

# The 7 Habits of Highly Effective People®: Signature Edition 4.0

Inspire faculty both personally and professionally with the leadership principles found in the 7 Habits®.

## Outcomes

At the end of the workshop, participants will be able to:

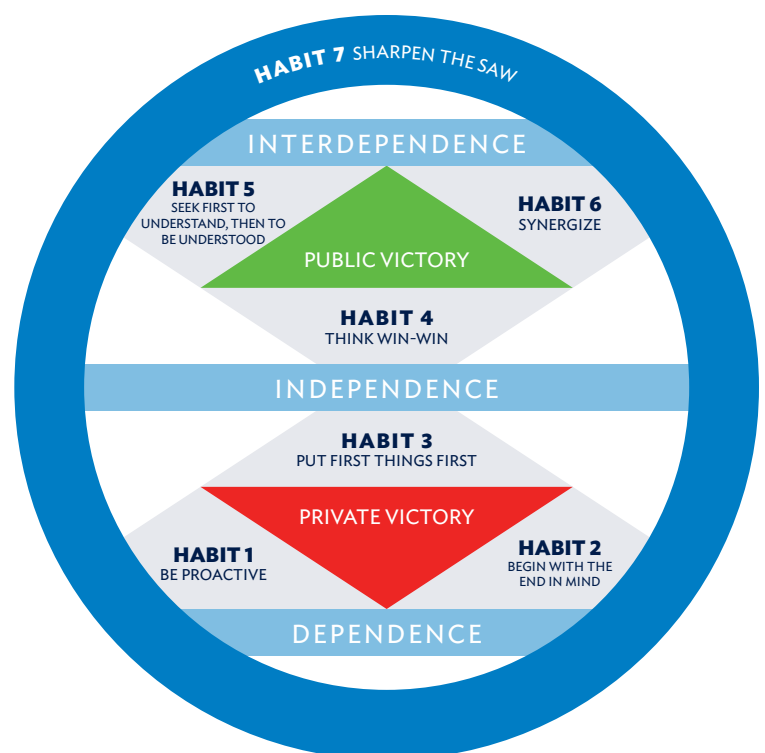
- Learn and model principles of personal management.
- Learn and model principles of interpersonal effectiveness.
- Identify ways to stay more balanced and energized.
- Develop a plan for leadership growth and improvement.
- Speak a common language of leadership among staff members.



## Inspire Staff to Become More Effective and Successful in Life

Renowned as the world's premiere personal-leadership development solution, *The 7 Habits of Highly Effective People: Signature Edition 4.0* aligns timeless principles of effectiveness with the challenges educators face today.

No matter how competent a person is as an educator, he or she will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage, and collaborate with others, and continually improve and renew their capabilities. The 7 Habits workshop develops leadership principles in individuals, as teams, and throughout a schoolwide culture of leadership.



**As a result of learning each of the 7 Habits, participants in the workshop will:**

**Habit 1: Be Proactive®**

Assume responsibility, focus, and act on what can be controlled and influenced.

**Habit 2: Begin With the End in Mind®**

Define clear measures of success and create a plan to achieve them for both life and work.

**Habit 3: Put First Things First®**

Prioritize and achieve the most important goals instead of constantly reacting to urgencies.

**Habit 4: Think Win-Win®**

Collaborate more effectively with others by building high-trust relationships of mutual benefit.

**Habit 5: Seek First to Understand, Then to be Understood®**

Influence others by developing a deep understanding of their needs and perspectives.

**Habit 6: Synergize®**

Develop innovative solutions that leverage diversity and satisfy all key stakeholders.

**Habit 7: Sharpen the Saw®**

Increase motivation, energy, and work/life balance by making time for renewal activities.

**Participant Kit**

- Participant Guide
- New 7 X 7 Contract
- Summary Cards
- Practice Cards
- Skill Cards
- Weekly Big Rocks Cards
- Talking Stick
- *Living the 7 Habits App*



**Two-Day Agenda | All Staff Invited**

**Note: Please consider additional time for lunch and breaks.**

TIME	TOPIC
8:00 a.m.–10:00 a.m.	7 Habits Foundations
10:00 a.m.–12:00 p.m.	Private Victory®: Habit 1: Be Proactive, Habit 2: Begin With the End in Mind
1:00 p.m.–3:00 p.m.	Private Victory: Habit 2 (Continued), Habit 3: Put First Things First
8:00 a.m.–12:00 p.m.	Public Victory®: Habit 4: Think Win-Win, Habit 5: Seek First to Understand, Then to Be Understood, Habit 6: Synergize
1:00 p.m.–3:00 p.m.	Public Victory (continued), Self Renewal: Habit 7: Sharpen the Saw
3:00 p.m.–4:00 p.m.	Action Planning