

# Seven Habits of Highly Effective People Training

**Course Duration: 08 Hours**

**Course Code: SHHEP-101**

## 1. Course Overview

The Seven Habits of Highly Effective People Training is inspired by the principles of The 7 Habits of Highly Effective People by Stephen R. Covey. This course focuses on building personal effectiveness, leadership mindset, and productivity through proven habits. It helps individuals shift from dependence to independence and ultimately to interdependence in professional and personal life.

## 2. What You'll Learn

- Understanding the 7 habits framework for personal and professional success
- Developing a proactive mindset and taking responsibility
- Goal setting with a clear vision and purpose
- Time management using prioritization techniques
- Building strong interpersonal relationships
- Effective communication and empathetic listening
- Creating win-win situations in business and life
- Continuous self-improvement and growth mindset

## 3. Target Audience

- Working professionals and team leaders
- Managers and business executives
- Entrepreneurs and startup founders
- Students aiming for personal development

- Corporate employees seeking productivity improvement
- Anyone interested in self-growth and leadership skills

## 4. Pre-Requisites

- No prior technical knowledge required
- Basic understanding of personal or professional challenges
- Willingness to learn and implement behavioral changes
- Open mindset for self-improvement

## 5. Course Content

### **Module 1: Introduction to Effectiveness**

- Paradigm shift and character ethics
- Principles of success

### **Module 2: Habit 1 – Be Proactive**

- Taking responsibility
- Circle of influence vs concern

### **Module 3: Habit 2 – Begin with the End in Mind**

- Vision creation
- Personal mission statement

### **Module 4: Habit 3 – Put First Things First**

- Time management matrix
- Prioritization strategies

### **Module 5: Habit 4 – Think Win-Win**

- Building mutual benefit relationships
- Abundance mindset

## **Module 6: Habit 5 – Seek First to Understand, Then to Be Understood**

- Empathetic listening
- Effective communication

## **Module 7: Habit 6 – Synergize**

- Team collaboration
- Leveraging diversity

## **Module 8: Habit 7 – Sharpen the Saw**

- Continuous improvement
- Work-life balance

