie between Profile results and particular habits and behaviors.
 - **Rapid Performance Modules (RPMs):** Participants can brush up on effectiveness and leadership in as little as 15 to 30 minutes. Each of the 16 modules focuses on a specific skill from The 7 Habits, presented in a concise booklet of eight to 12 pages.
 - **The FranklinCovey Planning System:** Available as:
 - The paper-based Franklin Planner
 - PlanPlus™ for Microsoft® Outlook® FranklinCovey Planning Software
 - Pocket PC and Palm™ handheld organizers
 - TabletPlanner™ for the Tablet PC, the FranklinCovey Planning System is the proven implementation tool of The 7 Habits principles.



Core Competencies

- **Habit 1: Be Proactive** ®
 - Taking initiative
 - Keeping commitments
 - Taking responsibility
 - Holding oneself accountable for results
 - Exerting a positive influence on results
- **Habit 2: Begin with the End in Mind** ®
 - Developing vision
 - Establishing/clarifying mission
 - Setting team/personal goals
 - Aligning goals to mission-critical priorities
 - Focusing on outcomes



Core Competencies Cont'd

- **Habit 3: Put First Things First**
 - Executing strategy
 - Focusing on important rather than merely urgent priorities
 - Defining tasks to achieve key goals
 - Eliminating low priorities
 - Prioritizing tasks
 - Using planning tools
- **Habit 4: Think Win-Win ®**
 - Improving business relationships
 - Collaborating effectively
 - Negotiating in a Win-Win mode
 - Resolving conflicts
 - Making Win-Win performance agreements



Core Competencies Cont'd

- **Habit 5: Seek First to Understand, Then to Be Understood** ®
 - Communicating persuasively
 - Defusing high-tension situations
 - Listening effectively
 - Providing productive input and feedback

- **Habit 6: Synergize** ®
 - Leveraging diversity
 - Making decisions/solving problems collaboratively
 - Valuing differences
 - Collaborating creatively
 - Developing innovative solutions



Core Competencies Cont'd

- **Habit 7: Sharpen the Saw** ®
 - Achieving life balance
 - Practicing continuous improvement
 - Practicing self-renewal



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