

THE 7 HABITS for Managers



MANAGING YOURSELF, LEADING OTHERS, UNLEASHING POTENTIAL

These days, the demands of leadership are more complex than ever. More and more, organizations are seeking ways to develop leaders with not only competence, but character as well. Organizations need leaders who will not just be decisive, but will make the right decisions. And organizations need managers who can thrive in today's "do more with less" world. What's more, as the current generation of executives retires, experts predict a serious shortfall in managers qualified to replace those leaders.

The 7 Habits for Managers Workshop is a 2-day learning experience that applies insights and tools from *The 7 Habits of Highly Effective People* specifically to the challenges facing managers today. Current and future managers learn to leverage hidden resources, define their contribution, hold team members accountable, give constructive feedback, and unleash the potential of their team to achieve crucial goals. The workshop also offers a means of preparing new and future leaders upon a foundation of character and effectiveness, thus deepening the "bench strength" of the organization.

Ultimately, the workshop provides a set of "tools" that can help new and experienced leaders:

- Increase their resourcefulness and initiative
- Define the contribution they want to make in their leadership role
- Focus on "wildly important goals" and follow through
- Manage team performance through a balance of accountability and trust
- Coach team members through candid and helpful feedback
- Improve team decision-making skills by embracing – even encouraging diverse viewpoints
- Unleash the full potential of each team member

Tools for Highly Effective Managers

The workshop follows a reinforced learning process that includes:

- A rich, comprehensive guidebook
- Award winning videos illustrating key concepts
- A 131 page *Management Essentials* book with insights on the role of the manager and answers to frequently asked questions
- An Audio CD with Stephen Covey explaining how The 7 Habits apply to managers
- Paper and electronic versions of the tools used in the workshop

Important:

To deepen understanding of the 7 Habits principles and to build a foundation of individual effectiveness, participants are *strongly encouraged* to attend The **7 Habits Fundamentals Workshop** **before** attending the *7 Habits for Managers Workshop*.



Focus on the 7 Habits in Three Ways:

MANAGING YOURSELF

Habit 1

Be Proactive

Use your resourcefulness and initiative to break through the barriers to superb results and discover the "hidden resources" all effective managers call upon.

Habit 2

Begin With the End in Mind

Define the great contribution you are capable of making in your role as manager so that your every action will be highly purposeful.

Habit 3

Put First Things First

Become less crisis-driven and more in control of your "wildly important" goals and priorities by planning weekly and acting daily!

LEADING OTHERS

Habit 4

Think Win-Win

Balance courage and consideration to develop a team that's highly motivated to perform superbly while building a team that trusts you and is trustworthy in return.

Habit 5

Seek First to Understand, Then to Be Understood

Give honest and accurate feedback that builds relationships and gets results.

Habit 6

Synergize

Learn how to deal more productively with conflict while finding creative solutions to problems and opportunities.

UNLEASHING POTENTIAL

Habit 7

Sharpen the Saw

Treat team members as "whole people" to unleash their great potential and continuously improve their performance.

Build a foundation of effectiveness

Help your leaders write a new story with this powerful workshop from FranklinCovey, the recognized leader in developing effective managers, effective employees and effective organizations.

Cost:

\$175.00

Competency:

Influencing and Integrity

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.

"The 7 Habits for Managers provides you with the *mountaintop insights* that will enable you and your team to reach the summit of what you can achieve together."

Stephen R. Covey