

# THE 7 HABITS<sup>®</sup> 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"> <li>Identify and analyze unique challenges and opportunities managers face.</li> <li>Explain the Maturity Continuum as a way to envision growth toward excellent managerial capability.</li> <li>Recognize the importance of moving from dependence to independence to interdependence to become truly effective managers.</li> <li>Define the 7 Habits of effective managers.</li> </ul>
	Managing Yourself	<ul style="list-style-type: none"> <li>Realize the importance of managing “from the inside out”—of examining personal character.</li> <li>Recognize that only managers who manage themselves will earn the trust of their teams.</li> <li>Appreciate that Habits 1, 2, and 3 are key to effective self-management.</li> </ul>
	Habit 1: Be Proactive <sup>®</sup>	<ul style="list-style-type: none"> <li>Overcome the reactive mindset that hampers productivity and effectiveness.</li> <li>Enlarge the Circle of Influence<sup>®</sup> so they can accomplish their goals.</li> <li>Exercise ingenuity in coping with the universal managerial challenge of limited resources.</li> </ul>
	Habit 2: Begin With the End in Mind <sup>®</sup>	<ul style="list-style-type: none"> <li>Define the unique contributions they can make in their roles as managers.</li> <li>Develop an “outcome-oriented” mindset in every activity they engage in—projects, meetings, presentations, etc.</li> </ul>
	Habit 3: Put First Things First <sup>®</sup>	<ul style="list-style-type: none"> <li>Eliminate the energy- and time-wasting tendency to focus on crises and emergencies, and develop a long-term view.</li> <li>Allocate appropriate time to planning, preparation, and crisis prevention.</li> <li>Define a few specific, measurable goals that are critical to their contribution as managers.</li> <li>Make progress on goals by translating them into manageable objectives and tasks on a weekly and daily basis.</li> </ul>
	Leading Others	<ul style="list-style-type: none"> <li>Understand that effective self-management precedes effective leadership.</li> <li>Recognize the importance of helping team members gain confidence in their own capabilities.</li> <li>Appreciate that Habits 4, 5, and 6 are key to motivating and leading high-performance teams.</li> </ul>

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HABITS	PARTICIPANTS WILL BE ABLE TO:
Habit 4: Think Win-Win®	<ul style="list-style-type: none"> <li>• Balance the interests of the team and the organization with the interests of the individual team member.</li> <li>• Motivate team members to superb performance by helping them manage themselves against shared goals.</li> <li>• Empower team members to manage and evaluate performance through the use of the Win-Win Performance Agreement tool.</li> <li>• Build trust within teams by acknowledging good performance and addressing the emotional needs of each team member.</li> </ul>
Habit 5: Seek First to Understand, Then to Be Understood®	<ul style="list-style-type: none"> <li>• Develop an accurate understanding of issues relevant to team performance by practicing Empathic Listening.</li> <li>• Give feedback honestly and accurately to improve individual and team performance.</li> </ul>
Habit 6: Synergize®	<ul style="list-style-type: none"> <li>• Seek out and value divergent perspectives in dealing with team challenges.</li> <li>• Practice a collaborative prototyping approach to maximize creativity in solving problems and making decisions.</li> </ul>
Unleashing Potential	<ul style="list-style-type: none"> <li>• Unleash the full potential of team members by treating them as “whole people.”</li> </ul>
Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> <li>• Tap into the multi-dimensional capabilities of team members to achieve team goals.</li> <li>• Develop the “whole person.”</li> </ul>
Conclusion	<ul style="list-style-type: none"> <li>• Feel confident, competent, and enthusiastic about using the work session mindsets, skills, and tools in their roles as managers.</li> </ul>

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.