

## Seven Habits of Highly Effective People

<b>Course Description:</b>	This course uses a principle-centered, character-based approach to guide students to increase their personal and interpersonal effectiveness. It is based on the best-selling book of the same title by author, Stephen Covey. The class breaks down barriers to success by teaching specific techniques to apply each of the seven habits.
<b>Duration:</b>	14 hours
<b>Audience:</b>	WorkSource employees and partner staff
<b>Objectives:</b>	Upon completion of this course participants will be able to: <ul style="list-style-type: none"><li>• Identify the Seven Habits and how to apply them in their professional and personal lives to increase productivity.</li><li>• Explain the Circle of Influence concept and demonstrate how to apply this in their personal and professional life.</li><li>• Create a Personal Mission Statement to guide goal setting.</li><li>• Use specific time management tools to focus on important tasks.</li><li>• Identify the steps of a Win-Win agreement and how to apply them.</li></ul>
<b>Authorization:</b>	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
<b>Prerequisites:</b>	None
<b>Refreshments/Meals:</b>	On your own
<b>Special Needs:</b>	Notify us at <a href="#">ESD GP ECDD Training Academy</a> if you need an accommodation.
<b>Registration:</b>	<a href="#">E-Train</a>
<b>Class Size:</b>	Class limited to 25 participants.
<b>Schedule:</b>	<a href="#">ECDD Training Calendar</a>  Additional classes may be scheduled upon request.