

“7 Habits of highly effective people” Training program (English Material)

Course length: 10 Hours @ 2 days

Objectives

The most comprehensive approach to developing a foundation of organizational and personal success. Once the individuals see the things in new perception and they start to think in new ways, they will act differently and those actions will produce superior results for those individuals as well as their organizations.

Course Outline

- Definition of habits
- Effective habits
- What are the 7 habits
- The importance of the 7 habits
- How we can implement the 7 habits in our personal life
- How we can implement the 7 habits in our professional life
- Be proactive & take the initiative
- Circle of concern & circle of influence
- Begin with end in mind
- Planning & ending results
- Prioritization & time matrix
- How to create a win / win situation
- Synergize & team work
- Sharpen the saw
- Life balance