

THE 7 HABITS[®] FOR Managers

ESSENTIAL SKILLS AND TOOLS
FOR LEADING TEAMS

Two-Day Outline

	HABITS	PARTICIPANTS WILL BE ABLE TO:
DAY 1	Introduction	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 [®]	<ul style="list-style-type: none"> 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 [®]	<ul style="list-style-type: none"> 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 [®]	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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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HABITS	PARTICIPANTS WILL BE ABLE TO:
Habit 4: Think Win-Win®	<ul style="list-style-type: none"> • 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®	<ul style="list-style-type: none"> • 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®	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Unleash the full potential of team members by treating them as “whole people.”
Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> • Tap into the multi-dimensional capabilities of team members to achieve team goals. • Develop the “whole person.”
Conclusion	<ul style="list-style-type: none"> • Feel confident, competent, and enthusiastic about using the work session mindsets, skills, and tools in their roles as managers.

DAY 2

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.