

THE 7 HABITS for Managers™

Managing Yourself, Leading
Others, Unleashing Potential



The 7 Habits for Managers—Workshop Outline

Day 1 a.m.	Introduction <ul style="list-style-type: none"> – Workshop Overview – Tool: Management Essentials Booklet – Your Management “Chills” and “Thrills” – Video: <i>Mountaintop Insights</i>
Day 1 a.m.	Managing Yourself <ul style="list-style-type: none"> – Video: <i>Wooden</i>
Day 1 a.m.	Habit 1: Be Proactive <ul style="list-style-type: none"> – Introduction – See Alternatives, Not Roadblocks – Focus on What You Can Influence – Video: <i>Failure is Not an Option</i> – Expand, Don’t Limit, Your Resources – Tool: Hidden Resource Finder
Day 1 a.m.	Habit 2: Begin With the End in Mind <ul style="list-style-type: none"> – Introduction – Define the Unique Contribution You Want to Make – Tool: 5 Minute Project Planner – Tool: 5 Minute Meeting Planner – Tool: 5 Minute Presentation Planner – Define Practical Outcomes—Everywhere, Every Time – Video: <i>Contribution</i>
Day 1 p.m.	Habit 3: Put First Things First <ul style="list-style-type: none"> – Introduction – Focus on the Important, Not Just the Urgent – Tool: Work Compass – Set a Few Wildly Important Goals – Video: <i>Busy, Busy, Busy</i> – Plan Weekly, Act Daily
Day 1 p.m.	Leading Others
Day 1 p.m.	Habit 4: Think Win-Win <ul style="list-style-type: none"> – Introduction – Balance Courage and Consideration

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The 7 Habits for Managers—Workshop Outline (cont.)

Day 2 a.m.	Habit 4: Think Win-Win <ul style="list-style-type: none"> – Day 2 Introduction – Make Win-Win Performance Agreements – Tool: Win-Win Performance Agreement – Building Trust by Making Deposits Into the Emotional Bank Account – Video: <i>Motivation</i>
Day 2 a.m.	Habit 5: Seek First To Understand, Then to Be Understood <ul style="list-style-type: none"> – Introduction – Practice Empathic Listening – Give Honest, Accurate Feedback – Video: <i>Blind Spots</i> – Tool: Feedback Facilitator
Day 2 p.m.	Habit 6: Synergize <ul style="list-style-type: none"> – Introduction – See Out Differences, Don't Just Accept Them – Synergize to Arrive at New and Better Alternatives – Video: <i>IDEO</i> – Tool: Third Alternative Finder
Day 2 p.m.	Unleashing Potential
Day 2 p.m.	Habit 7: Sharpen the Saw <ul style="list-style-type: none"> – Introduction – Treat Team Members as “Whole People”
Day 2 p.m.	Conclusion