IUPUI is offering this empowering 3-day workshop on:

**December 13-15**
*Time:* 8:30 a.m. to 4:30 p.m. each day  
*Location:* University Library, Room 1126  
*Facilitated by:* Marilyn Bedford, Training & Development Consultant, HRA  
Dan Griffith, Training & Development Manager, HRA  
*Registration deadline:* November 14

You’ll learn how to...
- Develop stronger, more satisfying relationships based on trust
- Communicate more effectively with others in ways that help you accomplish more while making a positive impact on all your interactions
- Become a more influential leader
- Handle everyday challenges and difficulties in a proactive and constructive manner
- In fact, you’ll become more effective at *everything* you do!

Is this workshop for you? The answer is “yes” if you want to take a giant step forward toward finding your own path for living with fairness, integrity, honesty and dignity—principles that will enable you to adapt to change and give you the wisdom and confidence to explore the opportunities that change creates. This may be a watershed event in your life!

Why three days? This is not a shortcut to success workshop. On the contrary, it is a total immersion in the 7 Habits process that promises nothing short of life-changing results. It requires a genuine willingness on your part to move forward in your life and career.

**Fee:** $299.00  
Cost includes participant manual, break service, Franklin Covey Planner, and 360º Profile.  
(Note: If you do not wish to participate in the 360º profile assessment process, the cost for the program is $199.00). Lunch is on your own.  
*Note:* To participate in the 360º Profile assessment process, you must register by the dates indicated above.

**Registration Information:**
Register online at: [http://www.hra.iupui.edu](http://www.hra.iupui.edu). Fees may be charged to your departmental account or paid by personal check payable to Indiana University.  
*Please note:* If you are unable to attend you may send a colleague in your place; however, the fee will be non-refundable.  
Please direct any questions to Sandy Stone at 274-4438 or sastone@iupui.edu.

*Please note:* Register soon! This session is open to 24 participants. (A minimum of 10 people must be registered or the series will be cancelled.)
7 Habits Course Agenda

Foundational Principles
- Character: Your personality is the tip of the iceberg; your character is where the weight of real effectiveness lies.
- Principles: Natural laws or fundamental truths, principles are what govern—not social values
- Emotional Bank Account®: Every interaction with another person is a withdrawal—or deposit—of trust in the relationship.
- Paradigms: Sometimes all it takes to change your behavior is to change your point of view.

Habit One: Be Proactive – The Habit of Personal Vision
- How can you become more proactive and less reactive? Allow yourself the freedom to choose a response
- Circle of Concern -vs.- Circle of Influence: Be a more influential leader by working on things you can control

Habit Two: Begin With the End in Mind – The Habit of Personal Leadership
- Draft your own Personal Mission Statement—You need a plan if you’re to live with vision, purpose and mission
- You shape your own future—mentally envision it, then physically create your own positive results

Habit Three: First Things First – The Habit of Personal Management
- Are you living in “Quadrant II” where building relationships, planning, and preparing are a priority?
- Using the Six-Step Process to focus on importance instead of urgency

Habit Four: Think Win-Win – The Habit of Mutual Benefit
- The magic key to influencing others
- How Win-Win leaders get better results in relationships by cooperating interdependently rather than independently

Habit Five: Seek First to Understand, Then to be Understood – The Habit of Empathetic Communication
- Become a person whom others trust—Empathetic Listening® makes people believe you care about their needs
- Video: “I Know Just What You Mean” and the difficulty of communicating when people don’t listen

Habit Six: Synergize – The Habit of Creative Cooperation
- Building teamwork and trust by recognizing all team members contribute to success—just in different ways
- Synergy works! Address problems and opportunities in a way that leads to a Third Alternative

Habit Seven: Sharpen the Saw – The Habit of Renewal
- “Sharpen the Saw” to take on the challenges of daily living—focus on body, mind, spirit and relationships
- The secret of highly effective people who seem to effortlessly balance their tasks and resources

Don’t have time to attend a three-day workshop?
IUPUI also offers a one-day Introduction to 7 Habits Workshop. This workshop provides an overview of the 7 Habits. Though not as in-depth as the three-day workshop, it provides concrete information on each of the habits and how they are important in reaching true interdependence and effectiveness in your life. The Introduction to 7 Habits Workshop will be offered in either three half-day sessions or in a full one-day format. The cost is $99.00 which includes a participant handbook, a weekly planner, and break service. This program does not include the 360º Profile. Look for information regarding the availability of this workshop in future editions of HR Update.