



7 Habits of Highly Effective People

This is the training that Amy Leneker shared with us at the 2018 EAG Fall Conference and is offered through LMS. Below is the information.

Search in LMS for WA-State 7 Habits of Highly Effective People.

Duration: 16 hours

Course description: Based on the proven principles found in Dr. Stephen R. Covey's best-selling business book, *The 7 Habits of Highly Effective People® Signature Edition 4.0* is training that helps your organization achieve sustained superior results by focusing on making individuals and leaders more effective. You will gain hands-on experience, applying timeless principles that yield greater productivity, improved communication, strengthened relationships, increased influence, and laser-like focus on critical priorities. The course also includes over 30 award-winning videos.

Performance Objectives: Upon successful completion of this course you should be able to:

- Identify the key principles of effectiveness the 7 Habits are rooted in timeless principles
- Create a mission statement
- Balance key priorities
- Use effective time-management skills
- Build trust in key relationships
- Identify wins for all parties and create effective collaboration
- Apply effective listening skills
- Collaborate creatively to identify innovative and effective solutions
- Integrate continuous improvement and learning into their lives
- Identify the principles, skills and tools of effectiveness

Competencies Covered in this Course: Personal skill development.

Cost: \$425.00