

7 Habits of Highly Effective People

MICROCREDENTIAL



DELIVERY

Online; 7 sessions, 2 hours per session

PRICE

\$710

MORE INFO

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NHTI.edu/btc

[Register Here](#)

This course is based on Stephen R. Covey's book, "The 7 Habits of Highly Effective People®," which is a bestseller for the simple reason that it ignores trends and pop psychology and focuses on principles of fairness, integrity, honesty, and dignity for personal effectiveness, leadership development, and change. This proven process of begins with an introduction to the paradigms and principles of effectiveness.

Accurate and Proven Methodology

You'll explore the habits that lead to personal mastery, then transition to the habits that improve our interpersonal communications and relationships and the importance of making self-care a priority. You'll learn to identify areas in your life that matter most and develop a plan for turning ideas and good intentions into action.

About the Instructor

Debra Schuler is a lifelong learner dedicated to helping individuals lead themselves with clarity, purpose, and intention to achieve fulfillment, joy, and success. She works with companies, youth non-profits, colleges and universities, and women-in-transition to inspire others to take bold risks, realize their full potential, and achieve greatness. She earned her B.S. in Management from Rivier University and a certificate in positive psychology from Dr. Tal Ben-Shahar and the Kripalu Center for Yoga and Health. She is a graduate of Butera School of Art in Boston and a member of the International Expressive Art Therapy Association. She lives in Portsmouth with her husband and son. For more information, visit www.ensolifebydesign.com.

Microcredential Topics and Schedule

Session 1 7 Habits Microcredential Orientation and Overview

This session provides you with a full program orientation, including the

Zoom tools, logistics, participation expectations, resources, course kit, and “Foundations of the 7 Habits.” This session is the foundation to success in developing your “7 Habits of a Highly Effective Person.”

Session 2 Habit 1: Be Proactive

Success is perceived by what we see on the surface; true development of effectiveness comes from the inside-out and is more about character than personality. Our learning journey begins with proactively taking responsibility for your life. Proactive people recognize that they are “response-able.” They do not blame genetics, circumstances, or conditions for their behavior. They consciously choose their behavior.

Session 3 Habit 2: Begin With the End in Mind

People are working harder than ever, but because clarity and vision are often lacking, they are not getting far in terms of overall fulfillment and happiness. Highly effective people make a conscious effort to visualize who they are and what they want. It's about reconnecting with your strengths and uniqueness and then defining the personal, moral, and ethical guidelines within that you can most happily express and fulfill yourself.

Session 4 Habit 3: Put First Things First

To live a more balanced existence, you have to recognize that not doing everything that comes across your path is okay. There's no need to overextend yourself. Highly effective people realize that it's alright to say no sometimes to focus on priorities. Putting first things first is not just about time management, it's about life management. What are “first things”? Those things you personally find most valuable and meaningful.

Session 5 Habit 4: Think Win-Win

Thinking win-win is not about being nice, nor is it a compromise. It is a character-based code for human interaction and collaboration. Most of us think about succeeding in terms of someone else failing – if I win, you lose; if you win, I lose. Highly effective people see life as a cooperative arena, not a competitive one. It's a frame of mind and heart that constantly seeks mutual benefit, which is also critical to understanding others.

Session 6 Habit 5: Seek First to Understand, Then to Be Understood

Communication is the most important skill in life. We spend years learning how to read, write, and speak, but what about listening? Most people seek first to be understood, to get their point across, and in doing so may ignore the other person or selectively hear only certain parts of the conversation and miss the meaning entirely. Seeking first to understand is listening with the intent to understand, not to reply, which establishes mutual respect and opens the door to creative cooperation – the mindset that the whole is greater than the sum of the parts.

Session 7 Habits 6 and 7: Synergize and Sharpen the Saw, Key Takeaways, and Action Planning

Sharpening the saw means preserving and enhancing the greatest asset you have: You. It means having a balanced program for self-renewal in the four key areas of your life: physical, social/emotional, mental, and spiritual. Renewing yourself in each facilitates growth and change and inspires you to practice the other six habits. You increase your capacity to produce and effectively handle challenges. We conclude our session with individual reflection, sharing of key takeaways, and action planning to set you up for success.

NHTI – Concord's Community College

NHTI is a dynamic public institution of higher learning that provides accessible, rigorous education for students, businesses, and the community. We create pathways for lifelong learning, career advancement, and civic engagement, offering 80+ academic programs to 4,600+ students annually. NHTI is a member of the Community College System of New Hampshire and since 1969 has been accredited by the New England Commission of Higher Education, a nongovernmental, nationally recognized accrediting agency.

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