7 HABITS OF HIGHLY EFFECTIVE PEOPLE –

Part 1 – SD3903

Part 2 – SD3904

This is a 16-hour course, delivered in two 8-hour sessions.

The 7 Habits of Highly Effective People program teaches inside out improvement; first building your trustworthiness, then creating trust on an interpersonal level to improve relationships.

Topics Covered:

- Habit 1: Be proactive;
- Habit 2: Begin with the End in Mind;
- Habit 3: Put First Things First;
- Habit 4: Think Win-Win;
- Habit 5: Seek First to Understand Then to Be Understood;
- Habit 6: Synergize; and,
- Habit 7: Sharpen the Saw.

You MUST enroll in both sessions: Part 1 – SD3903 and Part 2 – SD3904.

Intended Audience: All employees who want to become highly effective in their personal and professional lives.