AMA2602: THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE FOR MANAGERS
2-DAY WORKSHOP

Course Code: 2569

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

National surveys* of thousands of employees revealed 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 members know the 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. They 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. Learning the 7 Habits® will not only help you better manage yourself but also better lead others and unleash team potential. Attend this powerful two-day workshop and discover the same principles that have led the world’s foremost business leaders to the professional and business success they imagined. The principles include:

• Defining the contribution you want to make and what you want to accomplish as a manager
• Enhancing your leadership abilities and reaching your full potential
• Judging the goals your efforts should be focused on using daily and weekly planning
• Communicating effectively and raising the levels of trust and fulfillment within your team

By FranklinCovey—Available through AMA. The 7 Habits of Highly Effective People® courses are based on the teachings of Dr. Stephen R. Covey.
Why Should You Attend This Course?

Bonus Course Material

All attendees receive:

- The 7 Habits of Highly Effective People® Audio CD - the best-selling audio book that 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

Trained Faculty Experts

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 best-seller, The 7 Habits of Highly Effective People® was named one of the 10 most influential management books ever by Forbes magazine. It is the best-selling audio book in history.

What You’ll Learn

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

Who Needs to Attend

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

1. Habit 1: Be Proactive®
   • Take Initiative
   • Manage Change
   • Respond Proactively
   • Keep Commitments
   • Take Responsibility and Practice Accountability
   • 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

2. Habit 2: Begin with the End in Mind®
   • 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

3. Habit 3: Put First Things First®
   • 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

4. Habit 4: Think Win-Win®
• Build High-Trust Relationships
• Build Effective Teams
• Apply Successful Negotiation Skills
• Use Effective Collaboration
• Build Productive Business Relationships

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

6. Habit 6: Synergize®
• Leverage Diversity
• Apply Effective Problem Solving
• Apply Collaborative Decision Making
• Value Differences
• Build on Divergent Strengths
• Leverage Creative Collaboration
• Embrace Leverage Innovation

7. Habit 7: Sharpen the Saw®
• Achieve Life Balance
• Apply Continuous Improvement
• Seek Continuous Learning
Nov 5 - 6, 2020 | 9:00 AM - 4:30 PM | WASHINGTON, DC
Nov 16 - 17, 2020 | 9:00 AM - 4:30 PM | CHICAGO (DOWNTOWN), IL
Nov 16 - 17, 2020 | 9:00 AM - 4:30 PM | NEW YORK CITY, NY
Nov 30 - Dec 1, 2020 | 9:00 AM - 4:30 PM | SAN FRANCISCO, CA
Dec 7 - 8, 2020 | 9:00 AM - 4:30 PM | ATLANTA, GA
Dec 16 - 17, 2020 | 9:00 AM - 4:30 PM | NEW YORK CITY, NY
Jan 14 - 15, 2021 | 9:00 AM - 4:30 PM | WASHINGTON, DC
Jan 21 - 22, 2021 | 9:00 AM - 4:30 PM | CHICAGO (DOWNTOWN), IL
Feb 1 - 2, 2021 | 9:00 AM - 4:30 PM | NEW YORK CITY, NY
Feb 18 - 19, 2021 | 9:00 AM - 4:30 PM | WASHINGTON, DC
Feb 22 - 23, 2021 | 9:00 AM - 4:30 PM | ATLANTA, GA
Mar 1 - 2, 2021 | 9:00 AM - 4:30 PM | CHICAGO (DOWNTOWN), IL
Mar 4 - 5, 2021 | 9:00 AM - 4:30 PM | SAN FRANCISCO, CA
Mar 11 - 12, 2021 | 9:00 AM - 4:30 PM | NEW YORK CITY, NY
Mar 29 - 30, 2021 | 9:00 AM - 4:30 PM | WASHINGTON, DC
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VIRTUAL CLASSROOM LIVE $2,445 USD 2 days

Aug 31 - Sep 1, 2020 | 12:00 - 5:30 PM EST
Sep 10 - 11, 2020 | 12:00 - 5:30 PM EST
Sep 14 - 15, 2020 | 12:00 - 5:30 PM EST
Sep 24 - 25, 2020 | 12:00 - 5:30 PM EST
Oct 1 - 2, 2020 | 12:00 - 5:30 PM EST
Oct 7 - 8, 2020 | 12:00 - 5:30 PM EST
Oct 15 - 16, 2020 | 12:00 - 5:30 PM EST
Oct 26 - 27, 2020 | 12:00 - 5:30 PM EST
Nov 5 - 6, 2020 | 12:00 - 5:30 PM EST
Nov 16 - 17, 2020 | 12:00 - 5:30 PM EST
Nov 23 - 24, 2020 | 12:00 - 5:30 PM EST
Dec 2 - 3, 2020 | 12:00 - 5:30 PM EST
Dec 7 - 8, 2020 | 12:00 - 5:30 PM EST
Dec 14 - 15, 2020 | 12:00 - 5:30 PM EST
Dec 21 - 22, 2020 | 12:00 - 5:30 PM EST
Feb 17 - 18, 2021 | 12:00 - 5:30 PM EST

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