

GET MORE OUT OF
LIFE

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Course Dates:
1/24-26, 2007 &
4/25-27, 2007

Time:
8:30 a.m.– 4:30 p.m.
each day

Location:
County Government Center
1055 Monterey Street
1st Floor, Rooms 161 & 162
San Luis Obispo

Facilitators:
SLO County Facilitators

Cost:
No registration fee to County
employees.
\$320.00 for non-County
employees

*Join us for the newly upgraded
Signature 3.0 version of The 7 Habits
of Highly Effective People!!!
Enjoy over 20 new videos and
business-relevant exercises.*

REGISTER NOW!
Limited space is available.

Email: All reservations are to
be made through the
Employee University email
address.

EmployeeUniversity@co.slo.ca.us

This three-day, very interactive class, will give you the tools and practice to become more effective in your work environment and personal lives.

Habit 1: Be Proactive
The Habit of Choice

- Break unhealthy behaviors
- Pause and respond to people/situations based on principles

Habit 2: Begin With the End in Mind
The Habit of Vision

- Mental creation precedes physical creation
- Create and live by a personal mission statement

Habit 3: Put First Things First
The Habit of Integrity and Execution

- Focus on top priorities
- Eliminate the unimportant

Habit 4: Think Win-Win
The Habit of Mutual Benefit

- Abundance mindset
- Balance courage and consideration

Habit 5: Seek First to Understand, Then to be Understood
The Habit of Mutual Understanding

- Diagnose before you prescribe
- Seek to be understood from the other's perspective

Habit 6: Synergize
The Habit of Creative Cooperation

- Value and celebrate the differences
- Create new ideas

Habit 7: Sharpen the Saw
The Habit of Renewal

- Renew regularly in the four dimensions: Physical, social/emotional, mental, and spiritual
- Be strong in the hard moments

This class has pre-work that includes a survey for your peers, supervisor, and direct reports to fill out regarding various aspects of your current level of effectiveness. This will be used as a benchmark to give you a special opportunity to look at your effectiveness from your own viewpoint as well as for others.

CANCELLATION POLICY:

If you need to cancel your registration for an E.U. Class, please do so via email two weeks prior to the class date to avoid the \$50.00 cancellation fee. If you can find an employee in your department to take your place, email the change in attendees and the cancellation fee will be waived.

