



The 7 Habits of Highly Effective Managers

Duration: 2 Days **Course Code: GK2569**

Overview:

Cultivate effectiveness, lead with excellence, and transform your team for breakthrough results.

Target Audience:

Managers who are seeking to become more effective, build better relationships, and help their organization succeed.

Objectives:

- Become a resourceful, innovative manager who quickly accomplishes goals and motivates team members to get things done (Habit 1: Be Proactive)
 - Give honest, accurate feedback that develops trust, and understand the physical components of communication and how they impact the message (Habit 5: Seek First to Understand, Then Be Understood)
 - Have a clear vision of what you want your contribution as a manager to be and shape your own future (Habit 2: Begin with the End in Mind)
 - Understand how differences can contribute to innovative solutions; maximize opinions, perspectives, and backgrounds (Habit 6: Synergize)
 - Focus on top priorities and be regarded for follow-through and organizational skills; eliminate the unimportant (Habit 3: Put First Things First)
 - Maintain and increase effectiveness by renewing yourself mentally and physically (Habit 7: Sharpen the Saw)
 - Cultivate enthusiasm with performance measurements that satisfy both employee and employer goals; share recognition and success (Habit 4: Think Win-Win)
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Prerequisites:

- There are no prerequisites for this course.
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Follow-on-Courses:

- Successfully Managing People
 - The Voice of Leadership: How Leaders Inspire, Influence, and Achieve Results
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Content:

Habit 1: Be Proactive®

- Define your values
- Emotional Intelligence

Habit 2: Begin with the End in Mind®

- Value and Mission Statements?
- SMART Goals
- Building Effective Teams and Team Formation

Habit 3: Put First Things First®

- Time Management ; Prioritising
- Personality Styles - communicate with confidence
- Personality Questionnaire
- Stakeholder Management and communication mapping

Habit 4: Think Win-Win®

- The Johari Window
- Giving and receiving Effective Feedback
- Understanding Different Perspectives
- Effective Negotiation

Habit 5: Seek First to Understand, Then to Be Understood®

- Effective Interpersonal Communication
- Being Assertive
- Listening Skills
- Transactional Analysis
- Coaching Skills

Habit 6: Synergize®

- Motivation
- Equality and Diversity
- Effective Problem Solving
- Critical Thinking
- Decision Making

Habit 7: Sharpen the Saw®

- Management vs Leadership
- Leading CHange
- Powerful Presentations

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.com/en-gb/

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK