The FranklinCovey 7 Habits of Highly Effective People Signature Program

East-West Center, Jefferson Hall, Koi Room
1777 East West Road
Honolulu, Hawaii 96848

(2 Separate Sessions)

Session 1:
Tuesday—Wednesday, April 5-6, 2011
8:30 a.m.—4:30 p.m.

Session 2:
Thursday—Friday, April 7-8, 2011
8:30 a.m.—4:30 p.m.

Lunch is on your own.

Registration begins at 8:00 a.m.
Course Description:

Maybe you’ve heard about The 7 Habits of Highly Effective People—the best-selling business book of all time. Now you have a chance to implement the 7 Habits in your life by attending an exciting two-day program based on the powerful book.

The 7 Habits program is a dynamic training program that is based on powerful, proven principles. Participants will learn how to improve performance and results by first building a foundation of personal effectiveness, then by working successfully with—and through—others. The results? Increased leadership skills. Improved relationships of trust. Achievement of work/life balance.

During this engaging workshop, you’ll experience interactive exercises, case studies, and poignant video segments, and learn from the experiences of other participants.

Target Audience:

This course is applicable to anyone that wants to improve their personal performance. (DOT personnel, local agencies, administrative people, managers, laborers, LTAP employees, etc.)

Preliminary Agenda:

Day 1:
Foundation
Learn about the 7 Habits process, principles, and core concepts that serve as a framework for long-term effectiveness

Habit 1—Be Proactive
Take initiative, manage change, take responsibility and have accountability

Habit 2—Begin with the End in Mind
Define vision and values, set measurable goals, align goals to priorities, and focus on desired outcomes

Habit 3—Put First Things First
Focus on important activities, apply effective planning and prioritization skills, and use planning tools effectively

Day 2:
Habit 4—Think Win-Win
Build high-trust relationships, build effective teams, and learn effective collaboration

Habit 5—Seek First to Understand, Then to be Understood
Apply effective interpersonal communication, understand others, communicate viewpoints effectively, and become a better listener

Habit 6—Synergize
Value differences, apply effective problem solving and collaborative decision making, and build on divergent strengths

Habit 7—Sharpen the Saw
Achieve life balance and seek to continuously improve and learn

Instructors:

Kim Carr is the Program Coordinator of Operations, Outreach, and Communication for the West Virginia Local Technical Assistance Program (WV LTAP) located in Morgantown, WV. In this capacity, she is primarily responsible for managing the Center’s marketing, public relation, and partnering efforts, overseeing the day-to-day operations of the Center, coordinating events, working to expand current outreach, and developing and presenting soft-skills training.

Prior to joining the WV LTAP, Kim worked in the printing industry where her specialties were copyright issues and marketing, and in special events, coordinating operation details for concerts, plays, lectures, and other events. Kim has over fifteen years practical experience in the areas of marketing, advertising, event planning, and communication.

Kim has a bachelor of science degree in journalism and a master of science degree in counseling. Kim is a certified facilitator for FranklinCovey The 7 Habits of Highly Effective People Signature Program.

Gary Lanham graduated in December 1971 from West Virginia Institute of Technology with a BS degree in Civil Engineering and received a Masters in Communication Studies from West Virginia University in 1996.

He joined the West Virginia Air National Guard in 1972 and served as a Navigator in the 130th Airlift Wing for 30 years. Gary flew in Operation Desert Shield/Desert Storm, Bosnia, Kosovo, and numerous other missions. He retired from the Air National Guard as a Colonel in February 2002.

During his forty years as a P.E./P.S. with the West Virginia Division of Highways (WVDOT) he worked as Railway/Highway Engineer, State Utility Engineer, Manager of Operations, Engineering Programs Coordinator and Director of Training. He is a certified trainer in the 7 Habits of Highly Effective People and has trained over 900 people in its contents.

He has served on the WVLTAP Advisory Board, the Mid-Atlantic University Transportation Centers (MAUTC) Advisory Board, and is Vice-Chair of the West Virginia Transportation Engineering Technology Certification Board. Gary retired from the WVDOT in December 2010 and is enjoying traveling with his wife Kathy.