

PRACTICING THE "7 HABITS OF HIGHLY EFFECTIVE PEOPLE"

WHO SHOULD ATTEND

- Senior management
- Managers
- Executives &
- Supervisors

REQUEST FOR BROCHURE:

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WORKSHOP OVERVIEW

The Seven Habits of Highly Effective People as proposed by **Dr. Stephen Covey** has enlightened us with a new thinking that has provided stability to our life as "a harbor for anchorage" in this increasingly changing world. As a foundation of principles for commonality, eternity, self-evident & effectiveness-upgrading, these principles have imposed some positive influence on the efficiency & effectiveness of corporations & companies. Therefore, the most challenging task of corporate organizations & companies today is to continually make efforts for increasing employees' efficiency & effectiveness so as to acquire competitive advantage in this highly competitive business environment. In this context, it is essentially important for senior management, managers, executives & supervisors to master & practice these principles & habits so as to increase their leadership & management effectiveness, knowledge, & skills.

This 2-day training program will provide participants with the opportunity for mastering & practicing the thinking of "7 Habits of Highly Effective People" and "Principle-Centered Leadership" so as to increase organizational performance & competitiveness more confidently. All participants are encouraged to participate actively in small-group discussion, presentation, skill learning, presentation, & role play.

COURSE OUTLINE

Unit 1: Characteristics & Psychology of Highly Effective People

Unit 2: Habit 1: Be Proactive: Principle of Personal Vision

Unit 3: Habit 2: To Begin with the End in Mind: Principle of Personal Leadership

Unit 4: Habit 3: First Things First - Principle of Self-Management

Unit 5: Habit 4: Think Win-Win - Principle of Interpersonal Leadership

Unit 6: Habit 5: Seek first to understand, then to be understood - Principle of Empathetic Communication

Unit 7: Habit 6: Synergize - Principle of Creative Cooperation

Unit 8: Habit 7: Sharpen the Saw - Principle of Balanced Self-Renewal