



United Nations
Economic Commission for Africa



ECA Workshop

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

30 March to 6 May 2022



ECA – Human Resources
Organisation Development Unit

“You need to be able to respond to the anxieties, to the concerns and to the aspirations of everybody around the world. And that’s not easy.

And let’s be honest, we are not yet entirely ready to do it properly. So we need to have a strong engagement to change, to reform and to improve. And that engagement needs to be our engagement, by all of us. It is not an engagement of the Secretary-General or one or other managers of the Organization. It must be our collective engagement, to be able to address the shortcomings that we have”.

- Antonio Guterres
UN Secretary-General



Context

The world faces daunting vulnerabilities as the COVID-19 pandemic continues to lurch across every sphere of our lives from health to education, economy to security and much more. The unprecedented impact of the virus on conventional methods of teaching and learning has been most significant. With the sudden shift away from face to face learning – the UN is adopting and adapting to new methods of teaching and learning using a wide range of online technologies. Over the last six months, there has been a substantial increase in e learning as it has become necessary to convert all face-to-face programmes to online trainings. As such, a great deal of effort and hard work has gone towards ensuring that online trainings represent a valuable alternative to face-to-face teaching.

As an organization the UN is at the forefront of tackling the myriad of threats resulting from the pandemic, which is hitting the most vulnerable, the hardest. The pandemic has highlighted deepening inequalities; pervasive injustices and pronounced digital divide making social and economic recovery initiatives an imperative for sustainable development. The threats posed to our global welfare requires UN staff rise up to the occasion and do their best to assist countries around the world to navigate the COVID-19 crises and move on in the face of these challenges.

The Organization therefore depends on its staff to lead the way to recovery and effectively deliver to the people we serve. The Organization Development Unit (ODU) of ECA recognizes the need to support staff by providing opportunities in leadership skill enhancement so as to strengthen effective responses that meet the magnitude of what we are facing. In this spirit, we have completed preparations to roll out the third batch of trainings on “The 7 Habits of highly Effective People” a framework for personal effectiveness that is centred on change that starts within oneself.

Scope

The 7 Habits of Highly Effective People® course are based on the teachings of Dr. Stephen R. Covey an internationally acclaimed leadership guru whose book by the same title was named one of the 10 most influential management books ever by Forbes magazine.

Workshop Objectives

The main objective of the program “The 7 Habits of Highly Effective People” is to challenge and ultimately change the mindset of leaders. By applying the principles of effectiveness – by being pro-active, by focusing on and achieving priorities and by listening to understand – they become more credible and trustworthy as a person, therefore kick-starting the bilateral process of establishing trust amongst colleagues and staff.

More trust, in turn, enables more communication: around the vision and the goals of the team, around the parameters of effective delegation and meaningful performance feedback. It will also substantially increase the level and quality of communication across sections and, in combination with “Thinking Win/Win will lead to an eventual breakdown of internal silos and a new era of synergistic collaboration.

Overall, these habits are expected to help individuals see the process of “change” and their role in this process from a new viewpoint, where change becomes part of their circle of influence, becomes manageable and loses its somewhat scary annotation. Such that it allows individuals in leadership positions to reflect on their existing mindsets and habits and give them an opportunity to re-define their thinking and acting patterns in order to reach their personal and professional goals with greater effectiveness and ease.

Takeaways – An Overview

The program is suited for all levels of leadership: an additional level of customization is applied to make sure the program addresses the specific issues a particular level of leaders' face.

The Workshop is designed around the 7 Habits namely –

- **Habit 1:** Be Proactive - Have a clear vision of what you want your contribution as a manager to be and shape your own future;
- **Habit 2:** Begin with the End in Mind - Focus on top priorities and be regarded for follow-through and organizational skills; eliminate the unimportant;
- **Habit 3:** Put First Things First - Cultivate enthusiasm with performance measurements that satisfy both employee and employer goals; share recognition and success;
- **Habit 4:** Think Win-Win - Give honest, accurate feedback that develops trust, and understand the physical components of communication and how they impact the message;
- **Habit 5:** Seek First to Understand, Then Be Understood - Understand how differences can contribute to innovative solutions; maximize opinions, perspectives, and backgrounds;
- **Habit 6:** Synergize - Combine the strengths of people through positive teamwork, so as to achieve goals that no one could have done alone.
- Maintain and increase effectiveness by renewing yourself mentally and physically;
- **Habit 7:** Sharpen the Saw - Balance and renew your resources, energy, and health to create a sustainable, long-term, effective lifestyle.

At the end of the eight weeks virtual workshop, participants should be able to identify the key principles and character of effectiveness in which the 7 Habits of Highly Effective People are rooted and adopt paradigms of effectiveness. Identifying areas of work and personal life where applying these habits will improve one's effectiveness and fulfilment. Additionally, the workshop would help participants -

- Focus and act on what can be controlled and influenced, instead of what can't.
- Define clear measures of success and create a plan to achieve them for both life and work.
- Prioritize and achieve the most important goals instead of reacting to urgencies.
- Develop innovative solutions that leverage diversity and satisfy all key stakeholders.
- Collaborate more effectively with others by building high-trust relationships.

Programme outline (See Annex 1 for Detailed Week by Week Agenda)

- Pre-Program Assessments -
 - 1) 360 degree assessment
 - 2) Qualitative Assessment
- Reading Assignment -
 - 1) The 7 Habits of Highly Effective People“ book will be read chapter by chapter before each Virtual Unit
- Virtual Unit -
 - 1) Each virtual unit is related to one concept from the 7 Habit’s book
 - 2) We will hold 8 such Virtual Units (one for Foundations)
- Implementation of Personal Action Plan their
 - 1) Following each Virtual Unit, participants work on implementing individual Action Plan
- Weekly /Bi-weekly mails
 - 1) To reinforce learning highlights from the Virtual Units, participants will receive an email connecting to each Virtual Unit
- Personal Coaching
 - 1) Each participant receives personal coaching units in the course of the programe to support the foundation of new habits.

Who should attend?

The workshop will typically have 20 participants. Focused interaction among participants is important – so participants must have done the preparatory reading and exercises to enable them to engage fully in the discussions. The webinars will be focused primarily on reviewing critical aspects of the chapters, its applicability to real life situations and address broad and specific questions/answers.

The 8 week long programme requires full attendance and participation by participants. This workshop is being offered as a key development input for staff at all levels. As such ODU will run a programme starting 30 March – 06 May: for P3, P2, G7 and G6 level staff members across ECA’s substantive division.

Please note that each nominated staff member will be required to sign a participant commitment form attesting to fully engage and participate during the specified 8 weeks programme as well as the two weeks pre assessment period.

Online Registration

Participants will be required to register on **the link below**, prior to the course. The LMS code will be provided to the nominated participants. <https://forms.office.com/r/rWX6RTFMJV>

Workshop Coordinator

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ANNEX 1

LEADERSHIP DEVELOPMENT PROGRAM:

The 7 Habits of Highly Effective People”

““Moving Forward in a Blended Way”

AGENDA

Pre Assessment: 16 March– 29 March 2022

Week	Module	Method	Information
Pre 1	Invitation to the Program	Mail	Participants are informed about the flow of the program and given a detailed agenda
	Invitation the 360° Assessment	Mail / online	Participants are instructed to download / purchase the book “The 7 Habits of Highly Effective People” (audio or print version) and encouraged to start reading At the same time, they receive information about the online, anonymous 360° assessment, the instructions as well as the access codes
Pre 2	Invitation to the Qualitative Assessment	Mail	Participants are invited to reflect about their real, day-to-day leadership challenges and to formulate their goals and expectations around the program
	Start Module 1		Participants are asked to read the Chapter “Paradigms and Principles” and reflect
1	Webinar 1	Virtual	90’ Webinar: • Deep Dive into the concept of “Paradigms and Principles” • Connection to participants’ real life leadership challenges • Exercises • Action Planning • Reading Assignment: “Habit 1”
1	Implementation	Participants on their own	Participants implement their Personal Action Plan around “Paradigms and Principles”
1	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
2	Webinar 2	Virtual	90’ Webinar:

			• Deep Dive into the concept of “Habit 1: Be Pro-active” • Connection to participants’ real life leadership challenges • Exercises • Action Planning • Reading Assignment: “Habit 2: Begin with the End in Mind”
2	Implementation	Participants on their own	Participants implement their Personal Action Plan around “ Be Pro-active ”
2	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
3	Webinar 3	Virtual	90’ Webinar: • Reconnect with Module 2: Feedback about implementation • Deep Dive into the concept of “Habit 2: Begin with the End in Mind” • Connection to participants’ real life leadership challenges • Exercises • Action Planning • Reading Assignment: “Habit 3: First Things First”
3	Implementation	Participants on their own	• Participants implement their Personal Action Plan around “Begin with the End in Mind”
3	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
4	Webinar 4	Virtual	90’ Webinar: • Reconnect with Module 3: Feedback about implementation • Deep Dive into the concept of “Habit 3: First Things First” • Connection to participants’ real life leadership challenges • Exercises • Action Planning • Reading Assignment: “Habit 4”
4	Implementation	Participants on their own	Participants implement their Personal Action Plan around “ First Things First ”
4	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
4/5	PERSONAL COACHING	Virtual	½ hour of Individual Coaching: personal challenges and insights, application of learning’s to personal development plan

5	Webinar 5	Virtual	90' Webinar: • Reconnect with Module 4: Feedback about implementation • Deep Dive into the concept of “Habit 4: Think Win/Win” • Connection to participants’ real life leadership challenges • Exercises • Action Planning • Reading Assignment: “Habit 5”
5	Implementation	Participants on their own	Participants implement their Personal Action Plan around “Think Win/Win”
5	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
6	Webinar 6	Virtual	90' Webinar: • Reconnect with Module 5: Feedback about implementation • Deep Dive into the concept of “Seek First to Understand, Then to be Understood” • Connection to participants’ real life leadership challenges • Exercises • Action Planning • Reading Assignment: “Habit 6”
6	Implementation	Participants on their own	• Participants implement their Personal Action Plan around “Seek First to Understand, Then to be Understood”
6	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
7	Webinar 7	Virtual	90' Webinar: • Reconnect with Module 6: Feedback about implementation • Deep Dive into the concept of “Create Synergies” • Connection to participants’ real life leadership challenges • Exercises • Action Planning • Reading Assignment: “Habit 7”
7	Implementation	Participants on their own	• Participants implement their Personal Action Plan around “Create Synergies”

7	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
8	Webinar 8	Virtual	90' Webinar: • Reconnect with Module 6: Feedback about implementation • Deep Dive into the concept of "Sharpen the Saw" • Connection to participants' real life leadership challenges • Exercises • Action Planning
8	Implementation	Participants on their own	• Participants implement their Personal Action Plan around "Sharpen the Saw"
8	Reinforcement	Mail	In a Follow-Up Mail, practical tips for real-life implementation are shared by the facilitator
8/9	PERSONAL COACHING	Virtual	½ hour of Individual Coaching: personal challenges and insights, application of learning to personal development plan
X	Optional: Webinar 9	Virtual	Recap, best practices, challenges and successes!
Post 12	Invitation the 360° Assessment Invitation to the Qualitative Assessment	Mail / Virtual Mail	Participants are invited to re-take the 360° assessment to receive new feedback on their Personal Effectiveness Participants are invited to reflect on the effects of the training program as it relates to their original challenges and individual achievements



Facilitators



Francis Egbuson

Franklin Covey Master Facilitator

Francis Egbuson has over 20 years of experience in leading teams and organizations to focus on their highest priorities. He has worked in the United States and Germany and has spent the last 11 years in East Africa as Chief Executive of CEMM Group, the international partner of global consultancies Franklin Covey and Miller Heiman. Francis Egbuson has been the lead facilitator in trainings for major institutions in East Africa, such as VIVO Energy Uganda, Citi Bank, Ecobank and Helios Towers Tanzania.

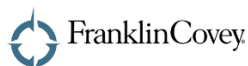
Francis Egbuson holds a degree from the Georgetown University School of Business, Washington DC, USA and the Columbia University Coaching Certification Programme, New York, USA.



Lydia van der Brugge-Angerer

CEO Leadership for Humanitarians

Lydia van der Brugge-Angerer has over 20 years' experience in leading and training teams around the globe. She is now the CEO of *Leadership for Humanitarians* and responsible for the customization of Franklin Covey content to the humanitarian context and the development of leadership development programs for UN, NGO's and INGO's.





“ Leadership is a choice, not a position. ”

“ There are three constants in life... change, choice and principles. ”

“ Effective leadership is putting first things first. Effective management is discipline, carrying it out. ”

“ The key is not to prioritize what's on your schedule, but to schedule your priorities. ”

“ Find your voice and inspire others to find theirs. ”

“ Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall. ”

“ Life is not accumulation, it is about contribution. ”

Testimonies from past participants

This is one of the best trainings I took during my experience in the UN. My recommendation is to make it mandatory to ensure that staff have the highest standard of efficiency and competence. Work and success is not only about technical competence but on how to live with people and how to get the best out of people and this training is an eyeopener and helps everyone to grow professionally and personally.

I really enjoyed the training. It gave me a different dimension of viewing things in life. It motivated positive thinking, personal growth etc.

I like the whole concept of the 7 Habits book. It is lifetime lesson. I got a very good lesson to apply for my personal life and careers as well. All 7 chapters are very useful. Even though, the entire book is very useful and guide to my day-to-day life, my favourite chapters are Paradigms shift, End in mind and First thing is first. The 7 Habits book is not a one time reading, it should be read every time.