



The 7 Habits of Highly Effective Teens





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Student Leadership Course

Developing life-readiness skills prepares your students to lead their own lives and face difficult challenges.

Everyone is a leader, but not everyone is an effective leader. Effective leaders do things in ways that yield lasting positive results and live by timeless, universal principles. Principles provide constancy amidst change; each of the 7 Habits is based on principles of effectiveness that will guide your students through life's greatest challenges.

Stephen R. Covey showed that there is a path that leads to The Private Victory and the Public Victory.

Each of the 7 Habits is based on principles of effectiveness, paradigms that are aligned with principles and practices that produce effective results. These habits help individuals become leaders of themselves and others. You can think of these 7 Habits like a tree.

1. THE PRIVATE VICTORY®

- The first three habits form the roots of the tree, and only I can change them. If I try to change other people before changing myself, it won't work. All change starts with me. It's an inside-out approach.

2. THE PUBLIC VICTORY®

- The next three habits form the trunk and branches of the tree. These habits deal with getting along with other people. If I haven't won the Private Victory, I will not have much success with the Public Victory.

3. RENEWAL

- Above the tree are the things that nurture it, such as rain and sunshine. Habit 7 is the habit of renewal. It breathes life and vitality into all the other habits.

Based on a foundation of The 7 Habits of Highly Effective Teens, this course teaches skills and principles that help prepare students for life.



THE 7 HABITS OBJECTIVES

HABIT	PARTICIPANTS WILL:
PARADIGMS AND PRINCIPLES OF EFFECTIVENESS	<ul style="list-style-type: none">• Assess paradigms and align to principles of effectiveness.
HABIT 1: BE PROACTIVE*	<ul style="list-style-type: none">• Focus and act on what you can control and influence instead of what you can't.
HABIT 2: BEGIN WITH THE END IN MIND*	<ul style="list-style-type: none">• Define clear measures of success and a plan to achieve them.
HABIT 3: PUT FIRST THINGS FIRST*	<ul style="list-style-type: none">• Prioritize and achieve your most important goals instead of constantly reacting to urgencies.
HABIT 4: THINK WIN-WIN*	<ul style="list-style-type: none">• Collaborate more effectively by building high-trust relationships.
HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD*	<ul style="list-style-type: none">• Influence others by developing a deep understanding of their needs and perspectives.
HABIT 6: SYNERGIZE*	<ul style="list-style-type: none">• Develop innovative solutions that leverage differences and satisfy all key stakeholders.
HABIT 7: SHARPEN THE SAW*	<ul style="list-style-type: none">• Increase motivation, energy, and work/life balance by making time for renewing activities.

FOUNDATION

Principles of Effectiveness

Your Habits, Your Life Your life is a collection of habits. Therefore, it is good to be aware of your habits and how they impact your life.

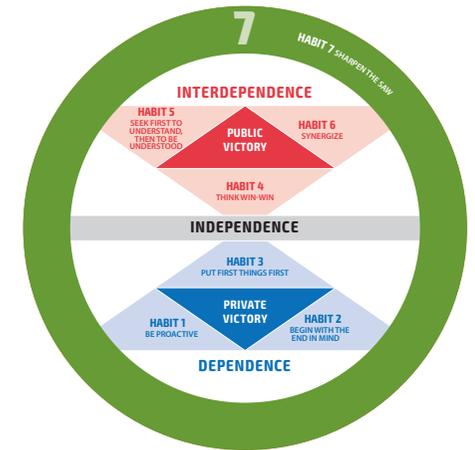
Effective Leadership Everyone is a leader, including you. But not everyone is an effective leader. Effective leaders do things in ways that yield lasting positive results.

The 7 Habits® Highly effective people exhibit seven habits in common.

The Maturity Continuum® There is a meaningful sequence to the 7 Habits that changes slowly over time. The sequence helps people mature from being dependent to being independent and then to being interdependent.

Paradigms: The Key to Change A paradigm is your point of view, belief, or mental map. If you want to change a habit, change a paradigm.

Timeless Principles Effective leaders live by timeless, universal principles. Principles provide constancy amidst change. Each of the 7 Habits is based on principles of effectiveness.



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HABIT 1: BE PROACTIVE®

The Habit of Personal Responsibility

Taking Responsibility Proactive people take responsibility for their choices. They show initiative to get things done and don't blame others or make excuses for their mistakes. The opposite of proactive is reactive.

Choose Your Weather Proactive people choose their weather. Whether it rains or shines makes no difference to them in choosing their moods and actions. Happiness, like unhappiness, is a choice.

Proactive Language You can tell almost instantly if someone is reactive or proactive by listening to his or her language. Reactive people talk about how helpless they are. Proactive people speak the language of "I can."

The Circle of Influence Within the scope of your life, there are many things you have power to influence and things over which you have no control. Effective people proactively focus their energies on things they can truly control. When they do, their influence grows.

Transition Person A transition person replaces unhealthy, harmful, or abusive patterns of behavior with proactive patterns of behavior. A transition person turns tragedy into triumph, turmoil into peace, and ignorance into wisdom.

HABIT 2: BEGIN WITH THE END IN MIND®

The Habit of Personal Vision

The Mental Creation Habit 2 helps you identify the life you want to live, and then set goals and make plans to make that life a reality. This takes vision.

Purpose-Filled Living People naturally want to know they are persons of worth with meaningful purposes in life. Highly effective people proactively design purpose into each day.

Personal Mission Statement A personal mission statement inspires you to think deeply about your life purposes and future decisions. A mission statement is like a compass for your life.

Life Goals Mission statements, long-term life goals, and short-term goals work together to give life a sense of purpose and direction.

In Everything You Do Habit 2 applies not only to creating mission statements and setting life goals, but to most everything you do in life.



HABIT 3: PUT FIRST THINGS FIRST®

The Habit of Personal Management

Live with Integrity Habit 3: Put First Things First is about spending your time on what is most important. It is about having the discipline to live true to your mission statement and to your priorities.

Quadrant 2 Living Everything people do fits into one of four quadrants. Highly effective people focus their time and energy in the top two quadrants, and say no to the lower two quadrants.

Plan Weekly, Adapt Daily Effective leaders are effective planners. They make long- and short-term plans for how to achieve their goals, and then schedule their plans. Weekly planning is particularly important to them because it allows them to live a balanced life.

Courage in the Moment of Choice It can be easy to set goals or make big plans. What is not always easy is carrying out plans and goals. Making the correct decision in the moment of choice takes courage.

Organize Your Stuff Once you are focused on doing what is effective (the right things), then being efficient (to do things right) matters. This includes getting organized.

HABIT 4: THINK WIN-WIN®

The Habit of Mutual Benefit

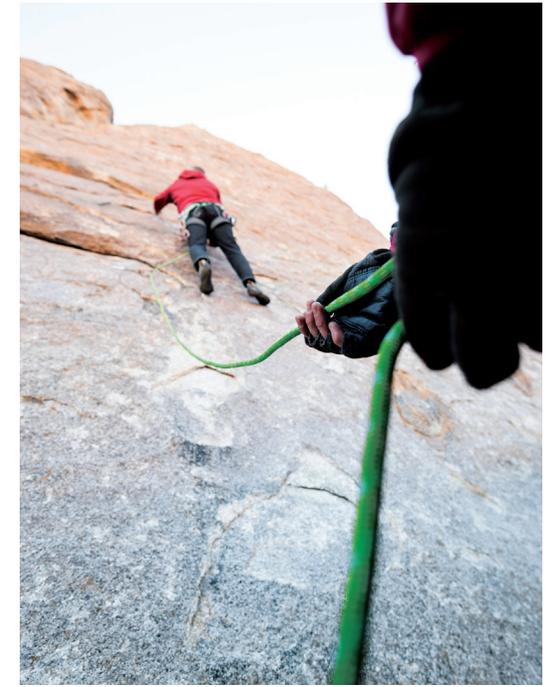
From Private to Public Victory® Habit 4: Think Win-Win shifts you from the Private Victory to the Public Victory. Habits 1-3 focus on leading self, Habits 4-6 move toward interdependence with a focus on leading others.

Think Win-Win Habit 4: Think Win-Win indicates that more than one person can win in life. No one has to be a loser. Even in a competition where someone wins, losing does not make another a loser.

The Emotional Bank Account With a regular bank account, a person increases the account balance by depositing money and decreases the balance by withdrawing money. An Emotional Bank Account (EBA) is based on trust instead of money.

Signs of Win-Win A person's words and actions reveal whether he or she is thinking win-win. These tell-tale signs indicate you have an Abundance Mentality.

Healthy Competition Competition does not have to be win-lose. Some competition is very healthy—and fun. Competition can build character and increase skills for all competitors. That is win-win.



HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD®

The Habit of Empathic Communication

Diagnose Before You Prescribe® People commonly prescribe solutions to problems before making a proper diagnosis. Highly effective people first take the time to deeply understand a problem before offering a solution.

Attentive Listening Good communication begins with good listening. Highly effective people are attentive listeners.

Empathic Listening Empathic Listening is a level above attentive listening. When a situation is contentious or emotions are involved, Empathic Listening is the most appropriate way to listen. Empathic Listening requires using the ears, eyes, and heart to detect people's deepest feelings.

Then to Be Understood Habit 5 is an inside-out approach. By first seeking to understand people, you put yourself in a stronger position to influence them.

"I" Messages Just as it is important in emotional situations to listen empathetically, it is also important in emotional situations to communicate effectively. "I" messages convey feelings without attack.



HABIT 6: SYNERGIZE®

The Habit of Creative Cooperation

Together is Better We live in an interdependent world. This means we depend on others for many aspects of life. In such circumstances, working together truly is better.

Celebrating Differences Synergy arises out of differences in strengths. Therefore, synergy does not merely tolerate or value differences; it optimizes and celebrates those differences.

Complementary Teams Complementary teams are teams where individuals' strengths are optimized and their weaknesses are made irrelevant.

3rd Alternatives The first alternative is your way. The second alternative is my way. The 3rd Alternative is the high way. It is better than either of the first two alternatives.

Barriers to Synergy Just as there are forces that create synergy, there are barriers that restrain synergy. Leaders work to remove these barriers.



HABIT 7: SHARPEN THE SAW®

The Habit of Daily Self-Renewal

Live a Balanced Life It is important to stay current with all the changes and new learnings in life. Habit 7 helps you to live a balanced life and stay relevant in a global environment.

Renewing the Body Your body is a great asset. So it makes sense to keep it fit and feeling good. Exercise, sleep, nutrition, and hygiene all work toward that end.

Renewing the Heart The heart is often symbolic of a person's emotions and close relationships. Caring for your emotions by maintaining important relationships helps to keep you happy and progressing.

Renewing the Mind One purpose of formal education (school) is to teach students how to become lifelong learners. Minds, like muscles, need continuous work to stay fit.

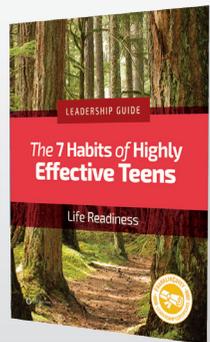
Renewing the Spirit Spirit is a combination of your will, determination, courage, vigor, enthusiasm, inner self, and fortitude. It is motivated by a sense of meaning and contribution.

Real behavior change takes time and dedicated practice. That's why attending The 7 Habits workshop is not just a one-time event. Rather, the program is built as a process where each person first takes a self assessment to measure their current effectiveness. Then they attend the 7 Habits program, where they learn and practice the new paradigms, behaviors, and skills that help them become more effective. They will be invited to take another self assessment in 3 months.

THE 7 HABITS PROCESS



WORKSHOP MATERIAL



CERTIFICATE OF COMPLETION



For more information about FranklinCovey's **The 7 Habits of Highly Effective Teens** offering, contact us at (852) 2553 1788 or visit our website www.hkacademyofleadership.com.

ABOUT FRANKLINCOVEY

Transform organizations by building exceptional leaders, teams, and cultures that get results.

Franklin Covey Co. (NYSE: FC), a global performance improvement company that creates, and distributes world-class content, training, processes, and tools that organizations and individuals use to achieve systemic changes in human behavior. Our world-class solutions enable greatness in individuals, teams, and organizations. These solutions are available across multiple delivery modalities, including online presentations, in 21 languages. Clients have included organizations in the Fortune 100, Fortune 500, thousands of small and mid-sized businesses, numerous government entities, and educational institutions. FranklinCovey has directly owned and licensee partner offices providing professional services in more than 160 countries and territories.

ABOUT FRANKLINCOVEY EDUCATION

Enable greatness in students, educators and school communities everywhere.

For nearly three decades, FranklinCovey Education, a division of FranklinCovey, has been one of the world's most prominent and trusted providers of educational-leadership programs and transformational processes. FranklinCovey's programs, books, and content have been utilized by thousands of public and private primary, secondary, and post-secondary schools and institutions, including educational service centers and vocational schools in all 50 states within the United States and in over 50 countries.

The services and products FranklinCovey Education offers are best in class. In partnership with top educators, FranklinCovey Education invests significant continual resources into training, coaching, and materials to develop and consistently improve the educational materials to ensure lasting, positive change.

ABOUT HONG KONG ACADEMY OF LEADERSHIP

Since 2014, Hong Kong Academy of Leadership (the Academy) has offered the renowned 7 Habits workshops to schools in Hong Kong and in Macau. As partners of FranklinCovey Education, we provide a suite of workshops tailored for kindergarteners, primary and secondary students, young adults transitioning into university life, families, and educators. Participants are engaged and involved in our workshops to enhance their personal effectiveness, sense of proactivity, gaining the toolset, mindset, and skillset to unleash their potential.

Our mission is to cultivate a community of people, who are inspired to develop their own character strengths to become individual leaders and build effective interpersonal relationships. In short, we wish that all those who attend our workshops leave with a global mind, a caring heart and a thoughtful soul.

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