

TRAINING PROGRAM

7 HABITS

OF HIGHLY EFFECTIVE

PEOPLE

Transform Your Habits,
Transform Your Life.



nbi
NATIONAL BANKING INSTITUTE
"The Banking Academy of Nepal"

**2 Full Days Workshop (Physical)
7 Weeks Coaching (Virtual)
Pre & Post Assessment shall be included
Kathmandu**

**31st August
2026**

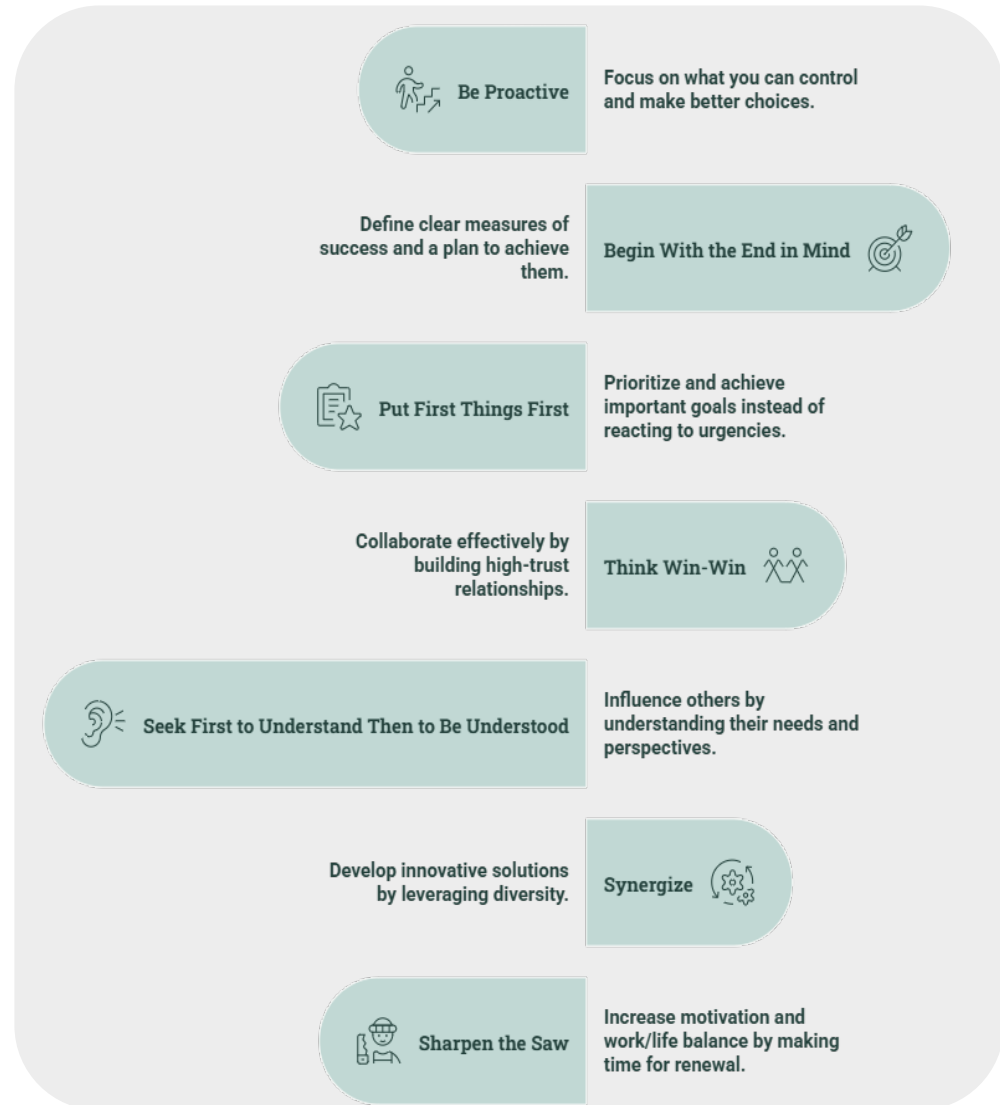


FranklinCovey®
THE ULTIMATE COMPETITIVE ADVANTAGE

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE SOLUTION AND PROCESS

The 7 Habits of Highly Effective People: Signature Edition 4.0 helps participants learn to be more effective, and the three-phase solution shows them how to use the processes and tools to live and apply the 7 Habits every day.

- **PREPARE:** Participants complete a self-assessment at the beginning of the program.
- **LEARN & PRACTICE:** During the work session, participants are exposed to new, more effective mindsets and skillsets. They practice the new skills, teach them to others and begin using new tools to help them achieve greater personal and interpersonal effectiveness.
- **LIVE:** In order to make the new behaviors habits, participants work the “7X7 Contract” over 7 weeks.



About Program

Program Details

About Facilitator, Venue & Fee

HABIT	DAY 1: PARTICIPANTS WILL BE ABLE TO
Paradigms and Principles of Effectiveness	- Identify the key principles of effectiveness in which the 7 Habits are rooted. - Assess their paradigms, and adopt paradigms of effectiveness. - Identify areas of their work and personal lives in which they can apply the 7 Habits.
Habit 1: Be Proactive®	- Take the initiative to focus on things they can influence, instead of focusing on things they cannot. - Respond proactively. - Be responsible and accountable. - Identify things that can be controlled and influenced. - Have a positive influence on results, their environment, and others.
Habit 2: Begin With the End in Mind®	- Define clear measures of success and a plan to achieve them. - Define vision and values. - Create a mission statement. - Set measurable team and personal goals. - Start projects successfully. - Align goals to priorities. - Focus on desired outcomes.
Habit 3: Put First Things First®	- Prioritize and achieve their most important goals, instead of constantly reacting to urgencies. - Focus on important activities. - Apply effective planning and prioritization skills. - Balance key priorities. - Eliminate low priorities and time-wasters. - Execute strategy. - Use planning tools effectively. - Use effective time-management skills.
Private Victory® to Public Victory®	- Build trust in key relationships. - Build an Emotional Bank Account with others.

HABIT	DAY 2: PARTICIPANTS WILL BE ABLE TO
Habit 4: Think Win-Win®	- Collaborate more effectively by building relationships of mutual benefit. - Build high-trust relationships. - Build effective teams. - Identify wins for all parties and create effective collaboration. - Build productive business relationships. - Strategize to the long-term.
Habit 5: Seek First to Understand, Then to Be Understood®	- Influence others by developing a deep understanding of their needs and perspectives. - Apply effective listening skills. - Deeply and accurately understand others. - Apply effective interpersonal communication skills. - Overcome communication pitfalls. - Communicate viewpoints effectively. - Give and receive input and feedback productively. - Apply effective communication skills to the digital world.
Habit 6: Synergize®	- Develop innovative solutions that leverage diversity and satisfy all key stakeholders. - Leverage and build on diverse strengths. - Apply effective problem solving. - Apply collaborative decision making. - Collaborate creatively to identify innovative and effective solutions. - Embrace and leverage innovation.
Habit 7: Sharpen the Saw®	- Build motivation, energy and work/life balance by making time for renewal activities. - Achieve life balance. - Integrate continuous improvement and learning into their lives. - Build capacity to practice the 7 Habits.
Living the 7 Habits	- Identify the principles, skills and tools of effectiveness. - Apply the work session skills and tools to their lives after the work session.



THE 7 HABITS COMPETENCIES

The following competencies are addressed in the 7 Habits work session and follow up tools.

- **Communication:** Interpersonal Skills, Emotional Intelligence, Empathy, Listening and Speaking, Advocacy
- **Personal Productivity:** Goal Setting, Planning, Taking Initiative, Stress Management, Weekly Planning, Work-life balance, Vision and Purpose, Prioritizing
- **Conflict Management:** Approachability, , Resilience, Valuing Differences, Conflict Resolution
- **Execution:** Decision Making, Accountability, Managing Change, Adaptability
- Innovation and Creativity: Problem Solving, Prototyping, Continuous Improvement
- **Team Work:** Peer Relationships, Synergy
- **Trust and Integrity:** Ethics and Values, Self-Mastery, Relationship Building

Solution Modalities

This program will be delivered face-to-face live in a workshop setting.

DELIVERABLES

- ⇒ *2-Days Face to Face Workshop*
- ⇒ *7 Habits Work Manual Printed*
- ⇒ *PDFs of 7 Habits Cards*
- ⇒ *Self-Survey*

THE 7 HABITS PARTICIPANT MATERIALS

The *7 Habits of Highly Effective People Signature Edition 4.0* has been developed with an intense focus on helping participants internalize and sustain 20 behaviors that will change the way your teams work together.





Mr. Narayan Pradhan
CEO

FranklinCovey Nepal and Bhutan
Epiphany Squared Pvt Ltd

Certified Principal Consultant:

Certified Principal Consultant & Facilitator in FranklinCovey Nepal and Bhutan since June 2008.

Franklin Covey is the Global Leader in the field of Developing and Building Organisational and Personal Effectiveness inspired by Dr. Stephen R. Covey.

Franklin Covey is not only the biggest but also the most respected training company in the world.

Facilitated Franklin Covey workshops in number of organisations in Nepal as well as in Bhutan viz. Nepal Airlines Corporation, Nepal Telecom, UNICEF, UNDP, FAO, ILO, UN Women, UNFPA, WWF, USAID, Standard Chartered Bank, Mega Bank, Nabil, Room to Read, Asian Paints, Himalayan Distilleries, Kathmandu Engineering College, Gorkha Brewery, Druk Green, UNDP Bhutan, Tashi Group, 20 Districts Heads (CDOs) of Bhutan (Ministry of Home), Bhutan Development Bank, Council of Education, Bhutan etc.

EDUCATION

- Doctor of Business Administration (DBA) Scholar in Strategic Leadership for the 21st Century from Westcliff University, Irvine California, USA.
- M.A. in Psychology in First Division with specialization in Organizational Behavior; Personnel Psychology; and Industrial Psychology from Tribhuvan University, Nepal.

AREAS OF INTERESTS

- Training & Development
- Leadership Coaching
- Strategy Planning & Execution Consulting
- Leadership Development & Research



Program Timeline

S.N.	List of Activities	Duration (Hrs)	Virtual	In-person	W1	W2	W3	W4	W5	W6	W7	W8	W9
A.	Class Room Session-2 Days	12		✓	✓ 31 st Aug & 1 st Sep								
B	Coaching Session	7	✓										
i.	1 st Session	1	✓			✓ 2 nd Sep							
ii.	2 nd Session	1	✓				✓ 9 th Sep						
iii	3 rd Session	1	✓					✓ 16 th Sep					
v.	4 th Session	1	✓						✓ 23 rd Sep				
vi.	5 th Session	1	✓							✓ 30 th Sep			
vii	6 th Session	1	✓								✓ 7 th Oct		
viii	7 th Session	1	✓									14 th Oct	
c	Post Assessment												

Notes:

- The dates mentioned above are tentative and may be subject to change. Any updates regarding the dates, time, and venue of the other activities will be communicated in due course.
- Certificate will be provided at the end of program

