

“ Real character development begins with the humble recognition that we are not in charge, that principles ultimately govern.

- Dr. Stephen R. Covey



### ▼ PARTICULARS

Please see email announcement for details

### ▼ INQUIRIES

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**IRRI**  
INTERNATIONAL RICE RESEARCH INSTITUTE

THE **7** HABITS  
of Highly Effective People

HELP EVERY INDIVIDUAL BECOME HIGHLY EFFECTIVE

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HUMAN RESOURCE SERVICES  
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# The Habits of Highly Effective People Signature Program

## ▼ CHALLENGE

How do you improve workforce effectiveness?

An effective organization is driven by individual strengths. Unfortunately with common distractions, conflicting priorities, unclear objectives, poor communication, and lack of trust, it's easy to burn out and lose focus.

## ▲ OUTCOMES

### FranklinCovey's *The 7 Habits of Highly Effective People* Signature Program

1. Individuals learn how to take initiative.
2. Individuals develop a mission, vision, and values within their organization.
3. Individuals learn how to balance key priorities.
4. Individuals improve interpersonal communication.
5. Individuals learn how to leverage creative collaboration.
6. Individuals apply principles for achieving a balanced life.

PROGRAM OUTLINE	PERFORMANCE STATEMENT— PARTICIPANTS WILL BE ABLE TO:
<b>Habit 1</b> Be Proactive	Take initiative Manage change Take responsibility and have accountability
<b>Habit 2</b> Begin With the End In Mind	Define vision and values Set measurable team and personal goals Align goals to priorities Focus on desired outcomes
<b>Habit 3</b> Put First Things First	Execute strategy Focus on important activities Apply effective planning and prioritization skills Use planning tools effectively
<b>Habit 4</b> Think Win-Win	Build high-trust relationships Build effective teams Apply successful negotiation skills Use effective collaboration
<b>Habit 5</b> Seek First to Understand Then To Be Understood	Apply effective interpersonal communication Overcome communication pitfalls Understand others Communicate viewpoints effectively
<b>Habit 6</b> Synergize	Leverage diversity Apply effective problem solving Apply collaborative decision making Value differences Build on divergent strengths
<b>Habit 7</b> Sharpen the Saw	Achieve life balance Apply continuous improvement Seek continuous learning

