

THE 7 HABITS[®] FOR Managers

ESSENTIAL SKILLS AND TOOLS
FOR LEADING TEAMS

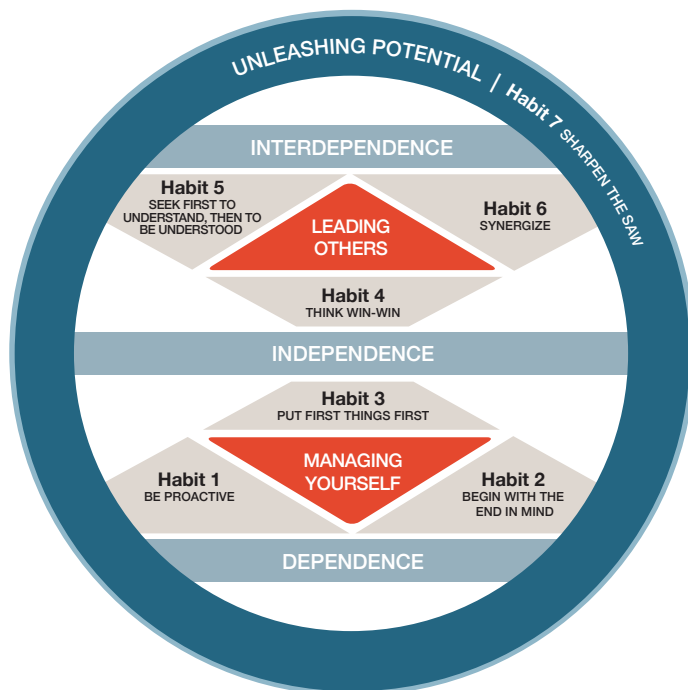
Successfully leading a team takes a unique and different set of skills than those of an individual contributor. It's hard to be a good boss! Many leaders and managers have been promoted due to their individual competence, but struggle when it comes to leading and managing people. When managers fail, it is usually because they were unable to achieve important results. That failure typically stems from two causes:

1. They manage others before managing themselves.
2. They manage people instead of letting them manage themselves against shared expectations.

The 7 Habits for Managers[®] equips team leaders to address these basic issues and improve how they achieve sustainable results through and with others. This solution distinctly focuses on who a manager IS, not just what they DO. Its uniqueness is the lens of the 7 Habits framework—and the way it applies new mindsets, skills, and tools towards becoming a great leader who can consistently deliver results.

Whether leaders have been in their roles for some time, are brand new, or are emerging leaders, this program will enable them to effectively lead and manage their teams.

This solution can be delivered live in a classroom setting or in an online webinar. You can certify to teach *The 7 Habits for Managers*, or we can deliver it for you.



THE 7 HABITS FOR MANAGERS OBJECTIVES

The 7 Habits for Managers is built on the framework of *The 7 Habits of Highly Effective People*. Each Habit has been uniquely retooled to focus on managing oneself and leading others.

HABIT	PARTICIPANTS WILL LEARN TO:
Habit 1: Be Proactive®	<ul style="list-style-type: none">Achieve extraordinary results by consistently executing their R & I (resourcefulness and initiative) to break through barriers.
Habit 2: Begin With the End in Mind®	<ul style="list-style-type: none">Develop an “outcome-oriented” mindset in every activity they engage in—projects, meetings, presentations, contributions, etc.
Habit 3: Put First Things First®	<ul style="list-style-type: none">Eliminate energy and time-wasting tendencies by focusing and executing on the team’s Wildly Important Goals with a weekly planning cadence.
Habit 4: Think Win-Win®	<ul style="list-style-type: none">Lead teams that are motivated to perform superbly through a shared expectation and accountability process.
Habit 5: Seek First to Understand, Then to Be Understood®	<ul style="list-style-type: none">Create an atmosphere of candid and helpful give-and-take by taking the time to fully understand issues and giving candid and accurate feedback.
Habit 6: Synergize®	<ul style="list-style-type: none">Demonstrate innovative problem solving by seeking out differences and new and better alternatives.
Habit 7: Sharpen the Saw®	<ul style="list-style-type: none">Tap into the highest and best contribution of everyone on a team by unleashing the total strength, passion, capability, and spirit of each individual.

FranklinCovey’s *The 7 Habits for Managers: Essential Skills and Tools for Leading Teams* solution is an intensive, application-oriented learning experience that focuses on the fundamentals of great leadership. This work session gives both new and experienced frontline managers the mindsets, skills, and a set of tools that will help them meet today’s management challenges including:

- Prioritization
- Accountability and trust
- Individual and team development
- Execution
- Performance management
- Conflict resolution
- Collaboration

PARTICIPANT KIT INCLUDES:

- Participant Guide
- *Management Essentials* Book
- Audio CD
- Online Tools



For more information about FranklinCovey’s *The 7 Habits for Managers*, contact your client partner or call 1-888-705-1776.

The 7 Habits for Managers equips team leaders to effectively lead a team of people, by first focusing on who a manager IS, then what a manager DOES. Its uniqueness is the lens of the 7 Habits framework—and the way it applies new mindsets, skills, and useful tools towards becoming a credible team leader who can consistently deliver results.



MINDSETS

Managing Yourself

HABIT	MEDIOCRE MANAGER	EFFECTIVE MANAGER
1	That's the best we can do given our resources.	I look for creative ways to get it done.
2	I follow the agendas set by others.	I have a clear vision of what I want to accomplish as a manager.
3	I can do it all—bring it on.	I organize and execute around my highest priorities.

Leading Others

HABIT	MEDIOCRE MANAGER	EFFECTIVE MANAGER
4	I manage my people and review their performance periodically.	I don't manage my people—we set expectations together and they manage themselves.
5	I jump in and solve problems quickly.	I take time to understand the real issues and to give people candid feedback.
6	I am willing to compromise.	I constantly seek for something better—it's not your way or my way, it's a higher way.

Unleashing Potential

HABIT	MEDIOCRE MANAGER	EFFECTIVE MANAGER
7	I recruit, hire, train, manage, and appraise human resources.	I unleash the total strength, passion, capability, and spirit of my people.



SKILLSETS

Managing Yourself

HABIT 1

- See alternatives, not roadblocks.
- Focus on what you can influence.
- Expand, don't limit your resources.

HABIT 2

- Define the unique contribution you want to make.
- Define practical outcomes—everywhere, every time.

HABIT 3

- Focus on the important, not just the urgent.
- Set a few “Wildly Important Goals.”
- Plan weekly, act daily.

Leading Others

HABIT 4

- Balance courage and consideration.
- Make Win-Win Performance Agreements.

HABIT 5

- Practice Empathic Listening.
- Give honest, accurate feedback.

HABIT 6

- Seek out differences.
- Synergize to arrive at new and better alternatives.

Unleashing Potential

HABIT 7

- Treat team members as the “whole people” they are.
- Unleash the total strength, passion, capability, and spirit of people.





TOOLSETS

Managing Yourself

HABIT 1

- Hidden-Resource Finder

HABIT 2

- 5-Minute Project Planner
- 5-Minute Meeting Planner
- 5-Minute Presentation Planner

HABIT 3

- Work Compass

Leading Others

HABIT 4

- Win-Win Performance Agreement

HABIT 5

- Feedback Facilitator

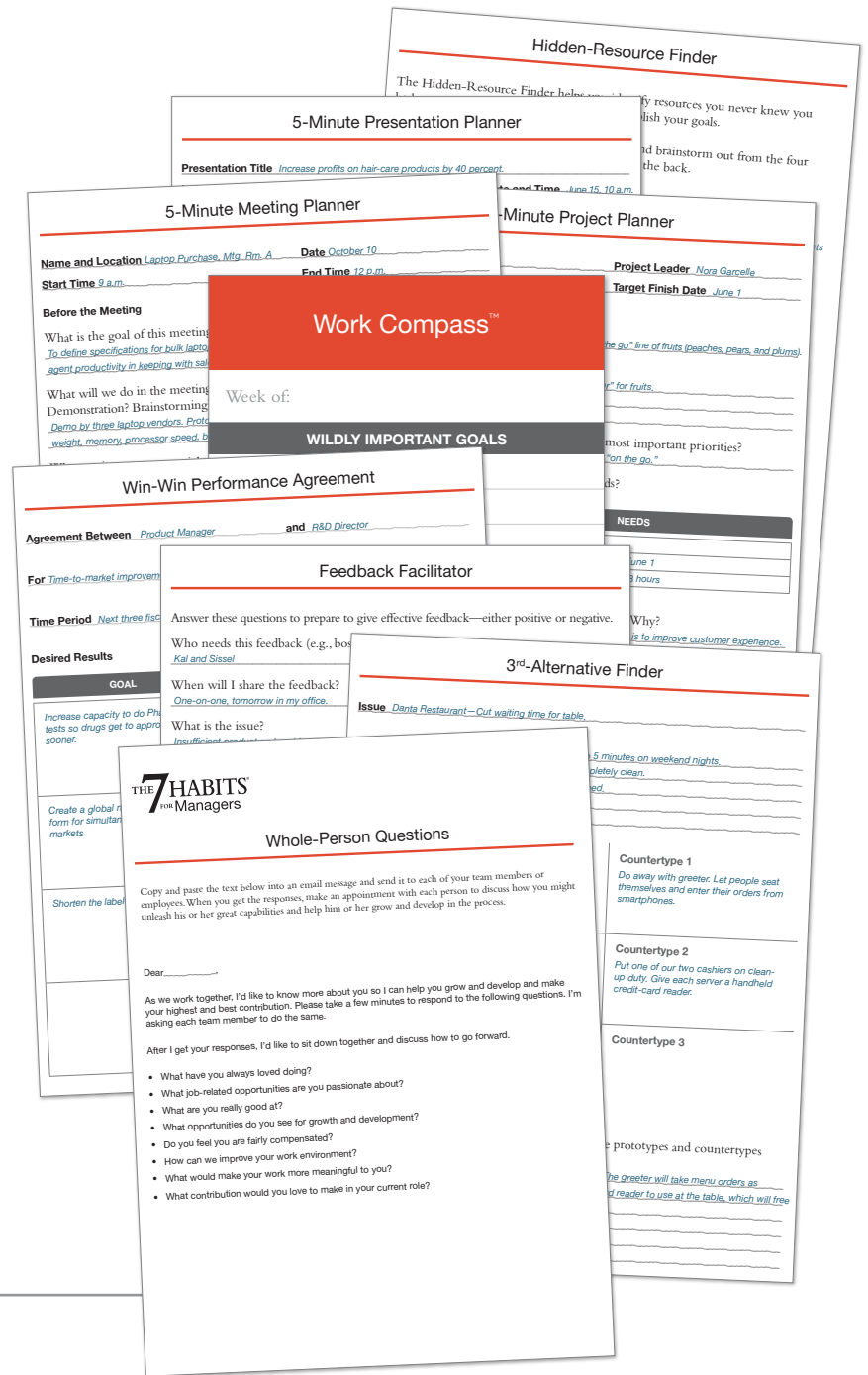
HABIT 6

- 3rd-Alternative Finder

Unleashing Potential

HABIT 7

- Whole-Person Questions



Results

MANAGERS AND LEADERS

- Model effectiveness and manage themselves.
- Achieve results effectively through and with others.
- Unleash the talent on their teams.

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Two-Day Outline

	HABITS	PARTICIPANTS WILL BE ABLE TO:
DAY 1	Introduction	<ul style="list-style-type: none"> Identify and analyze unique challenges and opportunities managers face. Explain the Maturity Continuum as a way to envision growth toward excellent managerial capability. Recognize the importance of moving from dependence to independence to interdependence to become truly effective managers. Define the 7 Habits of effective managers.
	Managing Yourself	<ul style="list-style-type: none"> Realize the importance of managing “from the inside out”—of examining personal character. Recognize that only managers who manage themselves will earn the trust of their teams. Appreciate that Habits 1, 2, and 3 are key to effective self-management.
	Habit 1: Be Proactive [®]	<ul style="list-style-type: none"> Overcome the reactive mindset that hampers productivity and effectiveness. Enlarge the Circle of Influence[®] so they can accomplish their goals. Exercise ingenuity in coping with the universal managerial challenge of limited resources.
	Habit 2: Begin With the End in Mind [®]	<ul style="list-style-type: none"> Define the unique contributions they can make in their roles as managers. Develop an “outcome-oriented” mindset in every activity they engage in—projects, meetings, presentations, etc.
	Habit 3: Put First Things First [®]	<ul style="list-style-type: none"> Eliminate the energy- and time-wasting tendency to focus on crises and emergencies, and develop a long-term view. Allocate appropriate time to planning, preparation, and crisis prevention. Define a few specific, measurable goals that are critical to their contribution as managers. Make progress on goals by translating them into manageable objectives and tasks on a weekly and daily basis.
	Leading Others	<ul style="list-style-type: none"> Understand that effective self-management precedes effective leadership. Recognize the importance of helping team members gain confidence in their own capabilities. Appreciate that Habits 4, 5, and 6 are key to motivating and leading high-performance teams.

Two-Day Outline

HABITS	PARTICIPANTS WILL BE ABLE TO:
Habit 4: Think Win-Win®	<ul style="list-style-type: none"> • Balance the interests of the team and the organization with the interests of the individual team member. • Motivate team members to superb performance by helping them manage themselves against shared goals. • Empower team members to manage and evaluate performance through the use of the Win-Win Performance Agreement tool. • Build trust within teams by acknowledging good performance and addressing the emotional needs of each team member.
Habit 5: Seek First to Understand, Then to Be Understood®	<ul style="list-style-type: none"> • Develop an accurate understanding of issues relevant to team performance by practicing Empathic Listening. • Give feedback honestly and accurately to improve individual and team performance.
Habit 6: Synergize®	<ul style="list-style-type: none"> • Seek out and value divergent perspectives in dealing with team challenges. • Practice a collaborative prototyping approach to maximize creativity in solving problems and making decisions.
Unleashing Potential	<ul style="list-style-type: none"> • Unleash the full potential of team members by treating them as “whole people.”
Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> • Tap into the multi-dimensional capabilities of team members to achieve team goals. • Develop the “whole person.”
Conclusion	<ul style="list-style-type: none"> • Feel confident, competent, and enthusiastic about using the work session mindsets, skills, and tools in their roles as managers.

DAY 2

For more information about FranklinCovey's *The 7 Habits for Managers*®, contact your client partner or call 1-888-705-1776 for help in finding a client partner in your area.