

The 7 Habits of Highly Effective People, Teams and Leaders

"Winning Behaviours and Attitudes"



Mobile Team Challenge Ltd

Unleash the Potential of Your People www.mtceurope.co.uk



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Dear Sir or Madam,

Further to your recent enquiry, please find an outline of a proposal for one of our Team Working Excellence Workshops. We would welcome the opportunity to discuss your specific requirements with you which would enable us to create a bespoke workshop to meet your needs.

As leading rubber engineering specialists, the dynamics and demands of serving in this sector can be fast, frenetic, urgent and highly stressful for your employees working in such an exciting market.

Satisfying the ever-increasing demands of your customers also requires highly professional and innovative and efficient teams who optimise teamworking, display positive and proactive mindsets, who are able to prioritise daily tasks, demonstrate a continuous improvement outlook and who are capable of encouraging colleagues and team members of creating a culture where Winning Behaviours and Attitudes thrive across the entire team.

The synergy and connection between your Internal Office and Customer-Facing Teams are vital in the pursuit of meeting ever-changing demands, customer targets and in the delivery of 'world-leading' service to your clients and partners.

Whether the team you are looking to develop is;

- > a Senior Management Team
- > or if you are looking to optimise the performance of an internal team or department
- > or if you are looking to resolve deep-routed issues between team members
- > or if you are wanting to understand emotional intelligence behaviours of team members
- > or if you are wanting the team to get a better understanding of each other's personality types, strengths and weaknesses
- > or if you are looking for a fun process to create a Shared Vision for the Team
- > or if you are looking to create the 5 attitudes and functions required to create highly effective teams....
- ...or all of the above...

Then Mobile Team Challenge has exactly the right intervention for you and the following proposal addresses all of these.

Our facilitators deliver award-winning, interactive, CPD accredited workshops which have recently been recognised within the top 10 Courses on offer in Europe across hundreds of training providers which really **are** making a difference in Individuals, Teams and Organisations.

Our proposal will cover the following.

The power of a team is assessed by how effective it is at;

- ✓ Consistently delivering high performance at all levels which consistently delivers results.
- ✓ fostering outstanding levels of trust and empathy within the team and with clients
- √ Helping a deeper understanding of personality types
- ✓ identifying optimised processes and continuous improvement (Kai-Zen) principles
- √ encouraging positive, conflict debates in order to create honesty, transparency and trust
- ✓ creating, working towards and being accountable a shared vision
 ✓ creating positive and winning behaviours and attitudes across the entire team
- √ applying emotional intelligence to create a culture of energy and belief

When improvement is needed, it is important to make positive changes. However, sometimes it is helpful to take a step back in order to recognise when a team is working effectively. The workings of a highly effective team are not always obvious or intuitive to everyone.

So, what are the key characteristics of highly effective teams?

- > Understand People and Types not only of our colleagues, but also how to identify 'people types' in the parents, partners and organisations they advise
- > Learn how to develop Winning Behaviours and Positive Attitudes
- > **Discover Team Strengths** and opportunities for further Development
- Understand the dynamics of how to create a high performing Team
- Explore how to apply Positive Psychology to create a healthy Wellbeing
- Practice professional communication styles
- > Discover the power of **leadership and influencing** styles
- > Learn how to demonstrate **Diversity and Respect** with other people whose 'style is different to their own' - i.e. "different - doesn't mean wrong".
- > Discover the **'Powers of Persuasion'** as they work with their clients, partners, and other support organisations.

This on-site 1-day, workshop is £895.00 + VAT for up to 15 delegates - this includes all materials (Workbooks / pens etc.), use of Mobile Team Challenge kit, workshop preparation, access to our e-learning library, CPD Certificates and all trainers' expenses.

If you require any further information, please do not hesitate to contact us.

Yours sincerely,

Barry Bailey

Mobile Team Challenge Ltd

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Telephone: 0844 745 2120

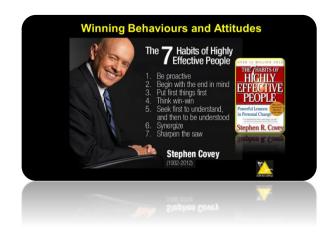






Workshop Overview – "The 7 Habits of Highly Effective People – Teams - Leaders" ... "Winning Behaviours and Attitudes"

Stephen Covey's best-selling and award-winning book "The 7 Habits of Highly Effective People" is STILL the "Go To" book for all those people who are committed to Continuous Personal Development. This workshop refreshes the 7 Habits and applies them to the roles of Individuals, Teams or Leaders who want to use proven concepts to shift their paradigm of life and work.



Each "habit" has a series of group, or experiential, activities to help the delegates to apply the principles to their job.



- ✓ Habits 1, 2, and 3 are focused on self-mastery and moving from dependence to independence.
- ✓ Habits 4, 5, and 6 are focused on developing teamwork, collaboration, and communication skills, and moving from independence to interdependence.
- ✓ Habit 7 is focused on continuous growth and improvement, it embodies all the other habits and
 focuses our attention on personal wellbeing, self-care and how to build resilience and resistance to
 stress.

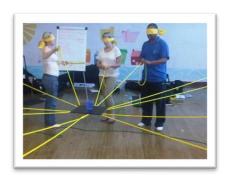




Habit One – "Be Proactive!"

Take responsibility for your reaction to your experiences, take the initiative to respond positively and improve the situation. Recognise your Circle of Influence and Circle of Concern. Focus your responses and initiates on the centre of your influence and constantly work to expand it. Don't sit and wait in a reactive mode, waiting for problems to happen (Circle of Concern) before taking action.

- The 3 types of Culture: Proactive, Reactive...or Inactive?
- Recognising your Circle of Influence
- Creating Winning Behaviours and Attitudes: Thrivers, Survivors or Nose-Divers?
- Creating the Emotional Intelligent Mood for your Team and Organisation
- Taking Ownership and Initiative Situational Leadership
- Experiential Activity: Operation Transfer





Habit Two – "Begin with the end in mind"

Envision what you want to achieve in the future so you can work and plan towards it. Understand how people make decisions in their life. To be effective you need to act based on principles and constantly review your mission statements. Are you – right now – who you want to be? What do I have to say about myself? How do you want to be remembered? – How to plan projects and programmes – PRO-Actively

- ➤ How to Create "buy-in" so that our teams all pull together
- Appreciative Inquiry How to create a Shared Vision with 100% "buy in" from your Team
- Increasing the level of Accountability in our Team
- Applying the Disney Creative Strategy to our Visioning
- Collaborative Working across Teams and Organisations
- Leading through, and beyond, Change
- Planning and Organising Skills
- Creating a Culture where Innovative Thinking and Complete Staff empowerment Thrives
- Experiential Activity: Shared Visions and Buy-In
- Experiential Activity: Doctor Doctor!







Habit Three – "Put First things First"

Matrix of **importance vs urgency** that Stephen Covey and Dwight Eisenhower used in deciding where to invest their efforts. Categorising our tasks into what is important and what is urgent. Learning the art of prioritisation and over-coming all those "time-stealers" which distract us from achieving our Goals. Principles of Professional Prioritisation,

- Creating optimised efficiency through prioritisation
- Planning and Organising: The Urgency Addiction
- Optimisation and Prioritisation of Activities
- Creating time to Increase your "Circle of Influence"
- Creating time for Motivating and Inspiring your Team
- > The "important and urgent" analysis of what we do with our Time Activity
- Eliminating the "Time-Stealers"
- ➤ How can we do MORE in the same amount of time?
- Where do most successful leaders spend their time?
- Experiential Activity: Trust Me / Spiders Web







...How not to get Stressed Out!...

ORTANT & URGENT

Habit Four – "Think Win-Win"

Genuine feelings for mutually beneficial solutions or agreements in your relationships. Value and respect people by understanding a "win" for all is ultimately a better long-term resolution than if only one person in the situation had gotten their way. Think Win-Win isn't about being nice, nor is it a quick-fix technique. It is a character-based code for human interaction and collaboration.

- Overcoming the Fear of Conflict on our Team
- ➤ There's Leadership, Followership... and then... there's...**CONFLICT!!**
- > The ABC of Managing Behaviours
- How to manage Conflict with a Customer







- Experiential Activity: Navigating the Impasse
- Embracing Conflict in the Team Thomas & Kilmann Conflict Styles Activity
- From Conflict to Collaboration
- Conflict Resolution and Management within Teams
- Consider the Culture of the Individual or Customer we are talking to
- Experiential Activity: Levitation Challenge





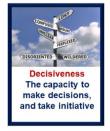
Habit Five – "Seek First to Understand – then be Understood"

Use empathetic listening skills to genuinely understand a person, which compels them to reciprocate the listening and take an open mind to be influenced by you. This creates an atmosphere of caring, and positive problem-solving. Applying the skills of inter and intrapersonal skills of Emotional Intelligence.

- Professional Communications NLP, Transactional Analysis, Empathic Listening
- "Conversations Worth Having" Appreciative Inquiry
- Recognising different Personality Styles Client and Staff Engagement
- Leadership Models: The Emotionally Intelligent Leader
- Understanding how our 8 Emotional Intelligence Behaviours stack up under pressure
- 'Listening out' for the 90% non-verbal communication
- Understanding and reading Body Language
- Applying the 'psychology of listening'
- Becoming aware of Self + Other Awareness in our Emotional Intelligence
- Understanding Personality Types Michael McIntyre Video
- Experiential Activity: Empathic Listening Activity



Seek First to Understand ...then to be understoo





















Habit Six – "Synergise"

Combine the strengths of people through positive teamwork, so as to achieve goals that no one could have done alone.

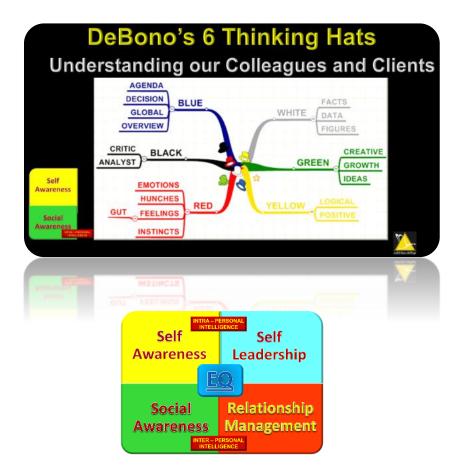
- Building Emotionally Intelligent, High Performance SUPER Teams
- The 5 Dysfunctions of a Team How to create High Performance Teams (Patrick Lencioni)
- Understanding Team Dynamics
- > The 4 Theories of Motivation
- Assessing the functionality of our Team Activity
- Creating a Culture where Innovation and Empowerment Thrive
- Applying the 3 Attitudes of Innovation
- > The Roles People Play in Team Belbin Activity
- > Teamwork lessons from the Geese: Video
- Experiential Activity: Teeter Totter Bridge + Box Bridge + Coded Message















Habit Seven- "Sharpen the Saw"

Balance and renew your resources, energy and health to create a sustainable, long-term, effective lifestyle, optimising wellbeing and building stress resilience.

The application of neuroscience enables us to manage our behaviours and attitudes and in turn we can learn how to manage how to optimise our Heart-Brain Coherence.

In essence, one is always attempting to integrate and master the principles outlined in The 7 Habits at progressively higher levels at each iteration. Subsequent development on any habit will render a different experience and you will learn the principles with a deeper understanding



- Maintaining Peak Performance
- Performance under Pressure
- Recognising and applying the "Stress Busters"
- Applying Emotional Intelligence as a Mindfulness Tool to build Stress Resilience
- PERMA The 5 Strategies for achieving Well-Being: Positive Emotion, Engagement, Relationships, Meaning and Achievement - from "Flourish" by Martin Seligman
- Overcoming Frustration and Conflict emotionally
- ➤ Getting into your own Peak Performance Zone" by managing your biorhythms
- > Applying the 7 Habits to Create Personal Development

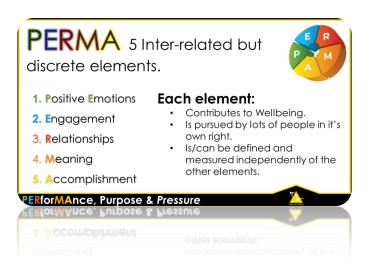
Tuning our biometrics for optimum effect – building confidence, developing assertiveness, peak performance – A personal HeartMath Monitor

- Heart or Head Decision Making?
- Consider if you are living "above or below the line"
- Applying PERMA for peak-performance, well-being, building stress resilience and mindfulness
- Beyond Mindfulness controlling our Biorhythms by applying Neuro-Science Techniques
- Applying Positive Psychology are you Above or Below the Line? – Video
- Experiential Activity: Personal Bio-Rhythm Profiling with HeartMath Software as used by the Ryder Cup team



Bio-Rhythm Heart-Brain Coherence Monitor











Delegates will also have access to the MTC e-learning platform where the 7 Habits can be re-viewed and reminded of the principles learned in the workshop.

A sample of Habit 1 Video can be found here.

https://youtu.be/-fP0AXOsfZA

"The 7 Habits of Highly Effective People - Teams - Leaders" - Workshop Outcomes

Delegates will: -

- Learn how to manage their own Circle of Influence, in order to become more effective
- Gain a deep insight into personality types and the dynamic impact that diverse personalities have within a Team.
- Consider the impact of learning how to become pro-active with professional prioritising tools
- Learn how to adopt **Positive Psychology** into their lives
- ➤ Increase their understanding of the importance of "Taking Ownership" in any given situation
- Learn how to use **Appreciative Inquiry and the Disney Creative Strategy Visioning Tools** to enable collaborative "**Buy In**" **creating collaborative Visions**
- Create excellent Planning and Prioritising Skills both Personally (Time Management) and Organisationally
- Learn how to define what is "Urgent" and what is "Important"
- Develop a comprehensive understanding of Kai-zen continuous improvement thinking and process optimisation
- Learn and develop **Professional Communication Skills**: NLP, Transactional analysis, Empathic Listening etc.
- Learn how to handle Difficult Situations and how to defuse Conflict
- > Be able to apply The ABC of Managing Behaviours
- Explore the causes of Conflict in the Team and will identify their Thomas & Kilmann Conflict Style – find the Win-Win
- Increase their Self Awareness and Confidence in their Leadership Style
- Understand how our 8 Emotional Intelligence Behaviours stack up under pressure
- Learn how 'Listen out' for the 90% non-verbal communication
- Increase their understanding and reading Body Language
- Experiment as to how to Apply the 'psychology of listening'
- ➤ Become aware of Self + Other Awareness in their **Emotional Intelligence**
- Complete a British Psychological Society On-line Emotional Intelligent profile to develop "Self" and "Other" Awareness and to identify any Development gaps for the individual and organisation (Optional Extra)
- Develop their personal Emotional Intelligence on their journey towards Emotionally Intelligent Leaders – applying Daniel Goleman's principles of E.I.
- Discover and develop the 8 Emotional Intelligence Behaviours and Attitudes
- Learn how to achieve "Buy-In" and how to create "Shared Visions" in their Team
- ➤ How to **Model the Company Vision and Values** within your Team
- Applying the "Art of Delegation"
- > Explore; "Leadership, Followership and Conflictors!"
- ➤ How to create **Winning Behaviours and Attitudes** in our Teams
- Learn the principles and power of **Positive Psychology**
- Discover "The 7 Habits of Highly Effective People Teams Leaders"
- Consider the importance of personal well-being 'beyond' Mindfulness





- How to control your biorhythms and build stress resilience
- Learn the importance of developing a **flexible leadership style** and know when to use each style.
- Learn and Consider 3 Leadership models: John Adairs' Active Leadership, Blanchard's Situational Leadership and Tuckman's Leadership Model.
- Learn how to create highly effective and functional teams (Lencioni)
- Learn the 4 progressive stages of **Team dynamics** and development
- > Discover how to Build High Performance, Emotionally Intelligent, Teams
- ➤ How to turn Conflict into Collaboration Managing Conflict in Teams
- > Explore "The 5 Dys-Functions of a Team" Creating a Functional Team
- Learn how to **create buy-in of shared visions** thus creating a motivated Team.
- ➤ Learn how to assess their own teams for functionality (Lencioni's 5 Dysfunctions of a Team) and will practice 5 skills to develop functional and high-performance teams.
- Learn to use the same Leadership and Team Working Principles which we have previously delivered to the Red Arrows
- > Participate in Experiential Activities in Team Building
- > Receive a CPD Certificate in Emotionally Intelligent Teamwork

The day will consist of 6 or 7 Mobile Team Challenge experiential learning activities. An outline of a typical day is detailed below:

Understanding Different People Types

Game / Activity - Speedball - identifying each other's preferred communication style and respecting it in order to improve communications and relationships. Exploring the continuous improvement principles of Kai-Zen

The 6 Different 'Types' of Personality – identifying yours and each other's types (Edward DeBono) – Which personality type are you?



Game / Activity - Teeter Totter Bridge

Teeter Totter Bridge – activity duration: 20 minutes

This activity requires the team to traverse across a bridge made from 2×7 -foot beams. In between the 2×7 -foot beams there is an island. The teams will start from opposite ends of the beams and traverse the bridge without the beams teetering or tottering (similar to a seesaw) and touching the floor. Both teams will meet in the island in the middle before continuing their journey to the other side of the ravine. This activity develops leadership, communication skills, strategic planning, trust, team strengths and teamwork. It also enables the team to start to become more aware of other people's preferences and styles







Why can't ALL people be more like ME?!

This group activity explores the use of professional communication tricks and techniques to enable us to persuade others to 'see things the way WE see them'

Game / Activity -How do YOU see things?... What If?...

his activity explains the reason why we are 'all wired differently' and why we have different ideologies due to our neuroscience.

How to Create Winning Behaviours and Positive Attitudes

Psychologists have proven the many benefits that a Positive Attitude can have on our lives; in the workplace, in our homes and in our conversations. **Positive Psychology is also highly contagious** – hence a positive team member, will have an enormous positive impact on the person or people that they are working with – thus enhancing and increasing their quality of job satisfaction, state of wellbeing and mental health.

This topic will equip the delegates to; develop, practice, and demonstrate positive mindsets and to pass on their positivity and hope to their colleagues and clients.

Video / Breakout Group Discussions and Personal Reflection – Are you living Above or Below the Line?

Game / Activity - Paradigm Shifter ...it's all about ME!.....or is it....??

Great teams 'look out for each other' and even support the Conflictors

Ensuring our own Mental Health and Positive Wellbeing

Delegates will learn simple daily activities to ensure that their personal positive wellbeing is maintained

> Managing the Behaviours of the people we are working with

Delegates will learn some simple, yet effective, techniques as to the ABC of Managing negative behaviour

Game / Activity – Impasse – The ABC of Managing Behaviour How do we defuse Conflict? or work with those people who are "different" to us?







Video - The 10 Teamwork Lessons that we can learn from Geese

Game / Activity - Operation Transfer

This activity requires the careful transit of a 'nuclear chemical contaminated container' from a danger site to safety. The survival of the local village depends upon the successful transfer of the nuclear device and people who stray too close to the device become contaminated and are temporarily blinded – thus totally depending upon communication skills, empathy, and teamwork excellence by applying the Teamwork principles of the geese.

Game / Activity - Magic Pieces - activity duration: 20 minutes
The objective of this activity is to circumnavigate a 'chasm' using the ONLY resource available to the Team...rubber mats. This activity requires planning, resource allocation, project management skills and application of team excellence skills such as communications, respect etc.

Game / Activity - Levitation Pole - activity duration: 10 minutes
The task sounds simple ... lower the pole to the floor in a controlled manor
without your fingers leaving the pole and with all fingers resting under the
pole. In reality, this simple task demonstrates the key aspects of working
together, building respect, self and other awareness and breaking siloworking thinking.



Group Activity – Based on the day's learnings – what are the Groups / Personal "take-aways"? What have we learned from today that we can apply into our Team – starting tomorrow.

The above proposal includes:

- √ 7 Games / Activities
 - √ 5 Videos
- √ 3 Group Work Activities
- √ 5 Teamwork Models of Excellence
- ✓ Involving highly interactive and fun presentation format
 ✓ Great FUN with SERIOUS Learning!



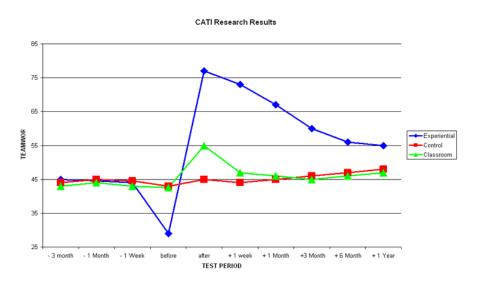






Why Experiential Learning?

The long-term results of Experiential Learning have been researched and studied by many academics – all of whom agree that it is <u>the most</u> effective method of learning and that it guarantees a long term, behavioural, positive change in the performance of the learner – as the graph below demonstrates.



SOURCE: Scientific Research All research was performed by Dr. Simon Priest PhD

25 Year Experiential Education Expert. Publisher of over 12 books on the subject and on the Board of Advisors for PLAYTIME Inc

This chart shows that Classroom training provides a small increase in teamwork and increased efficiency that evaporates within a week. Experiential Training provided a remarkable 77% boost in the Team and Organisations Development Index that continues to have residual effects up to 1 year,

without follow up.















The Areas of Impact with Mobile Team Challenge Award Winning Experiential Learning Concepts

Personal Development

Self Awareness Self Control Confidence Decision Making Values Community Empathy Communication Conflict Management Co-operation Honesty Integrity Influence Respect Responsibility Critical Thinking **Goal Setting** Planning

Trust /
Teamwork
Confidence
Social Skills
Empathy
Honesty /
Integrity
Respect
Responsibility
Influence
Values
Working with
others

Acceptance of

Others

Diversity

Leadership &

Followership

Confidence Building Team Work Caring Coaching Self Esteem Self Confidence Self Belief Co-operation Collaboration Rapport Winning Behaviours & Attitudes **Healthy Self** Awareness Getting into "The Zone" - Brain / Heart Coherence

Problem Solving

Adaptability Flexibility **Values Team Awareness** Communications Conflict Management Co-operation Collaboration Influence Creativity Innovation Critical Thinking **Decision Making Goal Setting** Solution Focussed Thinking

ommunication

Trust
Values
Listening Skills
Communication
Clarity
Co-operation
Collaboration
Developing
Rapport
Influence
Respect
Empathy
Non-Verbal
Messages
Receiving
Feedback
Social Skills
Clarity

Self Awareness

Self Control Values **Empathy** Caring Developing Rapport Social Skills **Self Esteem** Critical Thinking Emotional Intelligence Understanding "styles" Receiving Feedback Self Improvement mindset Healthy Self Image

FUN!

Relaxation
De-Stress
Competition
Challenge
Learning New
Skills
Enjoyment
Making Learning
FUN!
Experiential
Learning
gurantees the
BEST retention of
learnings
Safe
Environment in
which to practice
new skills

Respect
Responsibility
Critical Thinking
Goal Setting
Planning

Leadersnip & Followership

Awareness

Getting into "The
Zone" – Brain /
Heart Coherence

Goal Setting colution Focussed Thinking Vision

Vision

Social Skills Clarity Openness

Feedback Self Improvemen mindset Healthy Self Imag

Safe
Environment in which to practice new skills











Testimonials

'Excellent, enthusiastic and knowledgeable instructor who is truly invested in developing team' Flt Cdr RAF Cranwell





"MTC is about building on success, to bring about even more success", RAF School of Training

"MTC Training enhances existing leadership and team building activities and improves other training exercises".

Pamela Murray, RAF LTPD School of PT

Listen to what the Red Arrows say... "Teamwork ...it's ALL about TRUST..."

Squadron Leader Graham Duffy (Red 4) – RAF Cranwell MTC Team Working Excellence Workshop



"Thanks again for coming to deliver an excellent workshop, the team spoke very highly of the course after the event and even still now. They are currently working on their plans for our future HR customer experience." Strategic Workforce Manager Humberside Police

"Thank you SO much for your great energy and ability to motivate" – Specialist Practitioner West London NHS Trust

"Absolutely amazing experience/training..." Service Improvement Lead, Chelsea and Westminster NHS

"I AM SO MOTIVATED!! ... I hope my colleagues are too! :) "
E-Learning Supervisor, Birmingham Women's & Children's Hospital
NHS Foundation Trust

"...the day was INSPIRATIONAL and BRILLIANT!"
Chief Executive. W.Sussex NHS Hospitals Foundation Trust

"I AM SO MOTIVATED!!... I hope my colleagues are too! @"
Team Supervisor. Birmingham Children's Hospital, NHS



"Absolutely FANTASTIC Course! - Engaging, Informative, Interesting, Enlightening" Team Leader - Unison: The Public Service Union







Slough Borough Council

'Brilliant Trainer who was able to keep my attention all day through an interesting presentation and fun and informative experiential activities' Senior Planner, Slough Borough Council

"Just a FANTASTIC day!!" Director of Operations ITV for "I'm a Celebrity – get me out of here!" ITV for Ant & Dec's Production Team for "I'm a Celebrity – get me out of here!" and "Ant & Dec's Saturday Night Take Away" Winning Behaviours and Attitudes: ITV London



'MTC has proved to be exceptional and versatile for improving leadership, communication, teambuilding, mutual support, self-belief, problem solving and creative thinking within. Its potential within the workplace is vast whilst also being great fun' Honda UK



'We had a hugely inspirational day. Their use of Appreciative Enquiry to facilitate Experiential Learning was so powerful." Team Supervisor, Wolverhampton City Council



"An excellent day! - VERY enjoyable!!" Site Manager, Siemens Wind Power

Siemens Wind Power

'...An engaging, interesting and fun presentation with experiential activities – a valuable course Mid & West Wales Fire & Rescue Service



'...Excellent insights into how to build high performance teams and how to apply the 7 Habits of highly effective people, teams and leaders. Liberty Global – a global leader n fibre-based and 5G networks - Amsterdam





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