



Effective Individuals Make an Effective Organization

The key to an organization's success is the people. From the mailroom to the boardroom, it becomes more imperative that employees are effective, both personally and professionally. With the 7 Habits for Highly Effective People Signature Program from FranklinCovey you can achieve sustainable superior performance from every employee. The timeless principles taught in the three-day 7 Habits of Highly Effective People Signature Program give people the foundation to achieve unheard of levels of effectiveness in their lives at work and at home.

Apply Proven Principles That Foster Personal Growth and Achieve Results

Delivering superior performance starts with understanding the full capabilities of individuals in your organization. Sadly, according to FranklinCovey's Execution Quotient, or xQ data, only 40% of employees feel that their jobs tap into the best of their talents and passions. The 7 Habits of Highly Effective People Signature Program helps transform your people with profound lessons in personal change that will help them realize their full potential at work and in life. These guiding principles set the stage for profound personal growth that can expand and engage others on the path to success.

Whether you're staffing up to meet increased demands or performing yearly reviews, you need a common approach for harnessing the capacity of your workforce. The dynamic 7 Habits of Highly Effective People Signature Program will help your employees develop the skills needed to improve personal and professional effectiveness for better results.

Participants will:

- Improve results at the personal and professional level
- Develop more meaningful relationships and productive collaboration
- Increase productivity by focusing on the most important things
- Achieve a healthy work/life balance

Delivering on the Promise of Effectiveness

The 7 Habits of Highly Effective People Signature Program is taught as a three-day, facilitator-led workshop in a public or on-site setting. Certification is available for clients wanting to teach this program to their organization. The 7 Habits of Highly Effective People Signature Program follows a reinforced learning process that includes the following:

- A rich, comprehensive guidebook
- A Time Matrix door hanger to help participants focus and minimize distractions at the office
- A "talking-stick" tool to illustrate the principles of effective communication
- A "Seven-Week Contract" with resources to help participants internalize and implement the principles after the workshop
- A DVD with clips of key videos from the program
- An audio CD with excerpts from the 7 Habits
- A FranklinCovey planning system*
- A copy of the best-selling book, *The 7 Habits of Highly Effective People**

* Included in Public Programs, recommended for on-site programs

See reverse side for the 7 Habits 3-Day signature program outline





The 7 Habits of Highly Effective People® Signature Program

The Proof is in The Process

As the recognized leader in individual and organizational effectiveness, FranklinCovey’s The 7 Habits of Highly Effective People Signature Program is based on the No. 1 best-selling business book of all time: *The 7 Habits of Highly Effective People* by Stephen Covey. The results are real and measurable. By making people effective, your organization can be effective.

COURSE TIMELINE	CORE COMPETENCIES	PERFORMANCE STATEMENTS PARTICIPANTS WILL BE ABLE TO:
DAY 1: AM	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
DAY 1: PM	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
DAY 1: PM	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
DAY 2: AM	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
DAY 2: PM	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
DAY 3: AM	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 Embrace and leverage innovation
DAY 3: PM	HABIT 7 Sharpen the Saw®	<ul style="list-style-type: none"> Achieve life balance Apply continuous improvement Seek continuous learning

For more information, visit: www.franklincovey.com.

