



**QASSP** LEARNING

# 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

MASTER INFLUENCE, ENGAGEMENT AND COLLABORATION



## LOCATION

Brisbane  
29 Baxter Street, Fortitude Valley



## DATE

Thursday 13 & Friday 14  
October 2022



## INVESTMENT

Members | \$935 (inc. GST)  
Non Members | \$1045 (inc. GST)

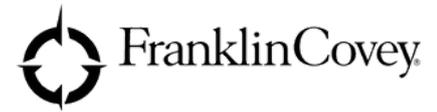
## WHAT YOU WILL LEARN

Habits are a powerful force in our lives, they help determine our level of effectiveness or ineffectiveness. This seven-module program, offered over two days, allows participants to achieve greater productivity, improved communication, increased influence, and laser-like focus on critical priorities. Ideal for educators and leaders who want to lead effectively and improve results.

## OUTCOMES

- ✓ Define clear measures of success and create a plan to achieve them for both life and work
- ✓ Develop innovative solutions that leverage diversity and satisfy all key stakeholders
- ✓ Collaborate more effectively with others by building high-trust relationships

# PROGRAM



## Day One

8.30AM Registration

9.00AM **Habit One: Be Proactive**

Participants will learn to achieve extraordinary results by consistently executing their resourcefulness and initiative to break through barriers. This session builds the practices of taking initiative, managing change, responding proactively, keeping commitments, taking responsibility and having accountability.

10.30AM Morning Tea

11.00AM **Habit Two: Begin With the End in Mind**

In this session participants explore how to develop an outcome-oriented mindset in every activity they engage in—projects, meetings, presentations, contributions, etc. The workshop focuses on the skills of defining vision and values, creating a mission statement, set measurable team and personal goals, starting projects successfully, aligning goals to priorities, and focusing on desired outcomes.

12.30PM Lunch

1.15PM **Habit Three: Put First Things First**

Over these two sessions, participants will explore strategies to eliminate energy and time-wasting tendencies by focusing and executing on the team's wildly important goals with a weekly planning cadence. The skills built in these sessions include executing strategy, applying effective delegation skills, focusing on important activities, and applying effective planning and prioritisation skills.

3.00PM Workshop Closes

## Day Two

8.30AM Registration

9.00AM **Habit Four: Think Win Win**

Participants in this session explore the skills to lead teams that are motivated to perform superbly through a shared expectation and accountability process. These skills include building high-trust relationships, building effective teams, applying successful negotiation skills, using effective collaboration, and building productive business relationships.

10.30AM Morning Tea

11.00AM **Habit Five: Seek First to Understand**

Highly effective organisations create an atmosphere of helpful give-and-take by taking the time to fully understand issues, and give candid and accurate feedback. In these sessions participants learn to apply effective interpersonal communication, overcome communication pitfalls, apply effective listening skills, understand others, reach mutual understanding, communicate viewpoints effectively, and apply productive input and feedback.

12.30PM Lunch

1.15PM **Habit Six: Synergise & Habit 7: Sharpen the Saw**

Great leaders demonstrate innovative problem-solving skills by seeking out differences and new and better alternatives. Participants in this session build this practice by exploring the skills of leveraging diversity, applying effective problem solving, applying collaborative decision making, valuing differences, building on divergent strengths, leveraging creative collaboration, and embracing and leveraging innovation. Participants discover how tapping into the highest and best contribution of everyone on a team by unlocking the total strength, passion, capability, and spirit of each individual will result in continual improvement.

3.00PM Workshop Closes



## ABOUT QASSP LEARNING

QASSP provides quality and customisable learning for all stages of an educator's career. This is learning for the profession, by the profession.