

# AMA2602: THE 7 HABITS FOR MANAGERS: ESSENTIAL SKILLS AND TOOLS FOR LEADING TEAMS

Course Code: 2569

Join the millions, and allow FranklinCovey's training to transform you. Learn to cultivate effectiveness, lead with excellence, and transform your team for breakthrough results.

National surveys\* of thousands of employees disclosed 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 know 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. People 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. The 7 Habits® can not only help you to better manage yourself, but learn to lead others and unleash team potential. Attend this powerful 2-day workshop and discover the same principles that have led the world's foremost business leaders to the professional and business success they dreamed of.

## What You'll Learn

- Habit 1: Be Proactive—Become a resourceful, innovative manager who quickly accomplishes goals and motivates team members to get things done
- 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
- Habit 3: Put First Things First—Focus on top priorities and be regarded for follow-through and organizational skills; eliminate the unimportant

- Habit 4: Think Win-Win—Cultivate enthusiasm with performance measurements that satisfy both employee and employer goals; share recognition and success
- Habit 5: Seek First to Understand, Then Be Understood—Give honest, accurate feedback that develops trust and understand the physical components of communication and how they impact the message
- Habit 6: Synergize—Understand how differences can contribute to innovative solutions; maximize opinions, perspectives and backgrounds
- Habit 7: Sharpen the Saw—Maintain and increase effectiveness by renewing yourself mentally and physically

### 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

\$3,895 CAD

2 Day

## Classroom Live Outline

### 1. **Habit 1: Be Proactive®**

- 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

### 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

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VIRTUAL CLASSROOM LIVE

\$3,895 CAD

2 Day

## Virtual Classroom Live Outline

### 1. **Habit 1: Be Proactive®**

- 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

### 2. **Habit 2: Begin with the End in Mind®**

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May 12 - 13, 2025 | 9:00 AM - 3:00 PM EST

Jun 12 - 13, 2025 | 9:00 AM - 3:00 PM EDT

Jun 23 - 24, 2025 | 12:00 - 6:00 PM EDT

Jul 7 - 8, 2025 | 9:00 AM - 3:00 PM EDT

Jul 21 - 22, 2025 | 12:00 - 6:00 PM EDT

Jul 31 - Aug 1, 2025 | 12:00 - 6:00 PM EDT

Aug 14 - 15, 2025 | 12:00 - 6:00 PM EDT

Aug 25 - 26, 2025 | 10:00 AM - 4:00 PM EDT

Sep 4 - 5, 2025 | 12:00 - 6:00 PM EDT  
Sep 15 - 16, 2025 | 12:00 - 6:00 PM EDT  
Sep 29 - 30, 2025 | 12:00 - 6:00 PM EDT  
Oct 9 - 10, 2025 | 9:00 AM - 3:00 PM EDT  
Oct 20 - 21, 2025 | 12:00 - 6:00 PM EDT  
Nov 5 - 6, 2025 | 12:00 - 6:00 PM EST  
Nov 17 - 18, 2025 | 9:00 AM - 3:00 PM EST  
Dec 8 - 9, 2025 | 12:00 - 6:00 PM EST  
Jan 12 - 13, 2026 | 9:00 AM - 3:00 PM EST  
Jan 27 - 28, 2026 | 10:00 AM - 4:00 PM EST  
Feb 5 - 6, 2026 | 9:00 AM - 3:00 PM EST  
Feb 17 - 18, 2026 | 11:00 AM - 5:00 PM EST  
Mar 2 - 3, 2026 | 9:00 AM - 3:00 PM EST

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