

The Division of Personnel Presents:

THE 7 HABITS of Highly Effective People®

FUNDAMENTALS WORKSHOP



For over 20 years the *7 Habits of Highly Effective People* has been a blueprint for personal and professional development, influencing the lives of millions of people. Now you can experience those 7 Habits in a highly-concentrated, 1-day workshop.

The 7 Habits Fundamentals Workshop provides the foundation necessary to strengthen the human side of performance. It introduces key principles and teaches skills needed to work effectively with and through others. The facilitation and content fosters measurable change and improvement at the personal, managerial and organizational levels.

The workshop is based on the best selling business book by the same name. It provides participants with the skills and training to recognize leadership characteristics and apply their principles to business success. It helps build stronger organizations by strengthening and exercising the character and competence of the individuals who comprise them.

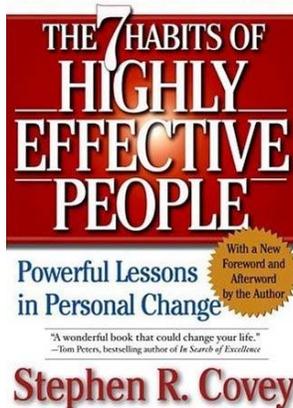
One Intensive Day

This 1-day workshop is specifically designed for those who want a fast-paced introduction to the timeless principles of effectiveness and life-changing values obtained through “7 Habits” thinking and application. The benefits of this workshop for individuals and organizations include:

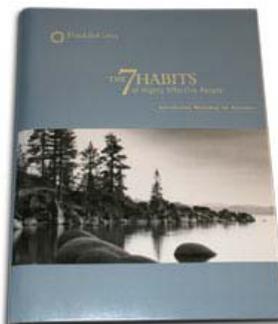
- Improved teamwork
- Increased alignment between work activities and the organization’s mission and goals
- Increased productivity and accountability

What You’ll Get:

- A FranklinCovey Planner Starter Kit to help you stay focused on your highest priorities for an entire year
- A paperback copy of *The 7 Habits of Highly Effective People*
- Participant Manual
- Participant Resource Audio CD
- Participant Job Aid



- Habit 1
Be Proactive
Take responsibility for your life.
- Habit 2
Begin With the End in Mind
Define your purpose and mission in life.
- Habit 3
Put First Things First
Prioritize and do the most important things first.
- Habit 4
Think Win-Win
Have an everyone-can-win attitude.
- Habit 5
Seek First to Understand, Then to Be Understood
Listen to people sincerely.
- Habit 6
Synergize
Work together to achieve more.
- Habit 7
Sharpen the Saw
Renew yourself regularly to achieve work/life balance.



 FranklinCovey

No organization can succeed until individuals within it succeed. No group can achieve its objectives until its people achieve theirs.

The 7 Habits Fundamentals Workshop motivates participants to incorporate new principles right away. As a result, they begin to transform their organization from the inside out—starting with themselves. They behave differently, create trust, and form strong relationships that ultimately lead to superior results and realized objectives.

Cost:
\$125.00

Competency:
Self-Direction

Enrollment Information:

Enroll via Training and Development’s online enrollment form at:
www.training.oa.mo.gov

Confirmed participants will be billed unless cancellations are received ten (10) working days prior to the date of the workshop.

*“If you had one weapon to throw at your organization to help them with a plan, to help them accomplish their goals, without question that investment should be *The 7 Habits of Highly Effective People*.”*

Pete Beaudraut
Chief Operating Officer
Hard Rock Café International

Understand who
you are now.
Define who you
want to become.