

PROGRAM OUTLINE	PERFORMANCE STATEMENTS— PARTICIPANTS WILL BE ABLE TO:
<p>Habit 1 Be Proactive®</p>	<ul style="list-style-type: none"> • Take initiative. • Manage change. • Take responsibility and have accountability.
<p>Habit 2 Begin With the End in Mind®</p>	<ul style="list-style-type: none"> • Define vision and values. • Set measurable team and personal goals. • Align goals to priorities. • Focus on desired outcomes.
<p>Habit 3 Put First Things First®</p>	<ul style="list-style-type: none"> • Execute strategy. • Focus on important activities. • Apply effective planning and prioritization skills. • Use planning tools effectively.
<p>Habit 4 Think Win-Win®</p>	<ul style="list-style-type: none"> • Build high-trust relationships. • Build effective teams. • Apply successful negotiation skills. • Use effective collaboration.
<p>Habit 5 Seek First to Understand Then to Be Understood®</p>	<ul style="list-style-type: none"> • Apply effective interpersonal communication. • Overcome communication pitfalls. • Understand others. • Communicate viewpoints effectively.
<p>Habit 6 Synergize®</p>	<ul style="list-style-type: none"> • Leverage diversity. • Apply effective problem solving. • Apply collaborative decision making. • Value differences. • Build on divergent strengths.
<p>Habit 7 Sharpen the Saw®</p>	<ul style="list-style-type: none"> • Achieve life balance. • Apply continuous improvement. • Seek continuous learning.