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The 7 Habits of Highly Effective People® Signature Edition 4.0

Live The 7 Habits of Highly Effective People® to create dramatic change in your life and improve your personal effectiveness.

No matter how competent you are, you will not have sustained and lasting success unless you can effectively lead yourself, influence, engage, and collaborate with others—and continuously improve and renew your capabilities. These elements are at the heart of personal, team, and organizational effectiveness.

Renowned as the world's premier personal leadership development and training program, *The 7 Habits of Highly Effective People®* aligns timeless principles of personal effectiveness with the relevancy of today's practices as well as modern technology. The new Signature 4.0 version takes the 7 Habits® to a whole new level with even more tools and processes to help you live and apply the 7 Habits®. The updated version includes more than 30 new, world-class videos, a new *Living the 7 Habits®* mobile app, new skill and practice cards with 20 new 7 Habits® practices, and much more.

By FranklinCovey—Available through CMC. *The 7 Habits of Highly Effective People® Signature Edition 4.0* program is based on the teachings of Dr. Stephen R. Covey.

WHAT YOU WILL LEARN

- Execute critical priorities with laser-like focus and careful planning
- End self-defeating behavior and gain the necessary security you need to change
- Develop strong relationships based on mutual trust
- Be prepared to deal with difficult circumstances before they happen
- Know how to increase team engagement, morale, and collaboration
- Apply a framework for developing core values and creating a highly effective culture
- Recognize how to develop high-potential leaders who model competence and character

COURSE FEATURES

- **Habit 1: Be Proactive®** — Assume responsibility, focus and act on what can be controlled and influenced, instead of what can't
- **Habit 2: Begin with the End in Mind®**—Define clear measures of success and a plan to achieve them
- **Habit 3: Put First Things First®** —Prioritize and achieve your most important goals, instead of constantly reacting to urgencies
- **Habit 4: Think Win-Win®** — Collaborate more effectively with others by building high-trust relationships of mutual benefit
- **Habit 5: Seek First to Understand, Then Be Understood®**—Influence others by developing a deep understanding of their needs and perspectives

- **Habit 6: Synergize®**—Develop innovative solutions that leverage diversity and satisfy all key stakeholders
- **Habit 7: Sharpen the Saw®**—Increase motivation, energy, and work/life balance by making time for renewing activities

SPECIAL FEATURE

WHAT YOU RECEIVE:

- **The 7 Habits® assessment** is a 360° assessment to help you gauge your effectiveness from your own view point and the viewpoints of others.
- **Participant Guide** is a 182-page manual that is beautifully designed with examples and exercises that continue to enhance the learning process after the workshop is over
- **Living the 7 Habits® Mobile App** developed to support ongoing learning and implementation of the 7 Habits®. Features include reminders to help live the 7 Habits, habit, practice and skill cards, mission statement builder, 7 X 7 Contract, a 7 Habits community, Big Rocks Planning and more.
- **Reference, Practice & Skills Cards** that focus on practicing and application
- **Money-back Guarantee**

PRE-WORK REQUIRED

The 7 Habits® Assessment—A questionnaire you can take as a self-assessment or as a 360° assessment to gather feedback from your manager, direct reports, and peers who work closely enough with you to assess your individual effectiveness.

WHO SHOULD ATTEND

Anyone who wants to learn how to apply the power of effectiveness for greater success in their business and personal lives, and feel more satisfied with what they accomplish each day.

COURSE TYPE

- Classroom

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EXTENDED OUTLINE

PARADIGMS AND PRINCIPLES OF EFFECTIVENESS

- Identify the key principles of effectiveness in Which the 7 Habits® are rooted
- Assess your paradigms, and adopt paradigms of effectiveness
- Identify areas of your work and personal lives in which you can apply the 7 Habits®

HABIT 1: BE PROACTIVE®

- Take the initiative to focus on things you can influence, instead of focusing on things you cannot
- Respond proactively
- Be responsible and accountable
- Identify things that can be controlled and influenced
- Have a positive influence on results, their environment, and others

HABIT 2: BEGIN WITH THE END IN MIND®

- Define clear measures of success and a plan to achieve them
- 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®

- Prioritize and achieve your most important goals, instead of constantly reacting to urgencies
- Balance key priorities
- Eliminate low priorities and time-wasters
- Execute strategy
- Use planning tools effectively
- Use effective time-management skills

PRIVATE VICTORY® TO PUBLIC VICTORY®

- Build trust in key relationships
- Build an emotional bank account with others

HABIT 4: THINK WIN-WIN®

- Collaborate more effectively by building relationships of mutual benefit
- Build high-trust relationships
- Build effective teams identify wins for all parties and create effective collaboration
- Build productive business relationships
- Strategize to the long term

HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD®

- Influence others by developing a deep understanding of their needs and perspectives
- Apply effective listening skills
- Deeply and accurately understand others
- Apply effective interpersonal communication skills
- Overcome communication pitfalls
- Communicate viewpoints effectively
- Give and receive input and feedback productively
- Apply effective communication skills to the digital world

HABIT 6: SYNERGIZE®

- Develop innovative solutions that leverage diversity and satisfy all key stakeholders
- Leverage and build on diverse strengths
- Apply effective problem solving
- Apply collaborative decision making
- Collaborate creatively to identify
- Innovative and effective solutions
- Embrace and leverage innovation

HABIT 7: SHARPEN THE SAW®

- Build motivation, energy and work life balance by making time for renewal activities
- Achieve life balance
- Integrate continuous improvement and learning into your life
- Build capacity to practice the 7 habits

LIVING THE 7 HABITS®

- Identify the principles, skills and tools of effectiveness
- Apply the work session skills and tools to your life after the work session