



Course Location:  
AGC SAn Diego Training Center  
6212 Ferris Square  
San Diego, CA 92121

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## **SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE BUILD LEADERS AT EVERY LEVEL OF YOUR ORGANIZATION**

**Presenter: Dr. David Carroll**

The purpose of the workshop is to provide you with an overview of the Steven Covey's "7 Habits of Highly Effective People".

This overview will enhance your ability to incorporate the 7 Habits into your life.

Course Outline: Develop a Personal Mission Statement as a foundation for "Being Proactive" and "Beginning with the End in Mind", Use your calendar as a foundation for applying "First Things First" to your life, Use Time Management concepts to make the first 3 habits work for you, Use team thinking and evaluation concepts as a foundation for "Think Win-Win", Learn questioning and listening skills as a foundation for "Seek First to Understand" Work a large group simulation as a foundation for "Synergizing" and wrapping the first 6 habits together, Improve your skills by integrating these practices into your life.

How You Will Benefit:

1. Develop a Personal Mission Statement as a foundation for "Being Proactive" and "Beginning with the End in Mind"
2. Use your calendar as a foundation for applying "First Things First" to your life.
3. Use Time Management concepts to make the first 3 habits work for you
4. Use team thinking and evaluation concepts as a foundation for "Think Win-Win"
5. Learn questioning and listening skills as a foundation for "Seek First to Understand"
6. Work a large group simulation as a foundation for "Synergizing" and wrapping the first 6 habits together.
7. Improve your skills by integrating these practices into your life.

Who Needs to Attend: Anyone who manages multiple projects and faces expanding workloads, tight time lines, and increased uncertainty.

Presenter: Dr. David Carroll

**Date: November 7, 2017**

**Time: 8:00am - 4:00 pm**

**Course Tuition: AGC Members \$375 | FREE/PERSON AGC Journeyman | Non Members \$475**

**Registration:** Online Registration Must be completed [WWW.AGCSD.ORG](http://WWW.AGCSD.ORG)

DEADLINE TO REGISTER IS OCTOBER 24, 2017

THIS SEMINAR NORMALLY RUNS \$595 PER PERSON, THROUGH OUR PARTNERSHIP WITH LEARNSOFT WE ARE ABLE TO OFFER TO OUR AGC MEMBERS AND AFFILIATES AT A DISCOUNT

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**Cancellations and/or Changes Policy:** Cancellation notification must be received in writing no later than three business days prior to the scheduled course date. Substitute registrants can be named at any time. A full refund - minus a 5% processing fee if paid by credit card - will be given if notification is received by AGC San Diego three business days prior to the course start date. If a cancellation is received within the three business day time frame, or if registrant(s) elects not to attend, attendee will forfeit the entire course fee. Those participants using using AGC Journeyman Trust funds must adhere to the cancellation policy. If a late cancelation or NO SHOW occurs the participating COMPANY and not the AGC Apprenticeship Trust is liable for the tuition.

**Payment:** Payment can be made online by credit card or PayPal. Master Card, Visa, Discover and American Express are accepted. Checks to be made payable to AGC San Diego. Invoice option is only available for AGC San Diego Chapter members. Full course payment must accompany each registration for all attendees at least seven days prior to the course start date. Contact Inna Alizade in Accounting for payment confirmations, refunds or receipts. [inna@agcsd.org](mailto:inna@agcsd.org)