

The 7 Habits Fundamentals is a one-day workshop specifically designed for those who want a fast-paced introduction to the timeless principles of effectiveness. Open to anyone interested in learning the basic personal and interpersonal skills from the world-renowned 7 Habits.

What you will learn

THE HABITS	OUTCOMES
HABIT 1 Be Proactive®	<ul style="list-style-type: none"> Take initiative Manage Change Respond proactively Keep commitments Take responsibility and have accountability Have a positive influence on results Have a positive influence on results
HABIT 2 Begin with the End in Mind®	<ul style="list-style-type: none"> 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®	<ul style="list-style-type: none"> 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
HABIT 4 Think Win-Win®	<ul style="list-style-type: none"> Build high-trust relationships Build effective teams Apply successful negotiation skills Use effective collaboration Build productive business relationships
HABIT 5 Seek First to Understand, then to be Understood®	<ul style="list-style-type: none"> 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
HABIT 6 Synergize®	<ul style="list-style-type: none"> Leveraging diversity Apply effective problem solving Apply collaborative decision making Value differences Build on divergent strengths Leverage creative collaboration
HABIT 7 Sharpen the Saw®	<ul style="list-style-type: none"> Achieve life balance Apply continuous improvement Seek continuous learning

Apply proven Principles that Promote Personal Growth and Achieve results:

With this one-day condensed workshop you can achieve sustainable superior performance across your entire organization. The universal principles taught in this workshop allow you to develop a common frame - work for improving character and harnessing the capacity of your workforce. This is even more critical as a new generation enters the workplace with a new set of values, perceptions, and expectations.

What you learn

Consciously choose the most effective action in any given situation:

- Skills of effective communication
- How to focus on critical priorities and eliminate distractions
- Increased alignment between your activities and your mission and goals
- Skills for getting organised and taking control of your life and empowering employees to resolve work/life imbalances and understand their potential.
- To easily share recognition and success

What you receive

Participants receive a learning pack including:

- A rich, highly condensed participant guidebook
- Pre-workshop Assessments
- The 7 Habits Resource Audio CD

Who should attend

Any individual in any organisation who has demonstrated a keenness to develop their overall ability to execute effectively.