



The 7 Habits of Highly Effective Managers

Duration: 2 Days **Course Code: GK2569** **Delivery Method: Virtual Learning**

Overview:

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

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

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

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