



7 HABITS OF HIGHLY EFFECTIVE PEOPLE

COURSE OVERVIEW

Participants in this programme will gain an understanding of how to apply the *7 Habits of Highly Effective People* both in the personal lives and in their careers.

The profile provides individuals with a good look at their own effectiveness from several viewpoints at any situations.

OBJECTIVES

Candidates will explore and develop skills by means of an adult learning model that employs lecture, practical exercises, case studies and self-directed learning.

Candidates will be able to identify and collect the most significant points from "*The 7 Habits of Highly Effective People*" in analyzing situations and decision making.

A self understanding of situational and environmental factors in any circumstances and developing the ability to solve by utilizing the exact situational decisions.

WHO SHOULD ATTEND

1. Managers
2. Executives
3. Engineers / Supervisors / Technicians
4. Head of Departments

COURSE CONTENT

DAY 1

1) **BE PROACTIVE**

Promotes courage to solve problems, accept responsibility and improve accountability in order to achieve goals.

2) **BEGIN WITH THE END IN MIND**

Provides common purpose and direction for police personnel and unites the department and community under a shared vision and mission.

3) **PUT FIRST THINGS FIRST**

Emphasizes prioritization and individual action in accomplishing the most important things first.

4) **THINK WIN WIN**

Enhances conflict resolution and helps individuals seek mutually beneficial solutions, increasing community momentum.

DAY 2

5) **SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD**

Foster deeper understanding and clearer communication through listening skills, resulting in heightening trust and timely solutions of problems.

6) **UTILIZATION/ SYNERGIZE**

Encourages personnel and citizens takes advantage of diverse perspectives and ideas to discover new options by utilizing the situational process and identification

7) **SHARPEN THE SAW**

Promotes balance and continuous improvement while safeguarding against burnout and ineffectiveness through social, emotional, physical, and intellectual renewal.

TRAINER

PESDC has a panel of professionally qualified, well-trained and industrially experienced technical trainers.

COURSE FEE (SSK-P15)

RM550.00 per pax

(Inclusive of course materials, lunch and refreshment)

Certificate of Achievement will be awarded upon successful completion of the course.

SBL / SBL-KHAS Claimable

COURSE DETAILS

Duration : 2 Days (16 hours)

Date : flexible

Time : 9.00am to 5.00pm

Venue : PESDC Training Complex / In-House

For Further Enquiries, please contact:

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