

The 7 Habits of Highly Effective People

Based on the best-selling business book of all time, the 7 Habits workshop provides a foundation for lasting change and effectiveness at the personal, interpersonal, managerial, and organizational levels. During the workshop, you will experience interactive exercises, case studies, and poignant video segments, and learn from the experiences of other participants.

AT THE 7 HABITS WORKSHOP YOU WILL LEARN HOW TO:

- Develop a Personal Mission Statement
- Practice Win-Win communication
- Turn differences among team members into valued assets
- Plan around your priorities
- Synergize with others
- Implement a plan of personal renewal

WHAT ARE THE 7 HABITS?

1. **Be Proactive** – influence outcomes by choosing positive responses rather reacting poorly or placing blame
2. **Begin with the End in Mind** – Identify your values and develop your mission statement.
3. **Put First Things First** – Change the way you manage your time and resources to stay focused on your key roles and goals
4. **Think Win-Win** – Negotiate agreements and contracts so as to result in mutual satisfaction, trust, and strong relationships.
5. **Seek First to Understand, then to Be Understood** – Discover the key to effective, problem solving communication at every level
6. **Synergize** – Master the sure way to quality decisions and organizational unity through celebrating differences.
7. **Sharpen the Saw** – renew yourself emotionally, physically and intellectually every day of your life.

Length of Workshop: 3 days (does not have to be consecutive days)

Provider: Mineral Area College (Contact Bev Hickam, Director of Business and Industry Programs, 573-270-3542)