***7 Habits of Highly Effective People – One Day Program***

June 6 from 8:30am – 4:30pm CST

Cost = $150.00

Intended audience: General

Join us for a new, one day offering of one of the most popular training programs being delivered in universities and organizations worldwide! The program, created by the Franklin Covey Company, is based on one of the best-selling books of all time, The 7 Habits of Highly Effective People.

In this one day program, participants learn to:

• Assume full accountability for results

• Identify what matters most in their work and personal lives

• Prioritize and achieve their most important goals, instead of constantly reacting to urgencies

• Collaborate more effectively by building relationships of trust and mutual benefit

• Effectively communicate in all aspects of their lives, including the digital world

• Approach problems and opportunities with creative collaboration

• Integrate continuous improvement and learning

**NOTE - Cancellations for this course must be made 10 business days before the class date.** If a registered participant cancels within 10 business days of the date of training that has a fee, a conference, or a seminar, the department will be charged the full fee. If the department will not pay, the individual will be invoiced for the amount. Departments are welcome to send a substitute if the registered attendee must cancel within this 10 business-day period.​​

***Critical Conversation Skills***

June 7 from 8:30am – 11:30am CST

Intended audience: General

Based on the NY Times bestselling book, *Crucial Conversations: Tools For Talking When Stakes Are High*, this class will give you the tools necessary to prepare for high-stakes conversations, transform anger and hurt feelings into powerful dialogue, and make it safe to talk about almost anything.

***What’s My Leadership Style?***

June 7 from 1:00pm – 4:00pm CST

Cost = $35.00

Intended audience: Supervisors, managers and team leaders

Participants will define leadership styles, complete an inventory to assess their own leadership styles, and apply what they discover to real-life situations. With this information, they will be able to make deliberate choices about the most effective way to lead in different situations.  The $35 fee covers purchased booklet and assessment. 

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