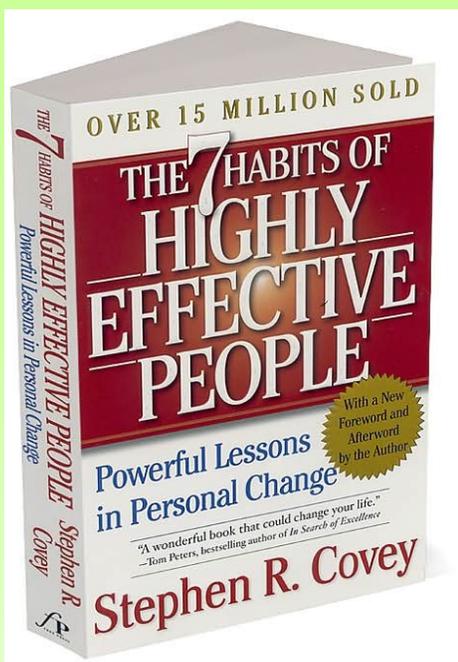


Reactive
Proactive

FALL 2012

Self-Improvement

Seven Habits of Highly Effective People



This course is a MUST! It is based the groundbreaking book, *The Seven Habits of Highly Effective People*, and will offer seven habits to help you improve yourself. It is considered a manual for performing better and more effectively both personally and professionally. Before you can adopt the seven habits, you'll need to accomplish what Covey called a "paradigm shift"—a change in perception and interpretation of how the world works. The course will take you through this change, which affects how you perceive and act regarding productivity, time management, positive thinking, developing your "proactive muscles," and much more.

This is a **16-hour course**, delivered in **TWO full-day sessions**. Please use PeopleSoft self-service to enroll. You MUST enroll for both days when you register.

October 9, 2012

Part 1: SD3903-0001

8:30 A.M. — 4:30 P.M.

(Plano Municipal Center, Building Inspections Training Room)

October 11, 2012

Part 2: SD3904-0001

8:30 A.M. — 4:30 P.M.

(Plano Municipal Center, Building Inspections Training Room)

THE **7**HABITS
of Highly Effective People®

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

HABIT 7 | Sharpen the Saw



Stephen R. Covey
1932-2012

Enroll Now!

Please print and post for those without email

Human Resources Department, City of Plano, (972) 941-7217

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Human Resources
TRAINING SECTION