



the**performance**tree  
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## The 7 Habits of Highly Effective People Signature Programme

Delivered by Franklin Covey

### » Summary

This fresh new learning programme offers new and experienced managers a framework for developing and applying the management behaviours needed to build high-performing teams and organisations. This 2-Day programme is business focused and incorporates pre- and post-assessment, a resource CD of management tools and FranklinCovey's Management Essentials book, packed with useful learning and application ideas.

### » Outcomes

Participants in FranklinCovey's The 7 Habits for Managers workshop will be able to:

- ▶ Increase resourcefulness and initiative
- ▶ Define the contribution they want to make in their role as managers
- ▶ Manage performance through a balance of accountability and trust
- ▶ Give constructive feedback
- ▶ Improve team decision-making skills by embracing – even encouraging – diverse viewpoints

### » Challenge

**How do you improve workforce effectiveness?**

an effective organisation is driven by individual strengths. Unfortunately, with common distractions, conflicting priorities, unclear objectives, poor communication and lack of trust, it's easy to burn out and lose focus.

**Why Does Individual Effectiveness Matter?**

FranklinCovey recently surveyed a representative sampling of more than 12,000 workers in North America to find out if people perceive an "effectiveness gap" in their organisation. Here are a few of the survey questions and some telling results:

In my organisation...	Percentage Who Agree
1. <b>People take the initiative</b> to get the job done	54%
2. <b>We discuss</b> tough issues candidly	46%
3. <b>We do not undermine</b> each other	37%
4. <b>People avoid blaming</b> others when things go wrong	30%

In my organisation...	Percentage Who Agree
1. <b>My work goals</b> are written down	33%
2. <b>I take time each workday</b> to identify and schedule activities around our most important goals	36%
3. <b>I plan activities</b> that allow me to continuously improve my performance	34%
4. <b>I spend</b> [percentage of work time] on the most important goals of my unit	60%

### Count the Cost of Ineffectiveness

Consider the price paid by an organization when -

- ▶ Only half the people show initiative
- ▶ Fewer than half feel they can talk candidly about tough issues.
- ▶ Only a third of the people have individual work goals.
- ▶ Only a third plan how to use their time.
- ▶ Only a third are thinking about how to improve their performance.
- ▶ People spend two of every five hours on unimportant matters – other people’s issues, internal bureaucracies, hidden agendas, politics, or departmental and interpersonal conflict.

### » Solution

### The 7 Habits of Highly Effective People Signature Programme—Helping People Change From The Inside Out

For 25 years, franklincovey has helped millions 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 Signature programme helps your company achieve sustained superior results by focusing on making individuals and leaders more effective. from part-time receptionists to top-level executives, the 7 Habits of Highly effective people Signature programme breaks down barriers to success while laying a foundation of effectiveness for individuals, employees and leaders.

### How to Help Your Workforce Increase Effectiveness

This three-day intensive programme provides fundamental effectiveness

	Urgent	Not Urgent
Important	<p>I</p> <ul style="list-style-type: none"> <li>•Crises</li> <li>•Pressing Problems</li> <li>•Deadline-driven projects, meetings, reports</li> </ul>	<p>II</p> <ul style="list-style-type: none"> <li>•Preparation</li> <li>•Prevention</li> <li>•Planning</li> <li>•Relationship Building</li> </ul>
Not Important	<p>III</p> <ul style="list-style-type: none"> <li>•Needless Interruptions</li> <li>•Unnecessary reports</li> <li>•Unimportant meetings, phone calls, mails, e-mail</li> <li>•Other people's minor issues</li> </ul>	<p>IV</p> <ul style="list-style-type: none"> <li>•Trivia, busywork</li> <li>•Irrelevant phone calls, mail, email</li> <li>•Time-wasters</li> <li>•"Escape" activities</li> <li>•Excessive TV, Internet, relaxation</li> </ul>

for everyone—top to bottom—in your organisation. Participants gain hands-on experience, applying timeless principles that yield greater productivity, improved communication, strengthened relationships, increased influence and laser-like focus on critical priorities.

**Habit 1: Be Proactive®**

- Principle: i am free to choose and am responsible for my choices.

**Habit 2: Begin With the End in Mind®**

- Principle: mental creation precedes physical creation.

**Habit 3: Put First Things First®**

- Principle: effectiveness requires the integrity to act on your priorities.

**Habit 4: Think Win-Win®**

- Principle: effective, long-term relationships require mutual respect and mutual benefit.

**Habit 5: Seek First to Understand Then to Be Understood®**

- Principle: to communicate effectively, we must first understand each other.

**Habit 6: Synergise®**

- Principle: the whole is greater than the sum of its parts.

**Habit 7: Sharpen The Saw®**

- Principle: to maintain and increase effectiveness, we must renew ourselves in body, heart, mind and spirit.

‣ **Becoming Effective**

Effective individuals win two victories in life: a private victory when they learn self-mastery and self-discipline and a public victory when they build deep and enduring relationships with others. As they practice the 7 Habits, they move from being dependent on others to independence and finally to interdependence, where they reap the rewards of superb cooperation and collaboration.

» **The Power of The 7 Habits of Highly Effective People Signature Programme**

You can build an effective organisation as you roll out the 7 Habits of Highly effective people Signature programme to your workforce—top to bottom—in your organisation.

**Assessment**

- ▶ This assessment tool measures individual effectiveness and provides an action-oriented approach to personal development.
- ▶ Individuals seek 360° feedback from managers, peers and direct reports, indicating top strengths as well as areas for improvement.

**Learning**

- ▶ The principles taught in this three-day programme transform participants with profound lessons in personal change.
- ▶ The programme helps participants attain their full potential at work and in life.

**Implementation**

- ▶ After the three-day workshop, participants are equipped to complete a seven-week contract system, an approach to building habits of effectiveness.
- ▶ The 7 Habits Maximiser, a renewal workshop, is a one-day experience for past participants that helps increase impact in their current role, gain greater influence and strengthen relationships.

**Reassessment**

- ▶ The 360° benchmark is available for reassessment. Respondents are able to rate the participant’s effectiveness as perceived “before” and “after” the programme.

» **Core Competencies**

Programme Outline	Performance Statements - Participants will be able to
<p style="text-align: center;"><b>Habit 1</b> Be Proactive®</p>	<ul style="list-style-type: none"> <li>• Take initiative.</li> <li>• Manage change.</li> <li>• Take responsibility and have accountability</li> </ul>
<p style="text-align: center;"><b>Habit 2</b> Begin With the End in Mind®</p>	<ul style="list-style-type: none"> <li>• Define vision and values.</li> <li>• Set measurable team and personal goals.</li> <li>• Align goals to priorities.</li> <li>• Focus on desired outcomes.</li> </ul>
<p style="text-align: center;"><b>Habit 3</b> Put First Things First®</p>	<ul style="list-style-type: none"> <li>• Execute strategy.</li> <li>• Focus on important activities.</li> <li>• Apply effective planning and prioritisation skills.</li> <li>• Use planning tools effectively.</li> </ul>
<p style="text-align: center;"><b>Habit 4</b> Think Win-Win®</p>	<ul style="list-style-type: none"> <li>• Build high-trust relationships.</li> <li>• Build effective teams.</li> <li>• Apply successful negotiation skills.</li> <li>• Use effective collaboration.</li> </ul>

Programme Outline	Performance Statements - Participants will be able to
<p style="text-align: center;"><b>Habit 5</b> Seek First to Understand Then to Be Understood®</p>	<ul style="list-style-type: none"> <li>• Apply effective interpersonal communication.</li> <li>• Overcome communication pitfalls.</li> <li>• Understand others.</li> <li>• Communicate viewpoints effectively.</li> </ul>
<p style="text-align: center;"><b>Habit 6</b> Synergise®</p>	<ul style="list-style-type: none"> <li>• Leverage diversity.</li> <li>• Apply effective problem solving.</li> <li>• Apply collaborative decision making.</li> <li>• Value differences.</li> <li>• Build on divergent strengths.</li> </ul>
<p style="text-align: center;"><b>Habit 7</b> Sharpen the Saw®</p>	<ul style="list-style-type: none"> <li>• Achieve life balance.</li> <li>• Apply continuous improvement.</li> <li>• Seek continuous learning.</li> </ul>

» **Cost**

A 3-Day workshop £1495+VAT

» **Get in touch with us**

Call us at **08455213747** or [click here](#) to fill the form.