

7+1 Habits for Success: Easy Steps to Grow & Shine

Course Overview

National surveys of thousands of employees revealed that while many people work hard, they are worried about their lack of effectiveness.

Workers have too many assigned tasks and too many competing priorities. They can't identify their goals and, therefore, can't deliver excellent results. Individuals, even entire departments, lack open communication. Crises are often reacted to with fast, less-than-effective decisions.

Changing ineffective behaviors to effective behaviors will benefit everyone in your organization. Learning THE 8 Habits of Ultra Successful People will not only help you better manage yourself but also better lead others and unleash team potential. Attend this powerful two-day workshop and discover the same principles that have led the world's foremost business leaders to the professional and business success they imagined. The principles include:

- o Defining the contribution, you want to make and what you want to accomplish as a manager
- o Enhancing your leadership abilities and reaching your full potential
- o Judging the goals your efforts should be focused on using daily and weekly planning
- o Communicating effectively and raising the levels of trust and fulfillment within your team

Course Outline

- Paradigms and Principles Of Personal Effectiveness
- The First Habit: Respond Proactively
 - Take initiative.
 - Have a positive influence on results
- The Second Habit: Start With The End In Mind
 - Create a mission statement.
 - Set measurable team and personal goals.
- The Third Habit: Put First Things First
 - Prioritize and achieve your most important goals, instead of constantly reacting to urgencies
 - Focus on important activities.
- The Fourth Habit: Think Win-Win
 - Collaborate more effectively with others by building high-trust relationships of mutual benefit
 - Build effective teams.

- The Fifth Habit: Seek First To Understand, Then To Be Understood
 - Influence others by developing a deep understanding of their needs and perspectives
 - Apply effective interpersonal communication and listening skills.
- The Sixth Habit: Synergize
 - Develop innovative solutions that leverage diversity and satisfy all key stakeholders
 - Apply collaborative decision making.
- The Seventh Habit: Sharpen The Saw
 - Increase motivation, energy, and work/life balance by making time for renewing activities
 - Apply continuous improvement.
- The Eights Habit: From Effectiveness To Greatness

Learning Objectives

- Focus and act on what can be controlled and influenced, instead of what can't.
- Define clear measures of success and create a plan to achieve them for both life and work.
- Prioritize and achieve the most important goals instead of constantly reacting to urgencies.
- Develop innovative solutions that leverage diversity and satisfy all key stakeholders.
- Collaborate more effectively with others by building high-trust relationships of mutual benefit

Who Should Attend

Anyone who wants to learn how to apply the power of effectiveness for greater success in their business and personal lives, and feel more satisfied with what they accomplish each day.

Course Duration

3 days from 9:00 AM to 4:00 PM

Registration Deadline

One week before the course date

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration & Payment

- Course fees include material (Soft Copy), light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment.
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

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