

7 HABITS OF HIGHLY EFFECTIVE PEOPLE



International School
Of Management

— UNLOCKING KNOWLEDGE —

INTRODUCTION



Regardless of industry, company size or level, operating in a fast-paced, continuously changing environment requires both the knowledge and skills to be personally effective and to work collaboratively with others based on the ability to cultivate a set of day to day habits. This course promises to teach delegates some of those time tested habits and the best ways to develop and keep them up.

Habits are powerful forces that shape human lives and determine their success or failure. They determine levels of effectiveness or ineffectiveness of individuals or teams. The purpose of The 7 Habits of Highly Effective People is to help people understand how to live in a truly effective way. The habits included in this course, which is based on the original Stephen R Covey's work represent a proven process of personal and interpersonal growth that can have an immediate and lasting impact.

As relevant today as when Stephen R. Covey first wrote them, The 7 Habits of Highly Effective People is based on principles of effectiveness that endure and resonance across teams.

For about 25 years, FranklinCovey has helped millions of professionals to become more effective in their work and personal lives. Based on the proven principles found in Stephen R. Covey's best-selling business book, The 7 Habits of Highly Effective People will enable individuals and organisations alike to achieve sustained superior results by focusing on making individuals and leaders more effective.

The 7 Habits of Highly Effective People as designed and delivered at the International School of Management (ISM) Lagos will enable professionals to break down barriers to success while laying a robust foundation of effectiveness for individuals, employees, their leaders and organisations.

LEARNING OUTCOMES



- 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 they want their contributions to be as a manager (or to be) and shape their 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 themselves mentally and physically (Habit 7: Sharpen the Saw)

COURSE 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

WHO SHOULD ATTEND:

Managers OR anyone at all who seeks to become more effective, build better relationships, and help their organizations succeed.

REGISTRATION & ENQUIRIES

Duration : 2 days

Registration : N10, 000 (non-refundable)

Tuition : N140, 000 only

FOR FURTHER ENQUIRIES, PLEASE CONTACT:

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