

Syllabus

Module 1

Introduction

In summary, what are the Seven Habits about and how are they grouped?

Why is an 'interdependent' approach the ultimate goal in 'effective' living?

In summary, what should we gain from the Habits?

Habit 1 : "Be proactive" – introduction

The Circles of Concern and Influence - introduction

The Habit 1 approach to handling problems

How can we make effective use of our Circle of Influence?

What is a 'proactive approach' to past mistakes?

Habit 2 : "Begin with the end in mind" - introduction

How can we define 'the end in mind'?

Why do we need Principles?

Other 'centres' to be wary of

The most effective way to 'Begin with the end in mind'

Module 2

Habit 3 : "Put first things first" – what is the focus of this Habit?

The Habit in a 'nutshell' : the Time Management Matrix

Why focusing time in Quadrants 1, 3 and 4 is a problem

How we can shrink Quadrant 1

Where we can get extra time for Quadrant 2 activities

How we can work in Quadrant 2

How we can organise ourselves : using a Quadrant 2 Tool

How we can 'live' Habit 3

How 'deciding *what* to do' is more important than 'how to do it'

Application of Habit suggestions

An introduction to Habits 4-7

Module 3

Habit 4 : "Think Win/Win" - introduction

The five dimensions of effective Win/Win leaders

How is it best to build Win/Win relationships?

What if we're dealing with people who seem to have a Win/Lose approach?

Win/Win agreements: what is the foundation and what are the five elements?

Win/Win agreements: how accountability works and the 'consequences'

Win/Win supportive systems and processes

Habit 5 : "Seek first to understand, then to be understood" - introduction

The five levels of listening

Empathic listening: risks, skills, benefits, the 'essence' and 'key'

What is the link between Habit 5 and our Circle of Influence

Habit 6 : "Synergise" - introduction

What is 'synergistic communication' and what are the benefits?

Habit 7 : "Sharpen the saw": how to personally improve *continuously*

Handouts

Module 1

Listening to our language (self-talk) to see whether we are Proactive

A test to determine extent of proactivity and Application of Habit suggestions

Writing a personal mission statement

Strengths

Values

Possible perceptions flowing out of various centres

Summary of Key Points from Week 1

Module 2

Time Management Matrix

Case study : The benefits of moving from Quadrant 1 to Quadrant 2

To help use Habit 3, what delegation principles should be borne in mind?

Using a Weekly Plan Sheet : Four key activities

Practical tips for highly effective management

Weekly Plan Sheet proforma

Weekly Plan Sheet example

Module 3

Making agreements with others : five options

A few final words from the author