Breakthrough Work Habits
Enhancing Personal Effectiveness through Personal Mastery and Social Competency

Introduction
As Lao Tzu said, knowing others is intelligence; knowing self is true wisdom; mastering others is strength; mastering self is true power! This workshop will provide the tools and techniques to help individuals develop personal mastery to be in control of what to do and respond rather than react to situations. It is not the event but how the individual responds to that event determines the outcome. Stephen Covey’s 7 Habits includes personal mastery (he called it Private Victory) and his view is that individuals have to master themselves first. Once you are able to have personal mastery (be proactive, identify goals to work towards and identify your priorities), the individual can then go beyond to manage their interactions and relationships with others through what he called Public Victory. His last habit Sharpen the Saw reminds us of reinventing and renewing ourselves every now and then. At work and in our personal lives, this is crucial in order for us to self-assess and identify new actions that we can take to continue to contribute to the organization by renewing and reinventing ourselves. This practical workshop provides tools and techniques for each habit to help individuals develop personal mastery and enhance their relationships and interaction effectiveness with others.

Methodology
Short lectures, insightful sharing of real life examples of habit application, practice use of tools and techniques, self reflection, group activities and discussions and sharing in a fun way helps with retention and transfer of leaning to real life applications.

Target Audience
All levels and anyone who wants to take charge of their own lives and enhance personal effectiveness and performance and build healthy relationships and interactions. Managers will be able to instill the proactive and positive behaviors and attitude of their team members.

Course Objectives
At the end of the course, participants will be able to build and develop positive work habits that will enhance personal effectiveness in managing self and relationships:
• Take personal responsibility for own careers
• Adopt a proactive and positive work attitude
• Move from being a victim of circumstances to be a proactive person
• Learn and use the habit formation process to build positive habits.
• Identify the opportunities for personal development based on the 7 habits.
• Take charge and choose how to respond not react to external events and others by applying the human endowments for managing self and relationships
• Be able to enhance personal change hardiness by adopting the 13 new work habits for a radically changing world.

**Course Content**

**Day One:**

9.00 Registration & Checking in – why are you here?
9.20 Menu choice for today – you like what you are doing?
9.30 You are what you think you are (Paradigms and Principles)
10.00 Your motivation drives your actions
10.20 Personal Pledge
10.30 Character and Habits
10.50 Routine becomes chains in your life (comfort zone)
11.00 Leveraging on the Habit Formation Process
11.30 Seven Habits 1-3 (Private Victory – Managing Self)
   • Be Proactive (X or Y activity)
   • Begin with the End in Mind
   • Put First Things First
12.30 Lunch
1.30 Seven Habits (Continued)
3.30 Tea Break
3.50 Seven Habits (Continued)
4.50 Reflection of Day One

**Day Two:**

9.00 Interacting with others :
   • Royal Flush
   • Johari Window – Power of Relationships and Trust
10.20 Seven Habits 4 -7 (Public Victory – Managing relationships)
   • Think Win-Win (Cycles of Emotion)
   • Seek First to Understand then Be Understood
   • Synergy
   • SharpenThe Saw
12.30 Lunch
1.30 Seven Habits 4-7 cont’d
2.30 13 New Work Habits (Becoming more change hardy)
3.30 Tea Break
3.50 New work Habits (continued)
4.40 Application and Personal Action Planning
5.00 In closing – Be M.A.D with yourself