

# NORTHEAST AREA TRAINING OPPORTUNITY

<b>COURSE TITLE</b>	<b>THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE</b>
<b>VENDOR</b>	<b>AG-1 (CP), East Region, Northeast Area HRD</b> <b>305 Longs Corner Road</b> <b>Aberdeen Proving Ground, MD 21005</b>
<b>DATES/LOCATION</b>	<b>21-23 Jul 09 Class# 010 / Aberdeen Proving Ground, MD</b>
<b>LENGTH</b>	<b>3 Days (24 Hours)</b>
<b>START/END TIMES</b>	<b>0800-1600</b>
<b>COST</b>	<p><b>No training costs for CP-10 students.</b></p> <p><b>All applicants that are not CP-10 will be required to pay for class books cost \$120.00 please call course manger at 410-306-1202/4-1202</b></p> <p><b>Travel and per diem to Aberdeen, MD to be funded by CPACs or your organization. This course is not CHRA Funded</b></p> <p><i><b>*Please note that this is a closed class specifically for the CP-10 community. If you wish to bring this class to your organization, please notify the course manager.</b></i></p> <p><b>Included in this course is:</b></p> <ul style="list-style-type: none"> <li>• Participant Guidebook – This 174-page manual is filled with examples and exercises that continue to enhance the learning process after the workshop is over.</li> <li>• The 7 Habits Seven-Week Contract</li> </ul>
<b>REGISTRATION DEADLINE</b>	<ul style="list-style-type: none"> <li>• <b>10 Jul 09 for class # 010</b></li> <li>• Call the Course Manager if you have a nomination but have missed the suspense; there may still be spaces available.</li> </ul>

## COURSE MANAGER

Henry Vargas: [vargas@us.army.mil](mailto:vargas@us.army.mil)

(DSN 458.1202 or COMM 410.306.1202)

## COURSE DESCRIPTION

*"Your power to choose the direction of your life allows you to reinvent yourself, to change your future, and to powerfully influence the rest of creation."* ~ Stephen R. Covey

**An intensive, three-day workshop that provides participants with a robust and tactical implementation plan to fully integrate The 7 Habits into their lives.**

**For The 7 Habits Flash presentation please visit:**

[http://www.franklincovey.com/flash/FC\\_7H\\_signature\\_program\\_v8.swf](http://www.franklincovey.com/flash/FC_7H_signature_program_v8.swf)

### Course Outline:

#### Day One

- Habit 1: Be Proactive – Recognize how choices based on personal experience or beliefs can profoundly impact your effectiveness, both positively and negatively.
- Habit 2: Begin with the End in Mind – Develop a clear definition of what is and is not important to you by creating the most important roadmap you'll ever have – your Personal Mission Statement.

#### Day Two

- Habit 3: Put First Things First – Increase the balance and fulfillment of your professional and personal life by investing a few minutes each day in the same planning process used by many of the world's most successful people.
- Habit 4: Think Win-Win – Build a team that finds faster and better solutions through clear expectations, shared responsibilities, and an understanding of priorities.

#### Day Three

- Habit 5: Seek First to Understand, Then to Be Understood – Develop the skills of effective communication that lead to greater influence and faster problem solving.
- Habit 6: Synergize – Value and celebrate differences and understand how they contribute to more innovative and intelligent solutions.
- Habit 7: Sharpen the Saw – Maintain and increase your newfound effectiveness by continually renewing yourself mentally and physically.

### There are four class scheduled:

- Class# 010, 21-23 Jul 09, Class# 011, 11-13 Aug 09, Class# 012, 15-17 Sept 09 all class will be held at APG, Maryland.

## WHO SHOULD ATTEND AND PREREQUISITES

**Target Audience:** Designed for anyone looking to become a more effective person – regardless of your occupation, position, or stage in life.

**Prerequisites:** None

## METHOD OF INSTRUCTION

Lecture with group activities, presentations, role-plays, etc.

## HOW TO NOMINATE

To apply for the scheduled class listed in this announcement, click on the following link to CHRTAS:

<https://www.atrrs.army.mil/channels/chrtas/default.asp?page=main.asp>

If this is your first time using CHRTAS it is recommended that you view the CHRTAS Tutorials available under the Help Bar.

Below are the steps you will need to build a Student Profile in CHRTAS and apply for a class:

If this is the first time you have used CHRTAS, you will need to click on [Update/Create Student Profile](#). If you already have a profile built, click on [Prepare Application](#).

Click on **Apply for Training**

1. Click on **FY2009**
2. Click on the training type – **Civilian HR Training**
3. Click on **Region** and select “0104-CHRA NORTHEAST REGION”
4. Click on **Course** and select “OB7AHA – The 7 Habits of Highly Effective People
5. Click on and select “APG, MD (0104)”, select Class# 010 to register
6. Review all information on the screen and make any corrections. This information flows from your student profile.
7. Click on **Submit this Application**

You will receive a verification email from CHRTAS. Your supervisor will receive an email for action/approval. It is important that the supervisor take prompt action.

**NOTE:** Only one supervisor is required. Your nominating supervisor should be identified and

Email address must be entered and verified. Copy and pasting into the verification block will NOT be accepted; you must retype the email address in. The approving supervisor block may be left blank.

For any problems, questions, or if special needs are required to accommodate an attendee (wheelchair access, interpreter, etc) please contact the Course Manager.

**Do not attend unless you have received confirmation from the Course Manager.**

Although we try to accommodate all training needs, an application in CHRTAS does not guarantee a space allocation. Check with the Course Manager if you have not received confirmation two-four weeks prior to the class starting date.

## **CANCELLATION POLICY**

To cancel, please go into CHRTAS and select Review / Edit / Cancel Applications. Select course and click on cancel. After the registration deadline, you will need to contact the Course Manager to request cancellation.