



**OKLAHOMA**  
Office of the State Auditor & Inspector

## *7 Habits of Highly Effective Employees*

*Presented by Ashlee Green, OMES*

**Tuesday, October 22<sup>nd</sup>**

Field of Study: Personal Development

2024 State Auditor's Continuing Professional Education Series

### **In Person Seminar**

Francis Tuttle Technology Center – Portland Campus  
3500 NW 150<sup>th</sup> Street  
Oklahoma City, OK 73134  
8:30 AM – 4:30 PM  
Tuesday, October 22, 2024

**\$50 per person – 8 Hours Yellow Book CPE Credit**

[CLICK HERE TO REGISTER](#) - registration deadline 10/15/2024

*No prerequisite required.*

### Seminar Description

Based on the book by Stephen R. Covey's, *The 7 Habits of Highly Effective People*, continues to be a bestseller for the simple reason that it ignores trends and pop psychology and focuses on timeless principles of fairness, integrity, honesty, and human dignity.

One of the most compelling books ever written, *The 7 Habits of Highly Effective People*, has empowered and inspired readers for over 30 years. It's also played a part in the transformation of millions of lives across all age groups and professions.

No matter how competent a person is, they will not have sustained and lasting success unless they can effectively lead themselves, influence, engage and collaborate with others and continuously improve and renew their capabilities. These elements are at the heart of personal, team, and organizational effectiveness.

## Course Objectives

You will learn the following in this course:

- Habit 1: Be Proactive® - Focus and act on what you can control and influence instead of what you can't.
- Habit 2: Begin With the End in Mind® - Define clear measures of success and a plan to achieve them.
- Habit 3: Put First things First® - Prioritize and achieve your most important goals instead of constantly reacting to urgencies.
- Habit 4: Think Win-Win® - Collaborate more effectively by building high-trust relationships.
- Habit 5: Seek First to Understand, Then to be Understood® - Influence others by developing a deep understanding of their needs and perspectives.
- Habit 6: Synergize® - Develop innovative solutions that leverage differences and satisfy all key stakeholders.
- Habit 7: Sharpen the Saw® - Increase motivation, energy, and work/life balance by making time for renewing activities.



Ashlee Green, OMES, has more than 14 years in the nonprofit and social sector. Ashlee is passionate about building human-centered work cultures that allow all employees to unleash their potential, foster innovation, and cultivate a culture of learning. As a Training Specialist with the Statewide Training & Learning Team at the Office of Management & Enterprise Services, Ashlee partners with employees across the state to grow their self-awareness, enhance their communication, and offer tools for personal and professional development. Ashlee has her bachelor's degree in human relations from the University of Oklahoma and a Master's of Art in organizational leadership & learning from the George Washington University.