

 THE 7 HABITS  
of Highly Effective People®

HELP EVERY INDIVIDUAL BECOME HIGHLY EFFECTIVE.

## OUTCOMES

- Individuals learn how to take initiative.
- Individuals develop a mission, vision, and values within their organization.
- Individuals learn how to balance key priorities.
- Individuals improve interpersonal communication.
- Individuals learn how to leverage creative collaboration.
- Individuals apply principles for achieving a balanced life.

“Real character development begins with the humble recognition that we are not in charge, that principles ultimately govern.”

— Dr. Stephen R. Covey

## HOW DO YOU IMPROVE WORKFORCE EFFECTIVENESS?

### The 7 Habits of Highly Effective People® Signature Program Helping People Change from The Inside Out.

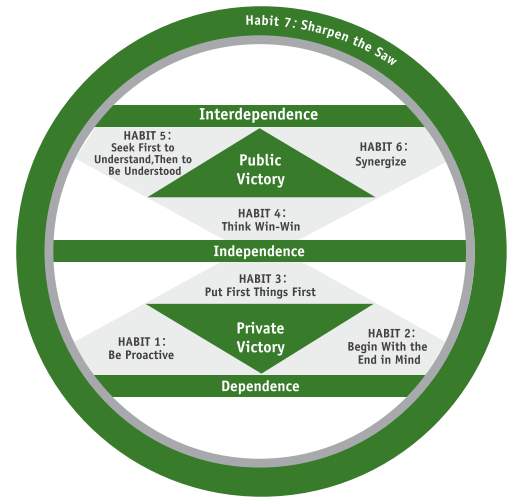
Based on the proven principles found in Stephen R. Covey's best-selling business book, *The 7 Habits of Highly Effective People*®, this Signature Program helps your company achieve sustained superior results by focusing on making individuals and leaders more effective. From part-time receptionists to top-level executives, *The 7 Habits* breaks down barriers to success while laying a foundation of effectiveness for individuals, employees, and leaders.

### How to Turn Two Days Into Seven Lifelong Habits

The 7 Habits program is not merely an “event” that motivates, entertains, and is forgotten in a few days or weeks. This intensive, 3-day experience is designed to create a lifetime of positive transformational change with real and measurable results.

## HELP EVERY INDIVIDUAL BECOME HIGHLY EFFECTIVE.

Effective individuals win two victories in life: a Private Victory when they learn self mastery and self-discipline, and a Public Victory when they build deep and enduring relationships with others. As they practice the 7 Habits, they move from being dependent on others to independence and finally to interdependence, where they reap the rewards of super cooperation and collaboration.



PROGRAM OUTLINE	PERFORMANCE STATEMENTS—PARTICIPANTS WILL BE ABLE TO:
Habit 1: Be Proactive®	<ul style="list-style-type: none"> <li>• Take initiative.</li> <li>• Manage change.</li> <li>• Have accountability.</li> </ul>
Habit 2: Begin With the End in Mind®	<ul style="list-style-type: none"> <li>• Define vision and values.</li> <li>• Set measurable goals.</li> <li>• Focus on desired outcomes.</li> </ul>
Habit 3: Put First Things First®	<ul style="list-style-type: none"> <li>• Execute strategy.</li> <li>• Focus on important activities.</li> <li>• Apply effective planning and prioritization skills.</li> </ul>
Habit 4: Think Win-Win™	<ul style="list-style-type: none"> <li>• Build high-trust relationships.</li> <li>• Build effective teams.</li> <li>• Use effective collaboration.</li> </ul>
Habit 5: Seek First to Understand, Then to Be Understood™	<ul style="list-style-type: none"> <li>• Overcome communication problems.</li> <li>• Understand others.</li> <li>• Communicate viewpoints effectively.</li> </ul>
Habit 6: Synergize®	<ul style="list-style-type: none"> <li>• Value differences.</li> <li>• Apply collaborative decision-making and problem solving.</li> <li>• Build on divergent strengths.</li> </ul>
Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> <li>• Achieve life balance.</li> <li>• Apply continuous improvement.</li> <li>• Seek continuous learning.</li> </ul>

HELP EVERY INDIVIDUAL BECOME HIGHLY EFFECTIVE.

PROGRAM SCHEDULE

**DAY 1**

8:00 a.m. - 8.30 a.m.

8.30 a.m. - 5.30 p.m.

**Registration**

**Foundational Principles**

- The Process: Bring The 7 Habits to Life
- Character: The Roots of Effectiveness
- The Maturity Continuum
- See-Do-Get
- Principles, Paradigms
- Effectiveness: P/PC Balance

**Habit One: Be Proactive**

- Pause and Respond Based on Principles
- Use Proactive Language
- Expand Your Circle of Influence
- Become a Transition Person

**Habit Two: Begin With the End in Mind**

- Envision Outcomes Before You Act

**DAY 2**

8.30 a.m. - 5.30 p.m.

**Habit Two: Begin With the End in Mind (continuation)**

- Create and Live by a Personal Mission Statement

**Habit Three: Put First Things First**

- Focus on Top Priorities
- Eliminate the Unimportant
- Plan Weekly
- Plan Daily

**Habit Four: Think Win-Win**

- Balance Courage and Consideration
- Seek Mutual Benefit
- Create Win-Win Agreements
- Build Win-Win Systems

**DAY 3**

8.30 a.m. - 5.30 p.m.

**Habit Five: Seek First to Understand, Then to Be Understood**

- Diagnose Before You Prescribe
- Listen Empathically
- Seek to Be Understood From the Other's Perspective

**Habit Six: Synergize**

- Value and Celebrate the Differences
- Practice Creative Cooperation

**Habit Seven: Sharpen The Saw**

- Renew Regularly in the Four Dimensions
- Be Strong in the Hard Moments

**The 7 Habits Contract**

**Conclusion**

Coffee Breaks: 10:15 - 10:30 a.m. and 3:00 - 3:15 p.m.

Lunch Break: 12:00 - 1:00 p.m.

For more information, contact

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