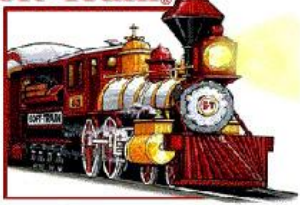


Soft-Train®



*At Soft-Train
Technology Works*

Self Direction (3 Days)

COURSE GOAL: To provide class participants with the necessary tools to be highly efficient personnel and manage themselves.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Use information and exercises to perform at a higher level
- Use the class and materials to be a highly effective person in their position.

KEY TOPICS:

I. Paradigms and Principles

- A. Inside-Out
- B. The Seven Habits – An Overview

II. Private Victory

- A. Be Proactive
- B. Begin with the End in Mind
- C. Put First Things First

III. Public Victory

- A. Think Win/Win
- B. Seek First to Understand, Then to be Understood
- C. Synergize

IV. Renewal

- A. Sharpen the Saw
- B. Inside-Out Again