

Training Title

7 HABITS OF HIGHLY EFFECTIVE MANAGERS

Training Duration

5 days

Training Date& Venue

REF	7 Habits of Highly Effective	5	31st October -04 th	\$4,500	Dubai, UAE
ML055	Managers		Nov. 2021		

In any of the 5 star hotel& Resort. Exact venue will be informed once finalized.

Training Fees

- 4,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

Language: English

TRAINING INTRODUCTION

Problems caused by ineffectiveness cannot be solved with the same ineffective thinking that created them.

The 7 Habits program is not merely an "event" that motivates, entertains, and is forgotten in a few days or weeks. This intensive, three-day experience is designed to create a lifetime of positive transformational change. The results are real and measurable. No company can succeed until individuals within it succeed. No group can achieve its objectives until its people achieve theirs.

This intensive, Five-day workshop provides participants with a robust and tactical implementation plan to use the 7 Habits in their lives. It is designed for anyone looking to become a more effective person -- regardless of position or stage in life.

TRAINING AIM / OBJECTIVES:

This training is aimed at achieving the following:

- How to improve focus, communication, and balance for yourself and your organization
- How to develop professional relationships for productive collaboration
- The importance of responsibility, accountability, and commitment

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- Skills for increasing productivity by staying focused on the right things
- How to reduce conflict by understanding exactly what you can influence

HOW YOU WILL BENEFIT

- Develop a clear definition of your top priorities and the results you want.
- Achieve balance and increase productivity through a weekly and daily planning process
- 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
- Learn the power of effectiveness and feel more satisfied with what you accomplish each day. Know where you're going and discover the secrets to success and fulfillment within you.

TRAINING METHODOLOGY

Highly Interactive program with exercises, individual approach and group role playing alternate with practical statements based on theory and supplemented with practical tips based on actual experience. During the course the first draft of a strategic plan at company or department levels will be made by the participants. Power point presentation will be presenting the main points with appropriate time for discussions. Videos will be watched, Exercises to provide practical experience, and case studies to support different ideas will be supporting the learning. Participants will be encouraged to bring their own experiences and challenge the learned concepts and practices. The course is based on a combination of interactive activities - group and individual exercises, case studies, role plays and discussions - along with formal inputs.

The environment will be a supportive one in which individuals with varying degrees of experience will be encouraged to share the approaches they currently use as well as try out new ones that they encounter on the course. The course Tutor will be on hand to answer any questions a delegate may have and to act as a facilitator for building and applying new approaches.

WHO SHOULD ATTEND

Anyone who manages multiple projects, faces expanding workloads, tight time lines and increased uncertainty. All those, who would like to make the Work- life more useful, productive, and eventful, can attend. The course is designed to meet the training needs of organization directors, business unit heads, line managers and production line superiors.

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Pre - requisites:

Sound managerial skills and some strategic thinking knowledge.

OUTLINE & DAILY SCHEDULE

This course will cover the 7 habits as enunciated By Steven Covey , which are mentioned below

- Introduction
- Productivity and 7 habits
- Effectiveness and Efficiency

Habit 1: Be Proactive

Recognize how choices based on personal experience or beliefs can profoundly impact your effectiveness, both positively and negatively

Covey says you must use your resourcefulness and your initiative to work toward your personal goals. In particular, each person has both a circle of influence and a circle of concern. Worrying endlessly about things outside of your circle of influence isn't particularly productive. Working within your circle of influence is productive. Further, the more effective you become, the more your circle of influence will expand.

Habit 2: Begin with the End in Mind

Develop a clear definition of what is and is not important to you by creating the most important roadmap you'll ever have: Your Personal Mission Statement

Covey starts with the extreme example of considering your death. What do you want people to say about you at your funeral? How will you be remembered? Note to budding, self-help writers: Leave the funeral spiel out. It's not particularly motivating!

Covey says that many people climb the ladder of success only to find the ladder was leaning against the wrong wall. He writes, "We may be very busy, we may be very efficient, but we will also be truly effective only when we begin with the end in mind."

To succeed, Covey suggests visualization. He points out many peak, athletic performers are visualizers. Covey writes: "You can do it [visualization] in any area of your life. Before a performance, a sales presentation, a difficult confrontation, or the daily challenge of meeting a goal, see it clearly, vividly, relentlessly, over and over again. Create an internal "comfort zone." Then, when you get into the situation, it isn't foreign. It doesn't scare you."

Habit 3: Put First Things First

Increase the balance and fulfillment of your professional and personal life by investing a few minutes each day in the same planning process used by many of the world's most successful people

Put First Things First is the habit that became a book. But, we'll wait for the movie. While we strongly recommend *The Seven Habits of Highly Effective People*, the book, *First Things First*, didn't really seem to add any significant insight to the basic theme. Big rocks, sand, jar. Put the big rocks in the jar first, so they will fit. Same old, same old.

The key to putting first things first is to understand that you have many things you can do which will have a significant, positive impact on your life. But, you probably don't do them, because they aren't urgent. They can be delayed. Of course, so will your success.

Covey stresses that you must balance Production (P) with Productive Capability (PC). You must keep the engine producing, but also maintain the engine. You must allocate time to improve your Productive Capability. You shouldn't spend time doing unimportant things.

Covey says that all time management can be summed up by one short line: "Organize and execute around priorities." He's correct. And, that's why you don't need to read *First Things First*! The first-things-first chapter in *The Seven Habits of Highly Effective People* will teach you all you need to know about time management.

Interdependence

The remaining habits in *The Seven Habits of Highly Effective People* are habits of interdependence. Rather than being dependent upon other people, or trying to be totally independent, we learn how to be more effective by effectively working with others.

Covey writes: "Independent thinking alone is not suited to interdependent reality. Independent people who do not have the maturity to think and act interdependently may be good individual producers, but they won't be good leaders or team players. They're not coming from the paradigm of interdependence necessary to succeed in marriage, family, or organizational reality."

Stephen Covey's Habits of Interdependence.

Habit 4: Think Win/Win

Build a team that finds faster and better solutions through clear expectations, shared responsibilities, and an understanding of priorities

Thinking Win/Win means seeking mutual benefit in your human interactions. Covey points out that many people think Win/Lose. They internally believe, "If I win, you lose." Such people focus upon power and credentials, but have trouble building meaningful relationships. Such people drive other people away and are seldom extremely effective. Such Win/Lose thinking is encouraged and programmed into us by society.

Covey writes: "[A] ...powerful programming agent is athletics, particularly for young men in their high school or college years. Often they develop the basic paradigm that life is a big game, a zero sum game where some win and some lose. 'Winning' is 'beating'"

To be successful you should learn to leverage the strengths of others. To do this effectively involves being able to find Win/Win deals. No deal is better than any non-Win/Win deal.

Habit 5: Seek First to Understand, then to be Understood

Develop the skills of effective communication that lead to greater influence and faster problem solving

Covey observes that few people have training in listening. Most people don't listen. They wait to talk. But, how can you discover Win/Win deals, if you aren't even listening to the other party? Covey also suggests that you don't read your own personal autobiography into the lives of other people. Listening shouldn't be selective listening. Nor should we only pretend to listen to others.

Covey writes: "Communication experts estimate, in fact, that only 10 percent of our communication is by the words we say. Another 30 percent is represented by our sounds [tone? Or, does he mean "sounds" like chortle, chortle, grunt, grunt ?], and 60 percent by our body language. In empathic listening, you listen with your ears, but you also, and more importantly, listen with your eyes and with your heart. You listen for feeling, for meaning. You listen for behavior. You use your right brain as well as your left. You sense, you intuit, you feel."

Habit 6: Synergize

Value and celebrate differences and understand how they contribute to more innovative and intelligent solutions

Covey writes: "What is synergy? Simply defined, it means that the whole is greater than the sum of its parts." Covey goes on to discuss synergy in the classroom and synergy in business.

To be effective, The Seven Habits of Highly Effective People emphasizes that we must value the differences between people and how they view the world. That difference can be used as a source of insight.

Covey says: "Valuing the differences is the essence of synergy-the mental, the emotional, the psychological differences between people. And the key to valuing those differences is to realize that all people see the world, not as it is, but as they are."

Habit 7: Sharpen the Saw

Maintain and increase your newfound effectiveness by continually renewing yourself mentally and physically

The final habit discussed in The Seven Habits of Highly Effective People is "Sharpen the Saw," which focuses upon self-renewal. There is an analogy with Habit 3: Put First Things First, where we learned that we must balance Productivity (P) with future Productive Capability (PC). Just as a machine will wear out quickly if not properly maintained, the same is true for your own personal productivity. You must take care of yourself.

Covey breaks personal renewal into four dimensions:

- Physical Renewal covers topics such as exercise and stress management.
- Mental Renewal discusses the need to read, visualize, and plan.
- Social/Emotional Renewal involves interacting with others to build our own sense of well-being.
- Spiritual Renewal involves possible religion, study, and meditation.

Quality of Work life

Transactional Analysis and 7 Habits for effective Leadership

Total Quality Life and 7 habits

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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