

The 7 Habits of Highly Effective People

Investment Studies Center (ISC) @ Union of Investment Companies in collaboration with **Franklin Covey**, are delighted to invite you to a training program that helps participants to internalize and sustain 20 behaviors that will change the way teams work together, according to the following details:

يسر مركز دراسات الاستثمار لدى اتحاد شركات الاستثمار بالتعاون مع **Franklin Covey** الإعلان عن تنظيم برنامج تدريبي ودعوتكم للمشاركة فيه والذي يساعد المشاركين على اكتساب وتعزيز 20 سلوكاً من شأنها أن تغير الطريقة التي يعمل بها كل فريق في إدارته معاً، وذلك يتم وفقاً للتفاصيل الآتية:

Training Program: The 7 Habits of Highly Effective People البرنامج التدريبي:

Instructor: Craig Hiles المحاضر:

Dates: 09th – 11th December 2024 (3 days)
(Monday - Wednesday) التاريخ:

Timing: 09:00AM - 03:00PM الوقت:

Language: English لغة البرنامج:

Venue: In-person @ UIC premises المكان:

Course Details, Registration & Fees in link below تفاصيل البرنامج، التسجيل والرسوم في الرابط أدناه

<http://unioninvest.org/upcomingevents.aspx>

Registration is open according to availability

Discounted Fees for UIC Members KWD 550 الرسوم بعد الخصم لأعضاء الاتحاد

Non-Members KWD 730 غير أعضاء الاتحاد

The 7 Habits of Highly Effective People

Solution & Process:

The 7 Habits of Highly Effective People: Signature Edition 4.0 helps participants learn to be more effective, and the three-phase solution shows them how to use the processes and tools to live and apply the 7 Habits every day.

PREPARE. Participants complete a 360-degree or self-assessment prior to attending the program. They print the assessment and bring it with them to the work session.

LEARN AND PRACTICE. During the work session, participants are exposed to new, more effective mindsets and skillsets. They practice new skills, teach them to others, and begin using new tools to help them achieve greater personal and interpersonal effectiveness.

LIVE. In order to make the new behaviors habits, participants work the “7 X 7 Contract” over seven weeks and use the app as a support tool. They are invited to use the 7 Habits Cards as part of team meetings and take the 7 Habits Assessment again if they would like to get additional feedback.



Material:

The 7 Habits of Highly Effective People: Signature Edition 4.0 has been developed with an intense focus on helping participants internalize and sustain 20 behaviors that will change the way your teams work together. More relevant than ever, this program combines the timeless principles you love with new tools, activities, and videos.

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



THE 7 HABITS OBJECTIVES

HABIT	PARTICIPANTS WILL:
Habit 1 Be Proactive®	Focus and act on what they can control and influence and make better choices.
Habit 2 Begin with the End in Mind®	Define clear measures of success and a plan to achieve them.
Habit 3 Put First Things First®	Prioritize and achieve their most important goals instead of constantly reacting to urgencies.
Habit 4 Think Win-Win®	Collaborate more effectively by building high-trust relationships.
Habit 5. Seek First to Understand, Then to Be Understood®	<ul style="list-style-type: none"> • Influence others by developing a deep understanding of their needs and perspectives • Effectively advocate for what is most important to them.
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.

THE 7 HABITS COMPETENCIES

The following competencies are addressed in the 7 Habits work session and follow-up tools.

- 1- Communication:** Interpersonal Skills, Emotional Intelligence, Empathy, Listening and Speaking, Advocacy.
- 2- Personal Productivity:** Goal Setting, Planning, Taking Initiative, Stress Management, Weekly Planning, Work-Life Balance, Vision and Purpose, Prioritizing.
- 3- Conflict Management:** Approachability, Resilience, Valuing Differences, Conflict Resolution
- 4- Execution:** Decision Making, Accountability, Managing Change, Adaptability
- 5- Innovation and Creativity:** Problem Solving, Prototyping, Continuous Improvement
- 6- Teamwork:** Peer Relationships, Synergizing
- 7- Trust and Integrity:** Ethics and Values, Self-Mastery, Relationship Building

Outline

HABIT		PARTICIPANTS WILL BE ABLE TO:
Day 1	Paradigms and Principles of Effectiveness	<ul style="list-style-type: none"> Identify the key principles of effectiveness in which the 7 Habits are rooted. Assess their paradigms and adopt paradigms of effectiveness. Identify areas of their work and personal lives in which they can apply the 7 Habits.
	Habit 1: Be Proactive®	<ul style="list-style-type: none"> Take the initiative to focus on things they can influence, instead of focusing on things they cannot. Respond proactively. Be responsible and accountable. Identify things that can be controlled and influenced. Have a positive influence on results, their environment, and others.
	Habit 2: Begin With the End in Mind®	<ul style="list-style-type: none"> Define clear measures of success and a plan to achieve them. Define vision and values. Create a mission statement. Set measurable team and personal goals. Start projects successfully. Align goals to priorities. Focus on desired outcomes.
	Habit 3: Put First Things First®	<ul style="list-style-type: none"> Prioritize and achieve their most important goals, instead of constantly reacting to urgencies. Balance key priorities. Eliminate low priorities and time-wasters. Execute strategy. Use planning tools effectively. Use effective time-management skills
	Private Victory® To Public Victory®	<ul style="list-style-type: none"> Build trust in key relationships. Build an Emotional Bank Account with others.

HABIT		PARTICIPANTS WILL BE ABLE TO:
Day 2	Habit 4: Think Win-Win®	<ul style="list-style-type: none"> • Collaborate more effectively by building relationships of mutual benefit. • Build high-trust relationships. • Build effective teams. • Identify wins for all parties and create effective collaboration. • Build productive business relationships. • Strategize to the long-term.
	Habit 5: Seek First to Understand, then to Be Understood® (Part 1)	<ul style="list-style-type: none"> • Influence others by developing a deep understanding of their needs and perspectives. • Apply effective listening skills. • Deeply and accurately understand others. • Apply effective interpersonal communication skills

HABIT		PARTICIPANTS WILL BE ABLE TO:
Day 3	Habit 5: Seek First to Understand, Then to Be Understood® (Part 2)	<ul style="list-style-type: none"> • Overcome communication pitfalls. • Communicate viewpoints effectively. • Give and receive input and feedback productively. • Apply effective communication skills to the digital world.
	Habit 6: Synergize®	<ul style="list-style-type: none"> • Develop innovative solutions that leverage diversity and satisfy all key stakeholders. • Leverage and build on diverse strengths. • Apply effective problem solving. • Apply collaborative decision making. • Collaborate creatively to identify innovative and effective solutions. • Embrace and leverage innovation.
	Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> • Build motivation, energy and work/life balance by making time for renewal activities. • Achieve life balance. • Integrate continuous improvement and learning into their lives. • Build capacity to practice the 7 Habits.
	Living the 7 Habits	<ul style="list-style-type: none"> • Identify the principles, skills and tools of effectiveness. • Apply the work session skills and tools to their lives after the work session.

Expert's Profile: Craig Hiles

Craig is a coach and facilitator in the field of strategy, leadership, engagement & execution. He has broad experience working across business sectors, with individuals, teams and organizations - worldwide.

Craig spent his early career in the Retail & Service Sector, working in senior operations, marketing, HR & training roles with companies like the Burton Group Plc, Littlewoods Organization, Orange, Blockbuster Inc. and Alpha Retail. He has worked with FranklinCovey for over 20 Years, employed by the afore mentioned companies, as an internal facilitator, and in 2000 became independent and a Franklin Covey Solution Partner.

During the last 20 years, Craig has worked with many clients including; MSD Animal Health, Abbott & AbbVie, Siemens, Orange, Zain, Etisalat, RSA, IOB (KSA), Emirates NBD, Microsoft, HP, BMW, Chalhoub, Coca-Cola, Pandora, Alpha Retail, Wrigley, Toyota, Boston Scientific, Shangri-La Hotels, Proctor & Gamble, Georg Fischer Piping, Saudi Aramco, ENOC and Shell.

Working on many projects, Craig has developed award winning solutions such as the Customer Service Training Award – Orange Customer Service 1994, the International Video Communication Award (IVCA) in 1997, the Birmingham International Airport – Retail Customer Service Award 2002 and Retail Middle East – Business Excellence Award – Chalhoub Retail Academy 2008.

Craig facilitates a wide range of processes & programmes and is a Master Facilitator of the Seven Habits of Highly Effective People, Speed of Trust, Great Leaders, 4 Disciplines of Execution, Project Management and Focus – Achieving Your Highest Priorities. In addition, Craig also delivers the Writing & Presentation Advantage programmes but specializes in corporate customized programmes including combinations of the Franklin Covey 4DL Process, 360 Degree Profiles (feedback & coaching), xQ Survey, OE Cycle and ROI Processes.