## Two-Day Outline

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<tr>
<th>HABITS</th>
<th>PARTICIPANTS WILL BE ABLE TO:</th>
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| **Introduction** | • Identify and analyze unique challenges and opportunities managers face.  
• Explain the Maturity Continuum as a way to envision growth toward excellent managerial capability.  
• Recognize the importance of moving from dependence to independence to interdependence to become truly effective managers.  
• Define the 7 Habits of effective managers. |
| **Managing Yourself** | • Realize the importance of managing “from the inside out”—of examining personal character.  
• Recognize that only managers who manage themselves will earn the trust of their teams.  
• Appreciate that Habits 1, 2, and 3 are key to effective self-management. |
| **Habit 1: Be Proactive®** | • Overcome the reactive mindset that hampers productivity and effectiveness.  
• Enlarge the Circle of Influence® so they can accomplish their goals.  
• Exercise ingenuity in coping with the universal managerial challenge of limited resources. |
| **Habit 2: Begin With the End in Mind®** | • Define the unique contributions they can make in their roles as managers.  
• Develop an “outcome-oriented” mindset in every activity they engage in—projects, meetings, presentations, etc. |
| **Habit 3: Put First Things First®** | • Eliminate the energy- and time-wasting tendency to focus on crises and emergencies, and develop a long-term view.  
• Allocate appropriate time to planning, preparation, and crisis prevention.  
• Define a few specific, measurable goals that are critical to their contribution as managers.  
• Make progress on goals by translating them into manageable objectives and tasks on a weekly and daily basis. |
| **Leading Others** | • Understand that effective self-management precedes effective leadership.  
• Recognize the importance of helping team members gain confidence in their own capabilities.  
• Appreciate that Habits 4, 5, and 6 are key to motivating and leading high-performance teams. |
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| Habit 4: Think Win-Win® | • Balance the interests of the team and the organization with the interests of the individual team member.  
• Motivate team members to superb performance by helping them manage themselves against shared goals.  
• Empower team members to manage and evaluate performance through the use of the Win-Win Performance Agreement tool.  
• Build trust within teams by acknowledging good performance and addressing the emotional needs of each team member. |
| Habit 5: Seek First to Understand, Then to Be Understood® | • Develop an accurate understanding of issues relevant to team performance by practicing Empathic Listening.  
• Give feedback honestly and accurately to improve individual and team performance. |
| Habit 6: Synergize® | • Seek out and value divergent perspectives in dealing with team challenges.  
• Practice a collaborative prototyping approach to maximize creativity in solving problems and making decisions. |
| Unleashing Potential | • Unleash the full potential of team members by treating them as “whole people.” |
| Habit 7: Sharpen the Saw® | • Tap into the multi-dimensional capabilities of team members to achieve team goals.  
• Develop the “whole person.” |
| Conclusion | • Feel confident, competent, and enthusiastic about using the work session mindsets, skills, and tools in their roles as managers. |

For more information about FranklinCovey’s *The 7 Habits for Managers®*, contact your client partner or call 1-888-705-1776 for help in finding a client partner in your area.