



Management And Leadership

The Seven Habits Of Highly Effective Leaders

Course Introduction

This training program presents an opportunity for Participants to learn how to develop habits in becoming an effective people and leaders, and having the master of themselves. This will allow participants to understand the importance of planning and developing habits and skills necessary to set goals and complete work on time for themselves and for their teams as well.

Target Audience

Managers, aspiring leaders, and professionals at all levels who want to enhance their personal leadership effectiveness, build stronger habits for success, and develop skills that help them lead with impact and integrity.

Learning Objectives

By the end of this training course, participants will be able to:

- Identify the Importance of life transformation.
- Interpret How to build habits that can protect their eyes, ears, and brain.
- Identify the selfie programming method for gaining self-discipline.
- Demonstrate the seven habit spheres of self-discipline.
- Master Building strong habits for consuming stuff.
- Identify how to have the power to control their own habits.
- Demonstrate the Plutchik's Wheel of Emotions, and identify Self-Motivation pillars.
- Interpret the three Strategies to Manage Hidden Biases.
- Achieve Life Balance and develop healthy food habits.

Course Outline

• 01 Day One

How to gain self- discipline?

- Importance of becoming the master of yourself.
- Importance of life transformation.
- Why to gain self-discipline?
- How to create your own ssp?
- How building habits can protect your eyes, ears, and brain?
- The selfie programming method for gaining self-discipline.
- Understand the seven habit spheres of self-discipline.

The 4D me: Self-awareness

- Self-Awareness.
- Seeing the other side.
- Johari Window Model.
- Impulses.

Be Proactive:

- Take Initiative.
- Manage Change.
- Respond Proactively.
- Keep Commitments.
- Take Responsibility and Practice Accountability.
- Create Positive Business Results.
- Define Vision and Values.
- Create a Mission Statement.
- Align Goals to Priorities.
- Focus on Desired Outcomes.

• 02 Day Two

Begin with the End in Mind:

- Define Vision and Values.

- Create a Mission Statement.
- Set Measurable Team and Personal Goals.
- Start Projects Successfully.
- Align Goals to Priorities.
- Focus on Desired Outcomes.

Put First Things First:

- 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.
- Use Effective Time Management Skills.

Seek First to Understand, Then to Be Understood:

- 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.

Synergize:

- Leverage Diversity.
- Apply Effective Problem Solving.
- Apply Collaborative Decision Making.
- Value Differences.
- Build on Divergent Strengths.
- Leverage Creative Collaboration.
- Embrace Leverage Innovation.

• 03 Day Three

The Happy chemicals: Managing Emotions

- The science of emotions in human Brain.
- How to accurately perceive emotions.
- Use emotions to facilitate thinking.
- How emotions affect your body.
- Plutchik's Wheel of Emotions.
- Find your self-control.
- Using Coping Thoughts.
- Identify your Self-Motivation pillars.

Emotional Intelligence is at the Heart of Diversity and Inclusion

- Emotional Intelligence Need Cultural Intelligence.
- What is DEI, and how does it relate to Emotional Intelligence?
- How does EI enhance Diversity and Inclusion in workplaces?
- Discovering Hidden Biases Through Self-Awareness.
- The impact of biases on people's perception.
- Three Strategies to Manage Hidden Biases.
- Exercise: Checkpoint Review and Takeaways.

Sharpen the Saw:

- Achieve Life Balance.
- Apply Continuous Improvement.
- Seek Continuous Learning.
- Develop healthy food habits.
- Action plan.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 18, 2025	3 days	4950.00 \$	switzerland - Geneva
July 7, 2025	July 9, 2025	3 days	3250.00 \$	UAE - Abu Dhabi
Dec. 1, 2025	Dec. 3, 2025	3 days	3250.00 \$	UAE - Dubai