

TITLE

The 7 Habits of Highly Effective Managers

COURSE OVERVIEW

In this experiential workshop you will cultivate and improve your effectiveness by aiming to lead at a high level and transform your team for top results. Through practical examples, exercises and role plays, you will explore the 7 habits of effective managers.

COURSE DURATION

16 hours

DELIVERY FORMAT

Classroom

LOCATION

Classroom: 188 Syngrou Andrea Avenue, 17671 Kallithea Attica & e-class platform

COURSE OUTCOME

You will receive an ARKIAS ACADEMY Certificate.

COURSE CONTENT

Habit 1: Be proactive!

- Be proactive!
- Emotional Intelligence

Habit 2: Visualize something before you start it!

- Value and mission statements
- Smart (SMART) goals
- Create effective teams and team formation

Habit 3: Prioritize!

- Time management and prioritization
- Personality style - communicate with confidence
- Personality Questionnaire
- Stakeholder management and communication mapping

Habit 4: Everyone can win!

- The Johari Window
- Give and receive effective feedback
- Understanding different perspectives
- Effective negotiation

Habit 5: Seek understanding so that you can then be understood!

- Effective Interpersonal Communication
- Be assertive
- Listening skills (Be a good listener)
- Transactional analysis
- Mentoring skills

Habit 6: Tools.

- Motivation and motivation of individual/group
- Equality and Diversity
- Effective problem solving
- Critical Thinking
- Decision making

Habit 7: Sharpen the Saw.

- Managing People vs. Leadership

- Leadership Change
- Dynamic Presentations