



Brief on “The 7 Habits of Highly Effective People”

Programme Overview

No organization can succeed until individuals within it succeed. No group can achieve its objectives until its people achieve theirs. And this is what the present programme aims to achieve - making people effective so that they, in turn, can make their organizations effective.

The principles taught in The 7 Habits of Highly Effective People—the inter-national best seller by Dr. Stephen R. Covey, are brought to life in this programme. They aim at changing the fundamental way participants approach their jobs, relationships, even problems and opportunities by:

- Breaking common ineffective behaviors and tendencies
- Creating high levels of trust
- Developing strong interdependent relationships

Program Objectives

The programme will transform the way participants see and think differently, and hence act differently. And those actions will produce superior results.

The program will enable participants to:

1. Take initiative, manage change, respond proactively, keep commitments, take responsibility, practice accountability and create positive business results
2. Define vision and values, create an individual mission statement, set measurable team and personal goals, start projects successfully, align goals to priorities and focus on desired outcomes
3. Execute strategy, apply effective delegation skills, focus on important activities, apply effective planning and prioritization skills, balance key priorities, eliminate low priorities and time-wasters, use planning tools effectively and use effective time-management skills
4. Build high-trust relationships, build effective teams, apply successful negotiation skills, use effective collaboration and build productive business relationships
5. Apply effective interpersonal communication, overcome communication pitfalls, apply effective listening skills, understand others, reach mutual understanding, communicate viewpoints effectively, apply productive input and feedback, apply effective persuasion techniques
6. Leverage diversity, apply effective problem solving, apply collaborative decision making, value differences, build on divergent strengths, leverage creative collaboration, embrace and leverage innovation
7. Achieve life balance, apply continuous improvement and seek continuous learning

Programme Profile

1. Technique to be Proactive
2. Methodologies to define the goal and focus on desired outcomes
3. Strategy Execution
4. Relationship building
5. Effective Interpersonal Communication
6. How to Synergize and collaborate
7. Continuous learning and improvement

What Participant will Receive:



Lather bound Course material



Weekly Planner



Door hanger



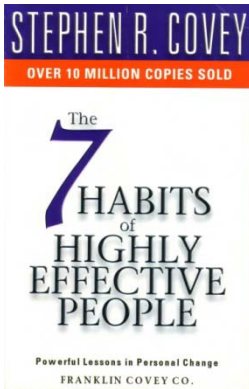
Pocket Reference



Talking Stick



Certificate



Book



Set of 2 DVDs



Venue: Aurbindo Hall, Power Management Institute Complex,
Plot No. 5-14, Sector- 16A, NOIDA (UP) – 201301

Who May Attend

Middle – Senior Manager and above from member organizations of Power HR Forum and invited utilities

Methodology: Lecture, Role plays, discussion, Group exercises

Participation Fee: ₹25000/- (per participant)

Programme nature: Non Residential

Duration and Dates: 3 day, 18-20 August, 2014 (Monday – Wednesday)

Timing: 9.30AM – 5.30PM

CONTACT DETAILS:

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