

# Eureka Academy®

*Making a Difference*

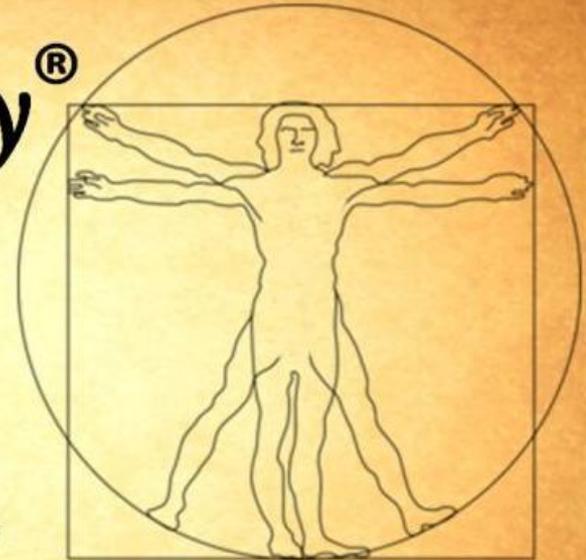
Since 1990

**Balancing**

**Peak Performance and Sustainability**

**Leadership – Management – Team Building – Well Being – Environment**

**Canada UK Shanghai Dubai**





**7 Habits + 5S System Workshop**  
**At George Brown College**  
 Exclusively for ILO team only



**Program:** 7 Habits of Highly Effective People and 5S System Workshop  
**Date:** January 17<sup>th</sup> 2012  
**Venue:** Corus Building  
**Time:** 2:00 – 5:00 PM

**Program Guide**

02:00 PM	Doors Open	
02:00 AM – 02:20 PM	Introduction and Ice Breaker <b>Eureka Academy Introduction Video</b> <b>Leadership, Emotional Intelligence and the Perception Challenge</b>	(Video: 10 Min) (Activity)
02:20 PM - 02:40 PM	<b>7 Habits Paradigm Puzzle Construction</b>	(Activity)
02:40 AM – 03:00 PM	<b>Explanation of 7 Habits + 5S System</b>	(Coaching)
03:00 PM – 04:40 PM	<b>7 Habits Video</b>	(Video 1:40 min)
04:40 PM – 04:50 PM	<b>5 S Video</b>	(Video 10 min)
04:50 PM – 05:00 PM	<b>Presentations by Delegates</b> <b>Discussion</b> <b>Q &amp; A</b>	(Activity) (Activity)
05:00 PM	End	



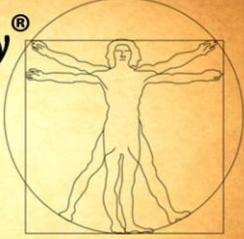
- Personal Effectiveness & Organizational Planning
- Change Management, Team Work & Motivation
- Sustainable Development & Ethical Global Leadership



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### Profile of Gabriel Iqbal:

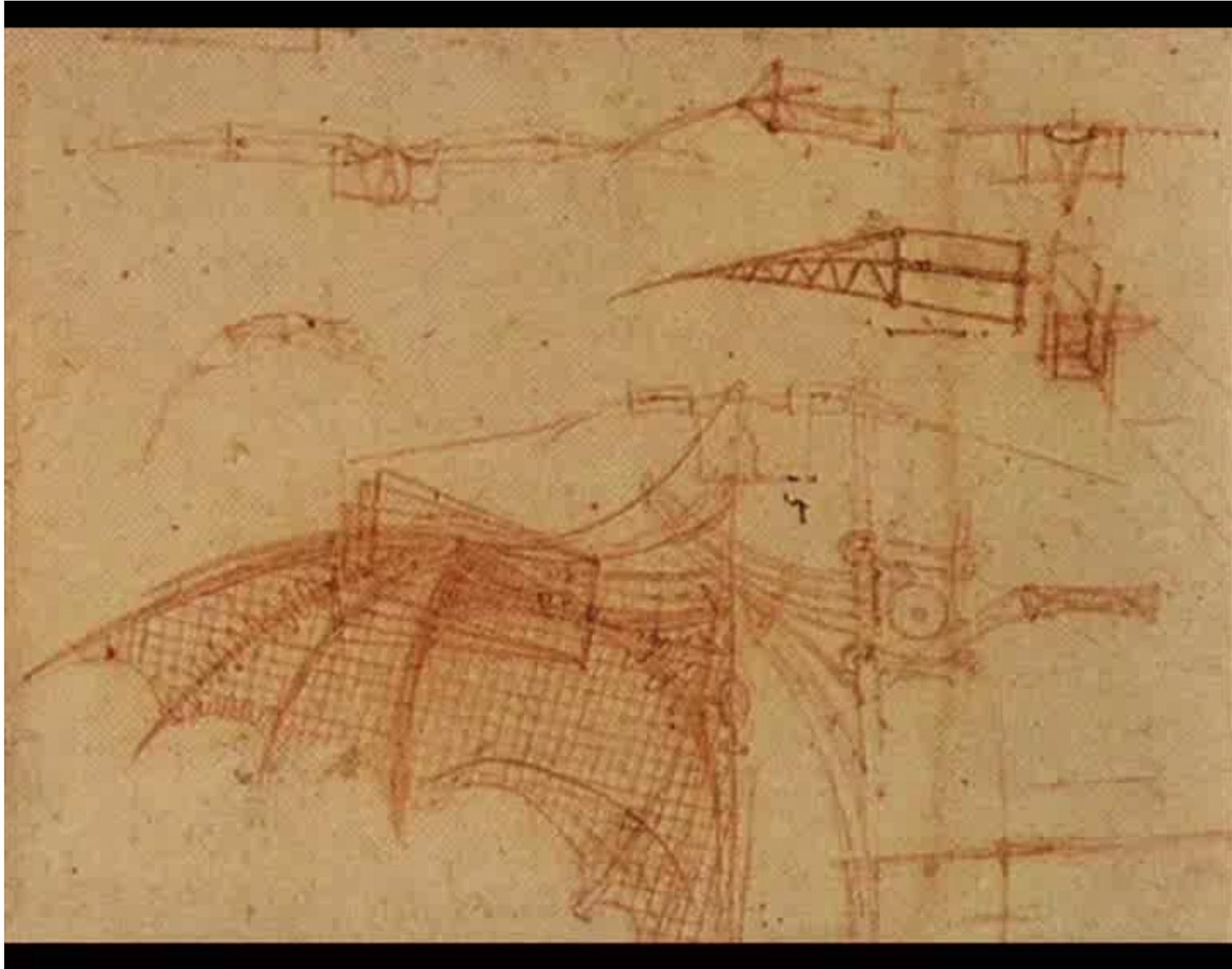
Award winning Learning and Leadership Development / Sustainable Development professional with 20 years of global workforce development experience in multiple Fortune 500 companies. Gabriel has created, implemented and facilitated major precedent-setting sustainability, employee and leadership development initiatives. Created strong ties to business performance matrix, ROI and KPI's. Coordinating and engaging people in sustainability campaigns related to issues such as transportation, water and energy conservation, innovations in waste reduction. He has a Diploma in Health Science from Hammersmith and West London College, UK, BSc Hons Environmental Biology and Post Graduation in Education both from University of Leeds, UK. He is also a certified Internal Auditor for EHSMS (Environmental Health and Safety Management Systems), ISO 14001 and OHSAS 18001. His focus on quality and lean management lead him to acquire a certificate in TPS (Toyota Production System) and he has applied Kaizen, 5S System, Gemba and Poka Yoke with demonstrable improvements across a range of multinational organizations. Gabriel is the founder of Eureka Academy and has made his mission to share fresh paradigms in Personal Effectiveness, Organizational Planning, Team Work, Motivation, Sustainable Development and Global Leadership. For details visit: [www.eurekamakingadifference.com](http://www.eurekamakingadifference.com)

**7 Habits:** Stephen Covey has dedicated his life to demonstrating how everybody can truly control their destiny with profound, yet straightforward guidance. The 7 habits has been known as the top notch program by leading firms worldwide including world leaders and heads of state. 50 million copies of Covey's works have been sold and translated into almost all major languages of the world. Along with numerous accolades to his credit he is recognized by Time Magazine as the 25 of America's most influential person's, this includes the likes of Abraham Lincoln, Dr. Martin Luther King and Benjamin Franklin. The "7 Habits" is an "interactive fun filled workshop" supplemented with a complimentary take home video of a collection of Covey's classic presentations. We assure significant to major paradigm shifts in team work and fresh perspectives in proactive development and mutual inter-dependence. Bringing fresh perspectives and unconventional solutions to challenging issues!

**The 5S System:** is established and used by TPS (Toyota Production System). Many professionals also use it to effectively manage their housekeeping performance. Be it at the office desk, work place or home, 5S is surely a fantastic and proven tool to organize yourself and improve your productivity. Simply stated, it simplifies things!

- Personal Effectiveness & Organizational Planning
- Change Management, Team Work & Motivation
- Sustainable Development & Ethical Global Leadership

# Eureka Academy Introduction Video:



# Activities

## Communication:

Chinese Whispers

Wondering why no one understands!

## Management:

Musical Chairs

Race to the Bottom of the Ocean!



# Activity

## Emotional Intelligence and the Perception Challenge



## Stress and Response is Based on Perception

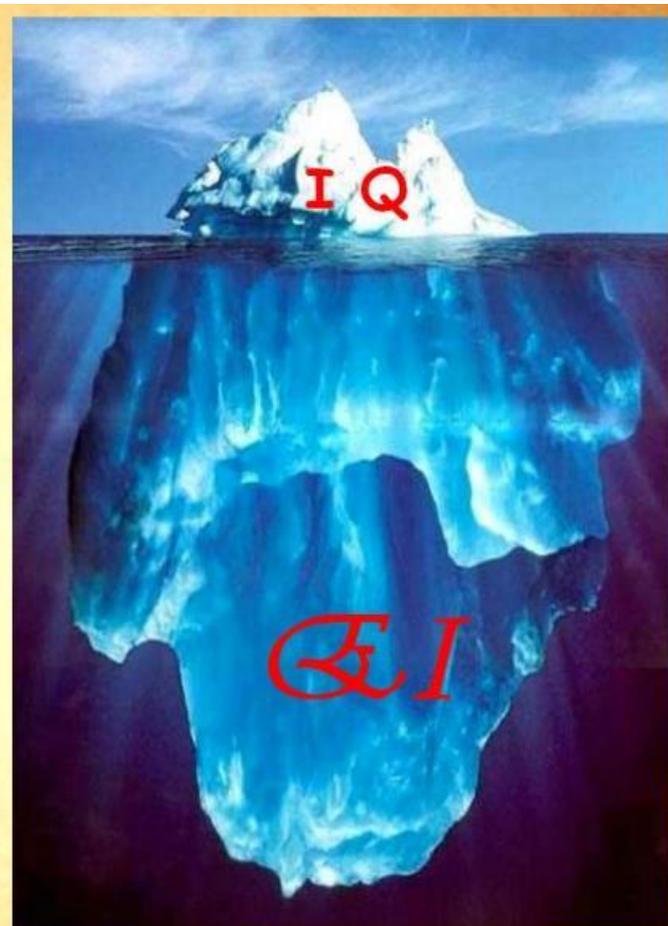
**Survival of the Fittest** is an old evolutionary adage one that has to give rise to a **New Consciousness** in Human Beings in which **Survival of the Wisest** and most Altruistic will be the New Way.

This behavioural problem as described by Hans Selye the father of Stress Research, is largely created by a ego genetically evolved to respond to three stress responses, **fight, fright and flight** (Selye, 1956). Hence the lack of Emotional Intelligence. This reactive behaviour has led to all the wars, exploitation, injustice, poverty.

Daniel Goleman in his bestsellers, *“Emotional Intelligence”* (Goleman, 1996), *“Social Intelligence”* (Goleman, 2006), and the recently released *“Ecological Intelligence”* (Goleman, 2009), explains this behavioural handicap in clear detail. 2.6 million years of Human Evolution have taught the human male limited language/communication capability as he was the *hunter* and the female mind in the mean time created language and art, **Lateral Thinking**, the very basis of civilisation and Higher Consciousness, hence the neuronal circuits in the average human female are far too sophisticated as compared to an average male. This Higher Consciousness is much desirable today...

**IQ is only the tip of the ice berg,  
EQ is the ice berg!**

*Energize Your  
Emotional Intelligence  
in 2012 with  
Eureka Academy*

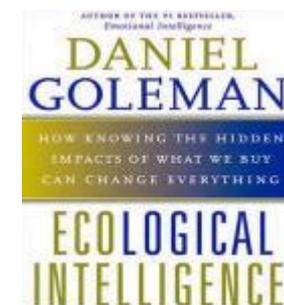
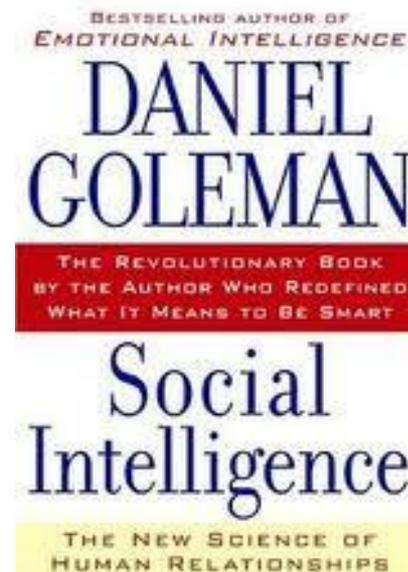
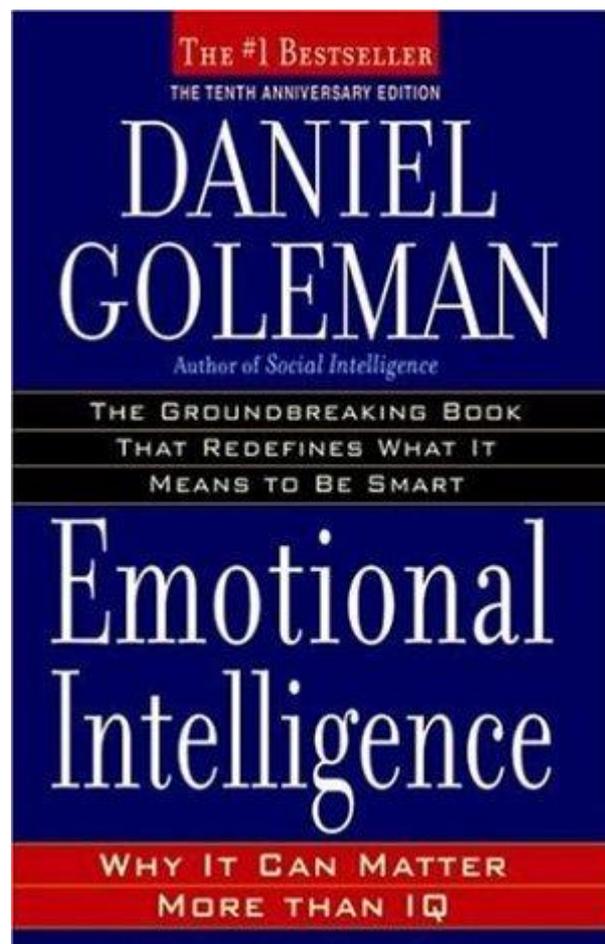


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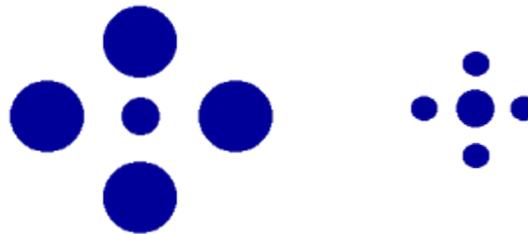
eureka.academy@eurekamakingadifference.com [www.eurekamakingadifference.com](http://www.eurekamakingadifference.com)





# Survival of the Fittest! = Fight – Fright - Flight





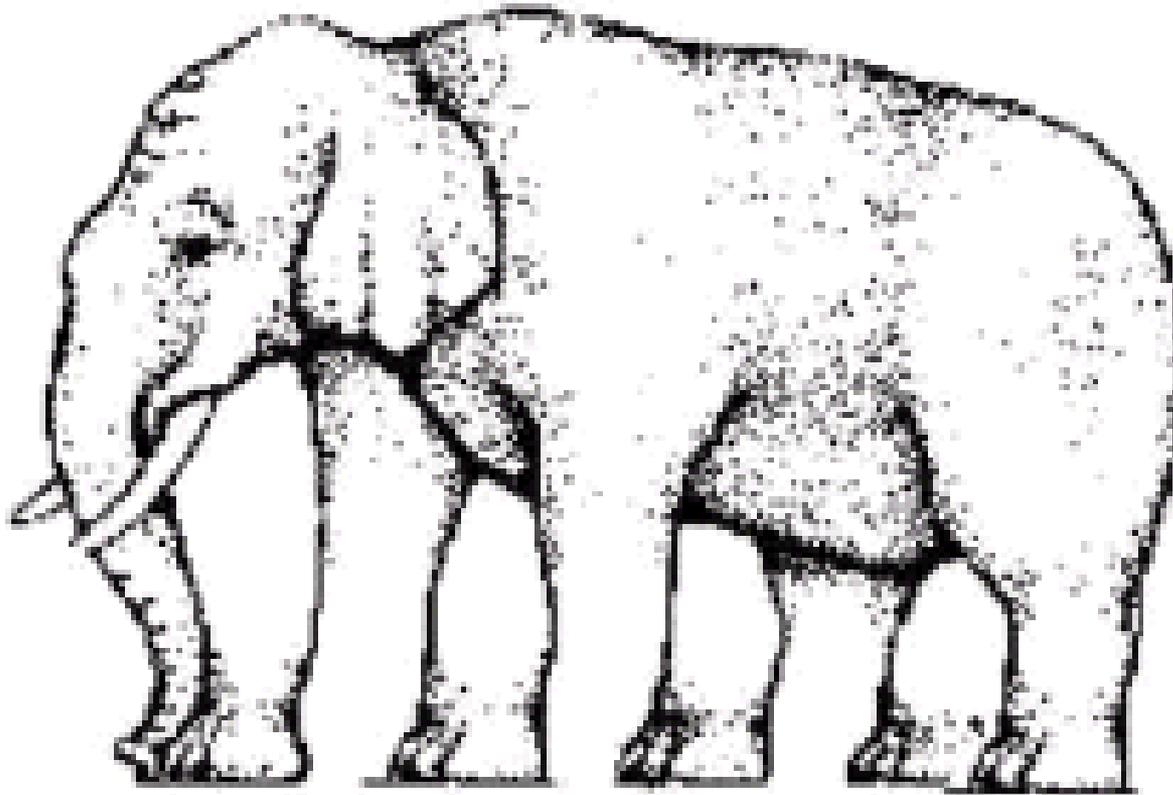
**Q1. Are the middle circles in the above two images the same size!**

**Please answer Yes or No**



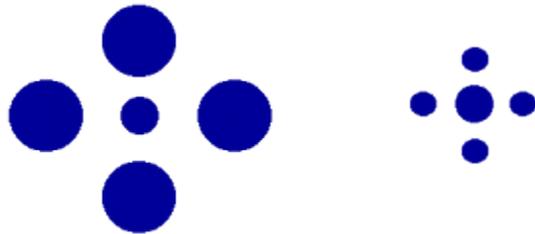
**Q2. Is the moon on the bottom larger than the moon at the top ?**

**Please answer Yes or No**



**Q2. How many legs does the elephant have ?**

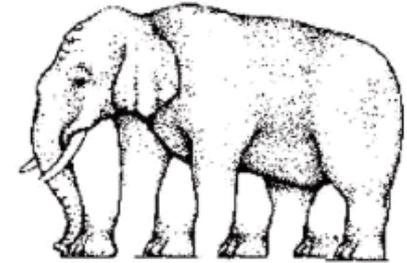
**6 - 7 - 5 - 4 - 3**



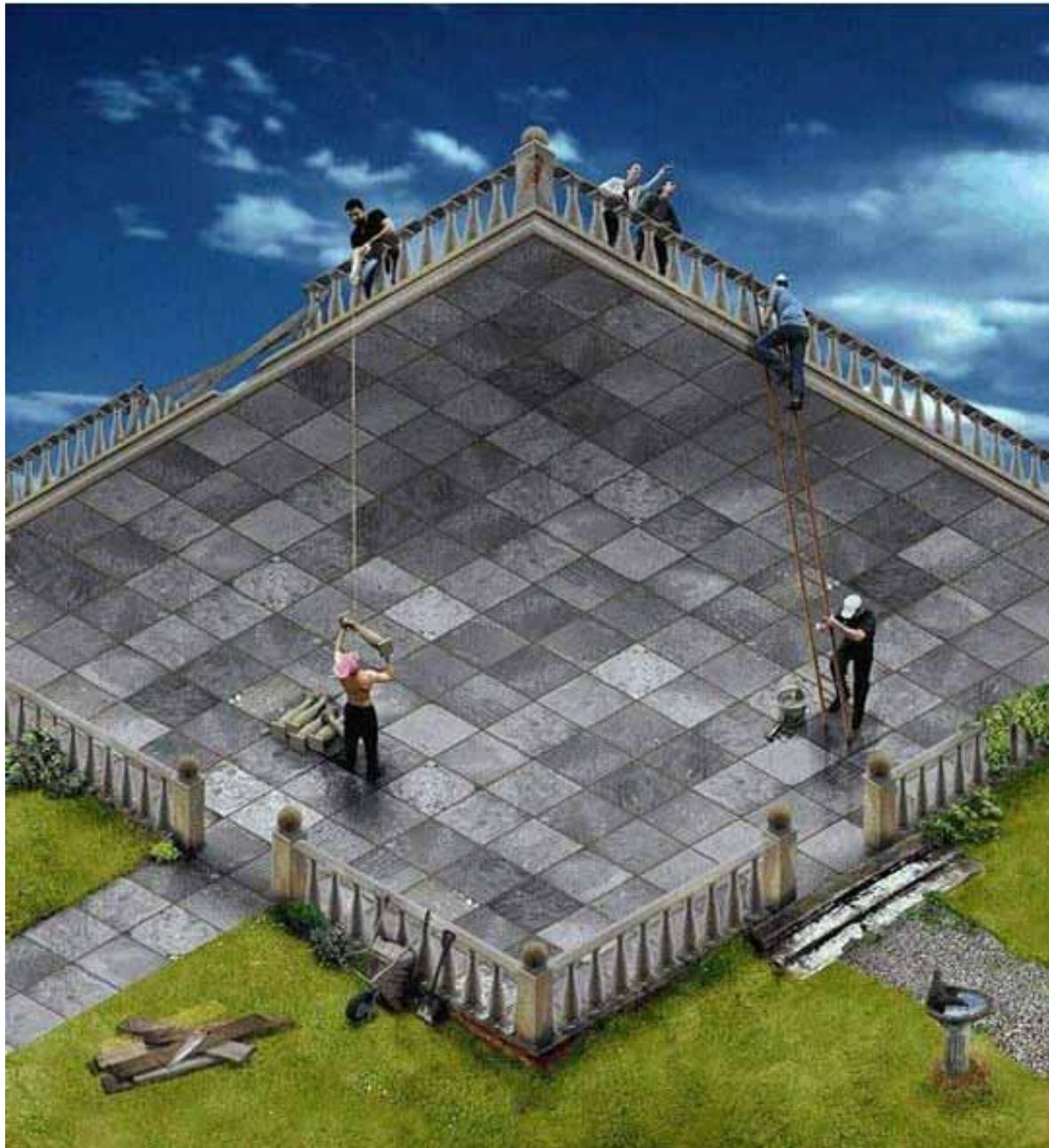
You probably perceive the middle circle as smaller in the figure on the left than the circle in the center of the second figure. They are actually the same size.



Moon Illusion. The moon illusion is one of the most famous of all illusions. Stated simply, the full moon, when just above the horizon, appears much larger than when it is overhead.



Near the ground, you can count five different elephant feet.  
If you cover up the ground, you can only see four limbs extending from the torso.



Which side is up?



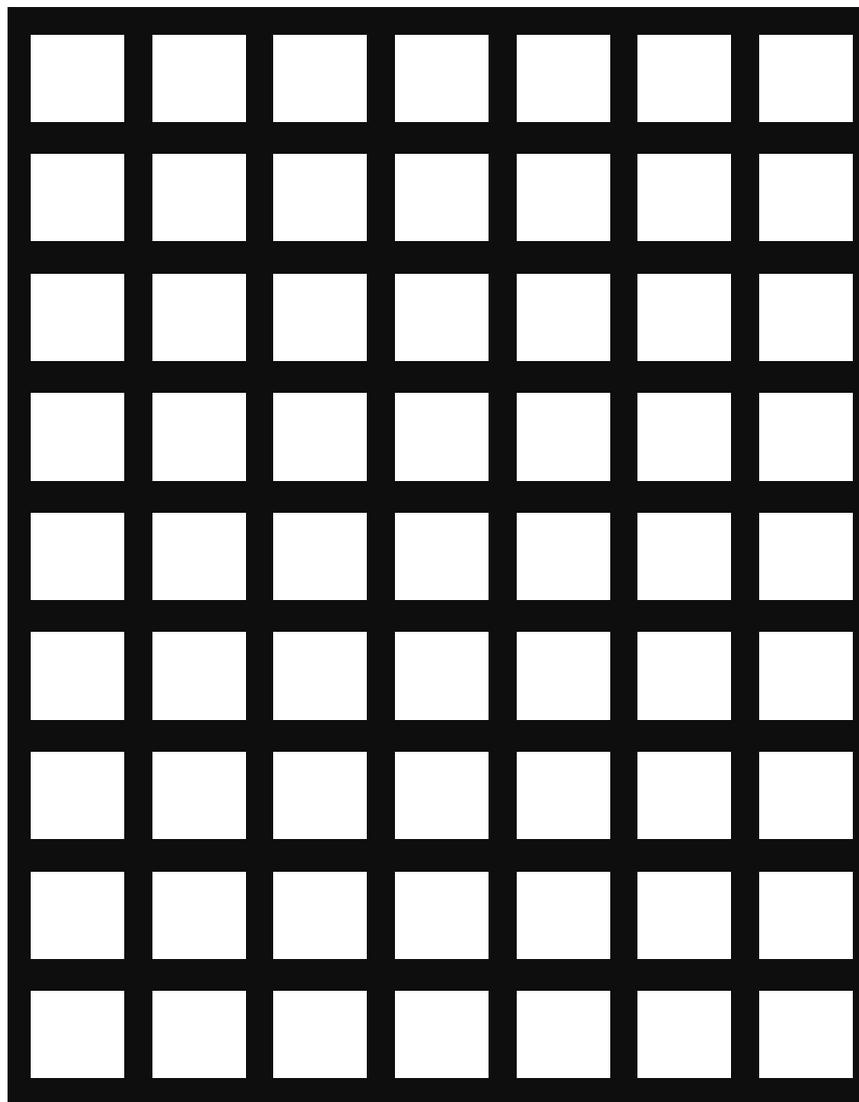
Old or young women ?



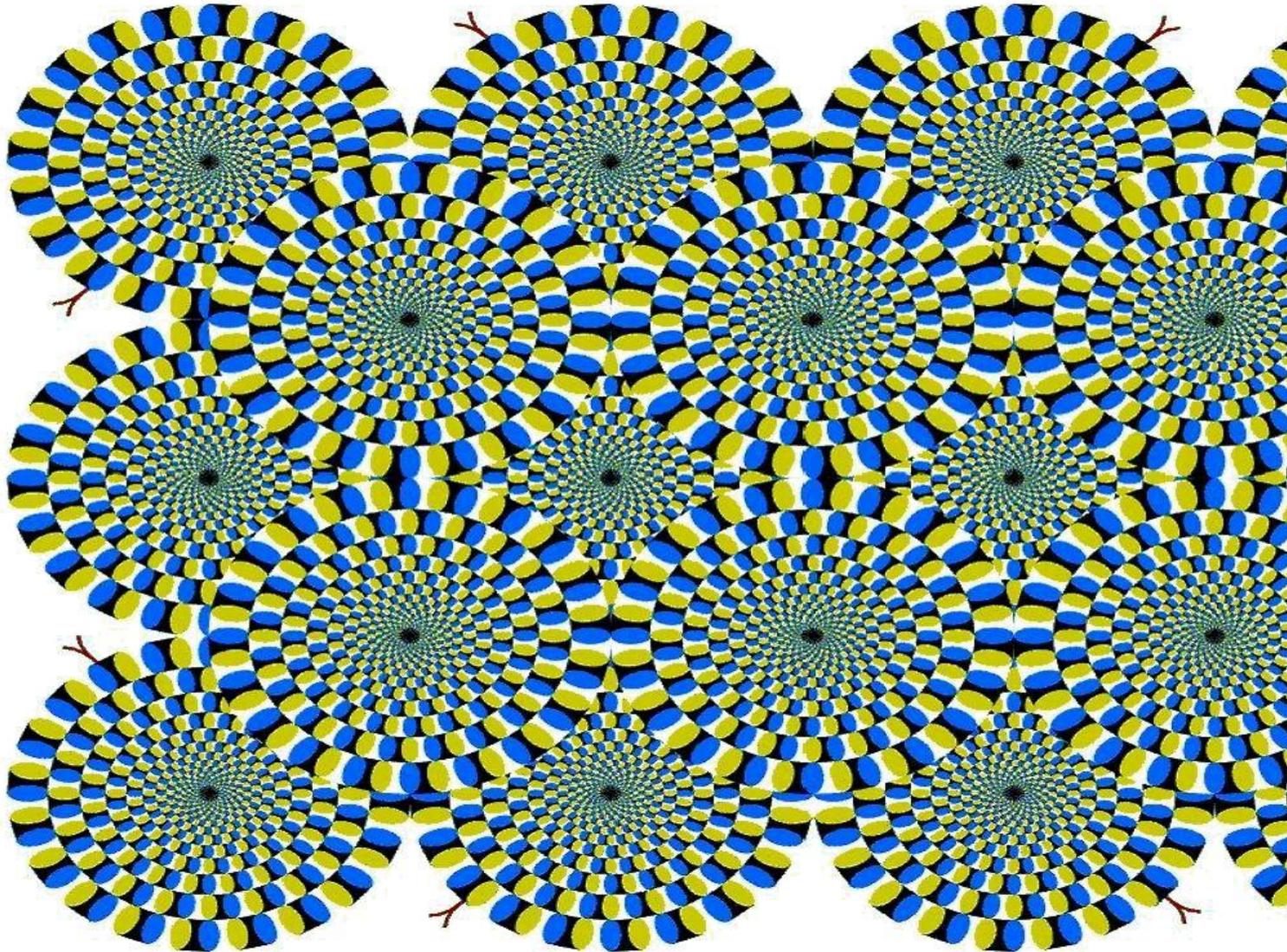
Banned advertising !



Wine glass or two people facing each other



Count The Whites Dots !



If you take a look at the following picture , let me tell you .. it is not animated. Your eyes are making it move. To test this, stare at one spot for a couple seconds and everything will stop moving. Or look at the black centre of each circle and it will stop moving. But move your eyes to the next black centre and the previous will move after you take your eyes away from it...

- The purpose of this exercise is to visually demonstrate and appreciate that we live in a multidimensional reality by virtue of which we have the cognitive ability of perceiving reality in different contexts.
- To understand this multidimensional reality we must learn to appreciate the diversity of thought that it creates and hence exercise freedom of thought and a generous capacity to understand differences in perception.
- None of the pictures shown on above are not an optical phenomenon, but rather cognitive or perceptual illusions.
- Unity is in diversity as diversity creates and sustains the very basics of our communal survival. As an effective leader, one must have a fundamental passion to create an environment that encourages and nourishes the flow of ideas via:
  - Differences in perception.
  - An ability to moderate different contentions.
  - Capacity to listen/understand with sincere Empathy.
  - Ability to articulately allow people to take on responsibility rather than dictate it.
  - Challenge people to “**Think Differently**”.



The key to  
effectiveness and time  
management is not to  
prioritize what's on  
your schedule but to  
schedule your  
priorities

# Activity

## 7 Habits Paradigm Puzzle Construction

## Exercise:

In your group choose a leader and fill in the blanks/puzzles within the:

- 7 Habits Paradigm
- **Create a Flipchart** to explain your presentation along with brief notes reflecting how the 7 habits can enhance the quality of your **personal** and **professional** life.

## Activity Time:

✓ 10 min

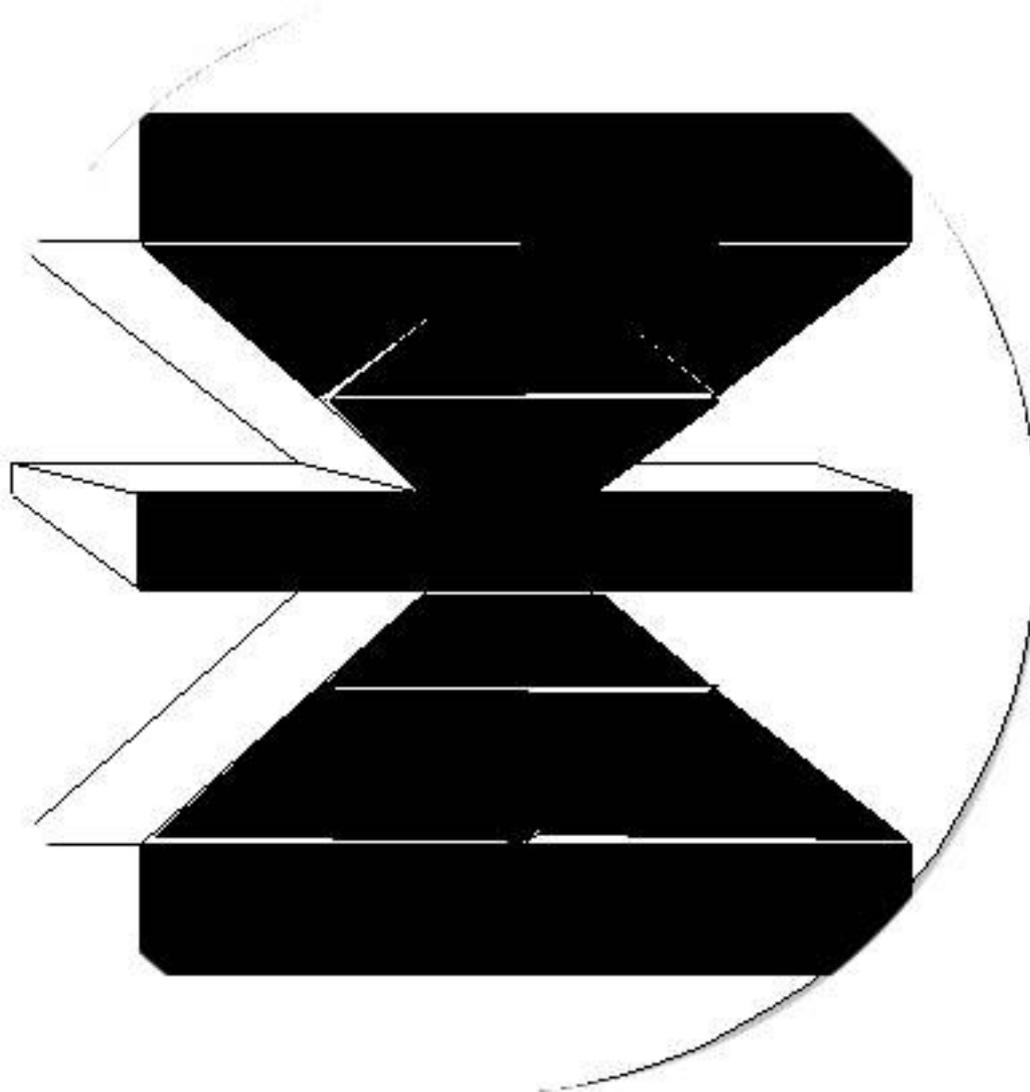
## Presentation:

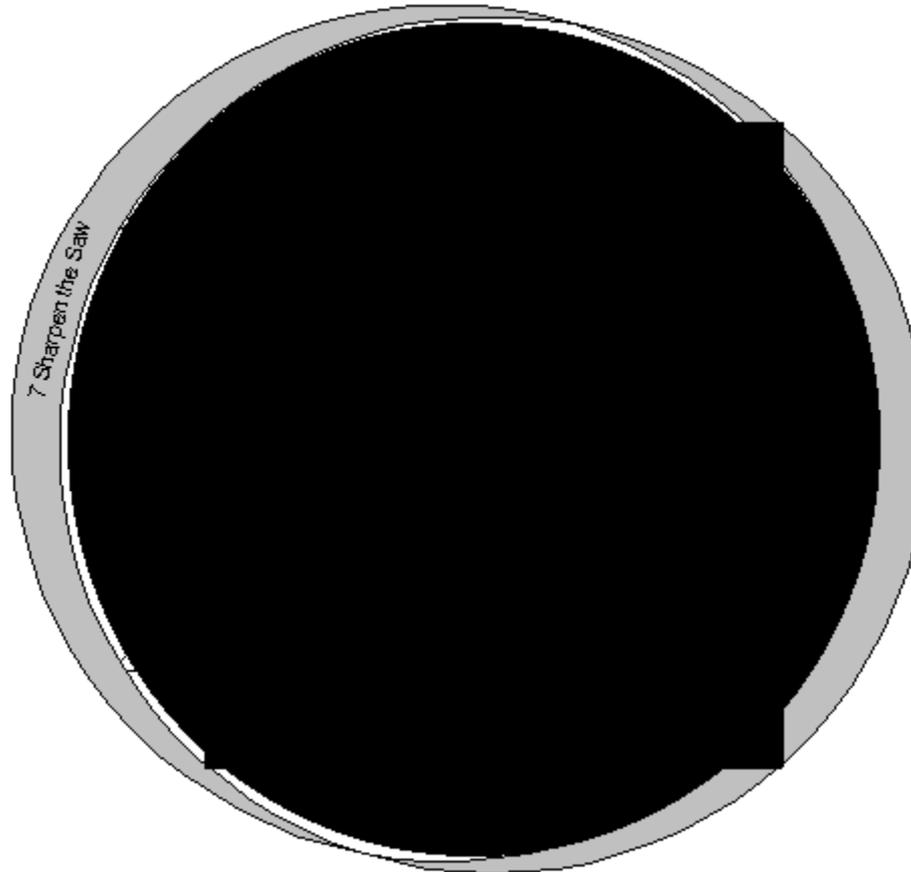
Present and explain your findings to the other groups

✓ 5 individuals max per group

Note: This is not a competition but a learning experience

# 7 Habits Paradigm





**PRIVATE  
 VICTORY**

Seek First to Understand  
 ...Then to be  
 Understood!  
 5

**Independence**

Synergize  
 6

**PUBLIC  
 VICTORY**

↑  
 Be  
 Proactive

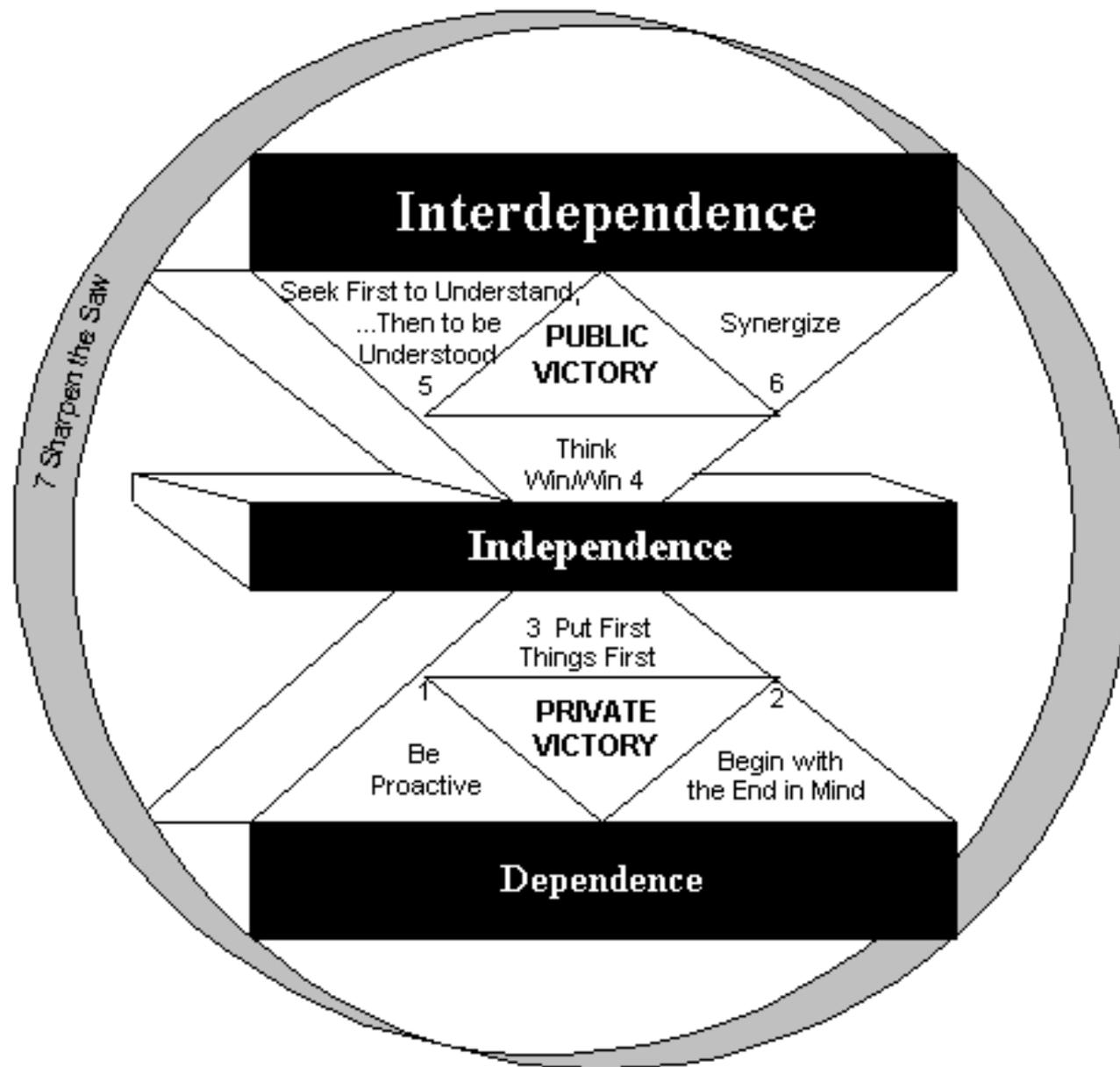
**Dependence**

3 Put First  
 Things First

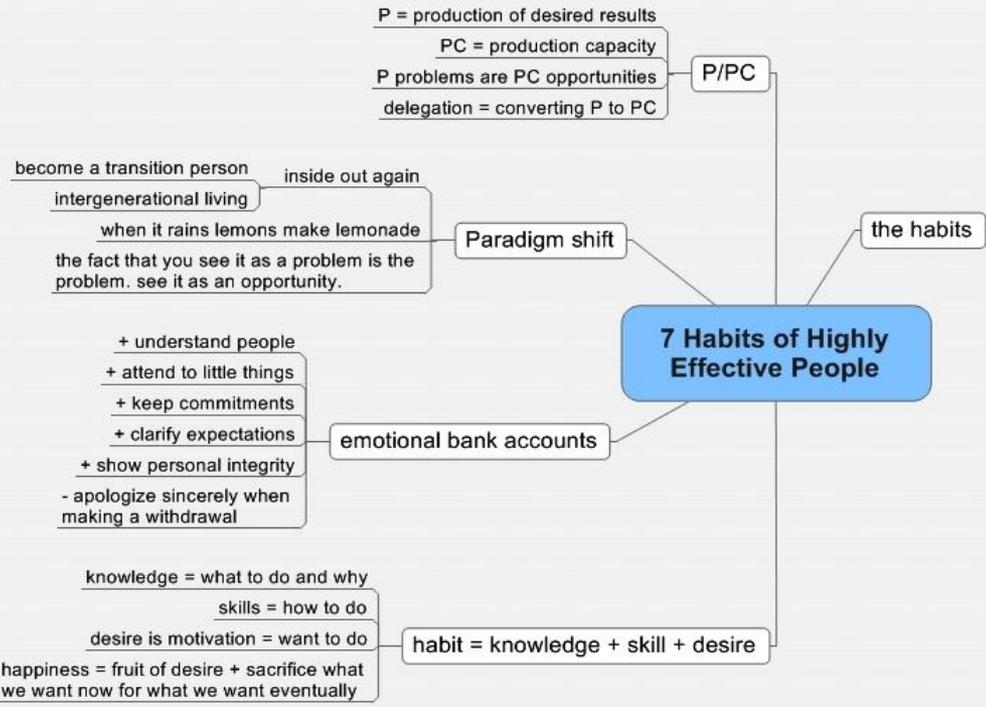
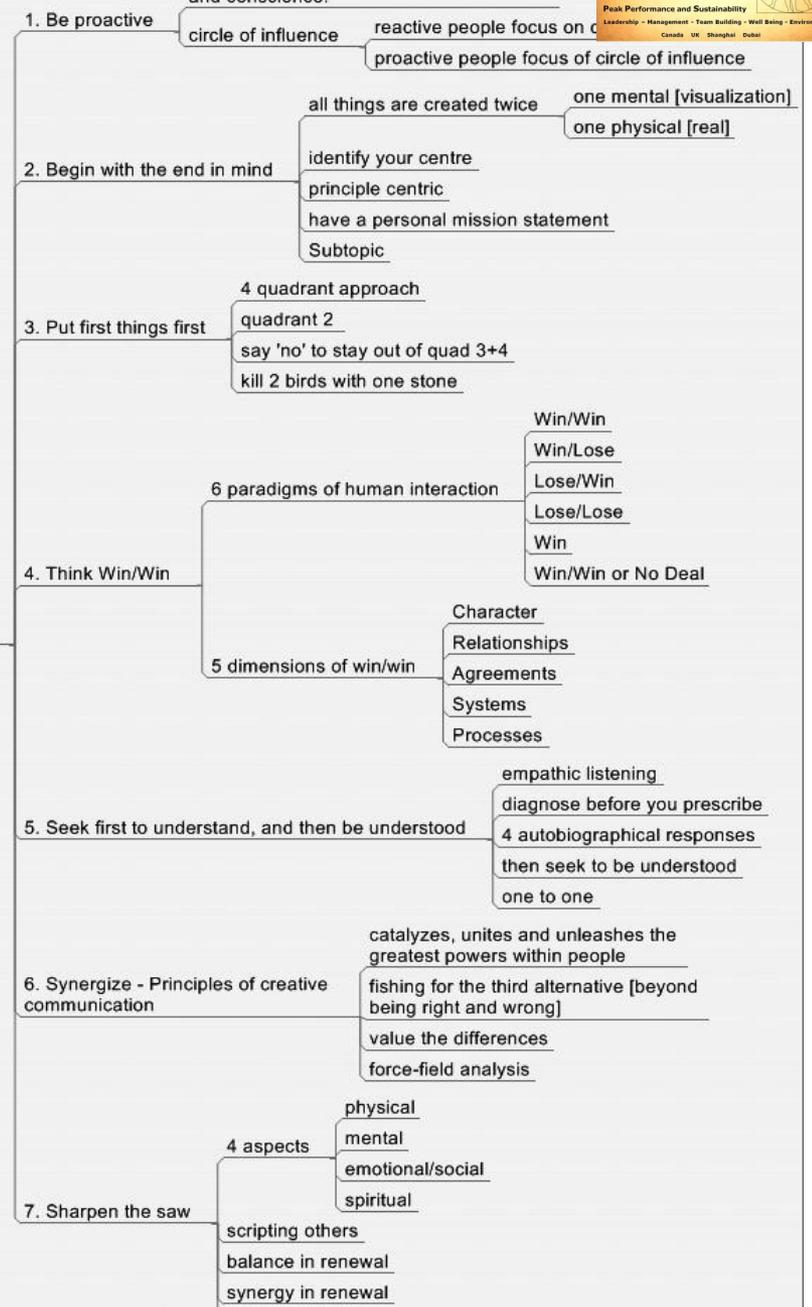
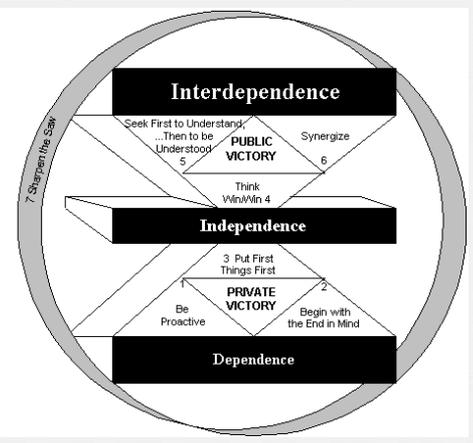
2  
 Begin with  
 the End in Mind

Think  
 Win/Win 4

**Interdependence**



Between stimulus and response, man has the freedom to choose because of self awareness, imagination, independent will and conscience.



## The Seven Habits

The chapters are dedicated to each of the habits, which are represented by the following imperatives:

1. **Be Proactive.** Here, Covey emphasizes the original sense of the term "proactive" as coined by Victor Frankl. You can either be proactive or reactive when it comes to how you respond to certain things. When you are reactive, you blame other people and circumstances for obstacles or problems. Being proactive means taking responsibility for every aspect of your life. Initiative and taking action will then follow. Covey also argues that man is different from other animals in that he has self-consciousness. He has the ability to detach himself and observe his own self; think about his thoughts. He goes on to say how this attribute enables him: It gives him the power not to be affected by his circumstances. Covey talks about *stimulus* and *response*. Between stimulus and response, we have the power of free will to choose our response.
2. **Begin with the End In Mind.** This chapter is about setting long-term goals based on "true north" principles. Covey recommends formulating a "Personal Mission Statement" to document one's perception of one's own vision in life. He/She sees visualization as an important tool to develop this. He also deals with organizational vision statements, which he claims to be more effective if developed and supported by all members of an organization rather than prescribed.
3. **Put First Things First.** Here, Covey describes a framework for prioritizing work that is aimed at short-term goals, at the expense of tasks that appear not to be urgent, but are in fact very important. Delegation is presented as an important part of time management. Successful delegation, according to Covey, focuses on results and benchmarks that are to be agreed upon in advance, rather than prescribed as detailed work plans.
4. **Think Win/Win** describes an attitude whereby mutually beneficial solutions are sought that satisfy the needs of oneself, or, in the case of a conflict, both parties involved.
5. **Seek First to Understand, Then to be Understood.** Covey warns that giving out advice before having empathetically understood a person and their situation will likely result in rejection of that advice. Thoroughly reading out your own autobiography will decrease the chance of establishing a working communication.
6. **Synergize** describes a way of working in teams. Apply effective problem solving. Apply collaborative decision making. Value differences. Build on divergent strengths. Leverage creative collaboration. Embrace and leverage innovation. It is put forth that when synergy is pursued as a habit, the result of the teamwork will exceed the sum of what each of the members could have achieved on their own. "The whole is greater than the sum of its parts." Mathematically this can be written as  $1+1=3$ .
7. **Sharpen the saw** focuses on balanced self-satisfaction: Regain what Covey calls "production capability" by engaging in carefully selected recreational activities.

# 7 Habits Visual Essence

Click to View

## Dr. Stephen Covey 7 Habits Video



# 5 S System



# What 5 S System is Not

## 5 S CRASHE CORSE

FAZE  
1  
BRK

FAZE  
2  
BYTE

FAZE  
3  
ET

FAZE  
4  
DRUNK  
BER

FAZE  
5  
SMOKEY  
SIGAR



# 5 S System

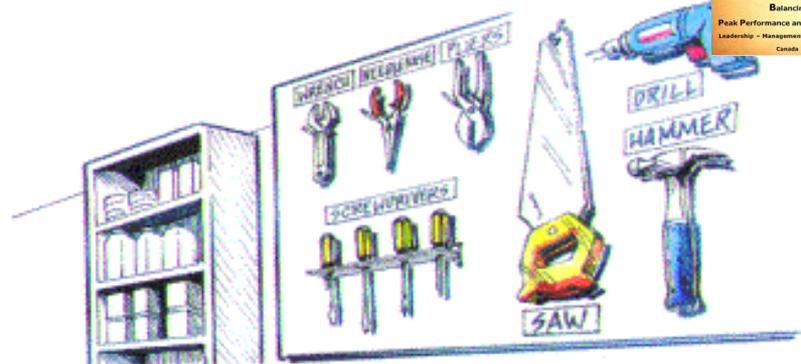
**5S's are the five keys to Total Quality Environment.**

**These are:**

<b>1. SEIRI</b>	<b>Sorting Out</b>	<b>Separating</b>
<b>2. SEITON</b>	<b>Stabilize</b>	<b>Arrangement</b>
<b>3. SEISO</b>	<b>Shine</b>	<b>Cleanliness</b>
<b>4. SEIKETSU</b>	<b>Standardization</b>	<b>Define Policies / Schedule Priorities</b>
<b>5. SHITSUKE</b>	<b>Sustain</b>	<b>Discipline</b>

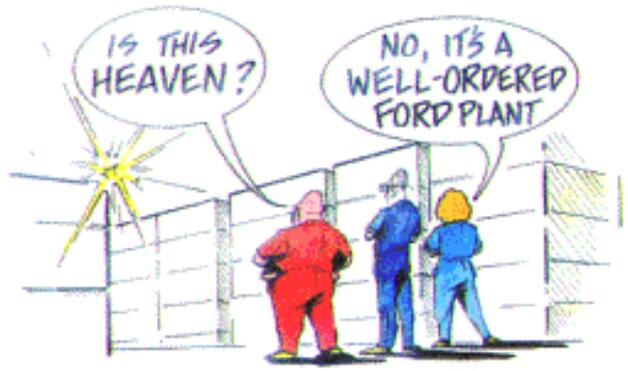


**1. Sort**  
 Separating



**2. Stabilize**  
 Arrangement

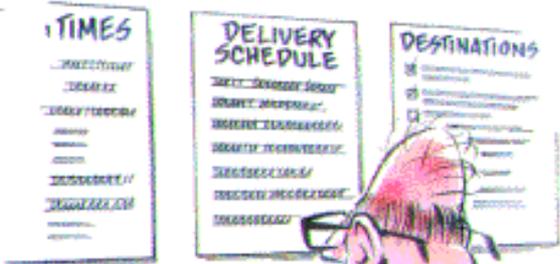
# 5 S's



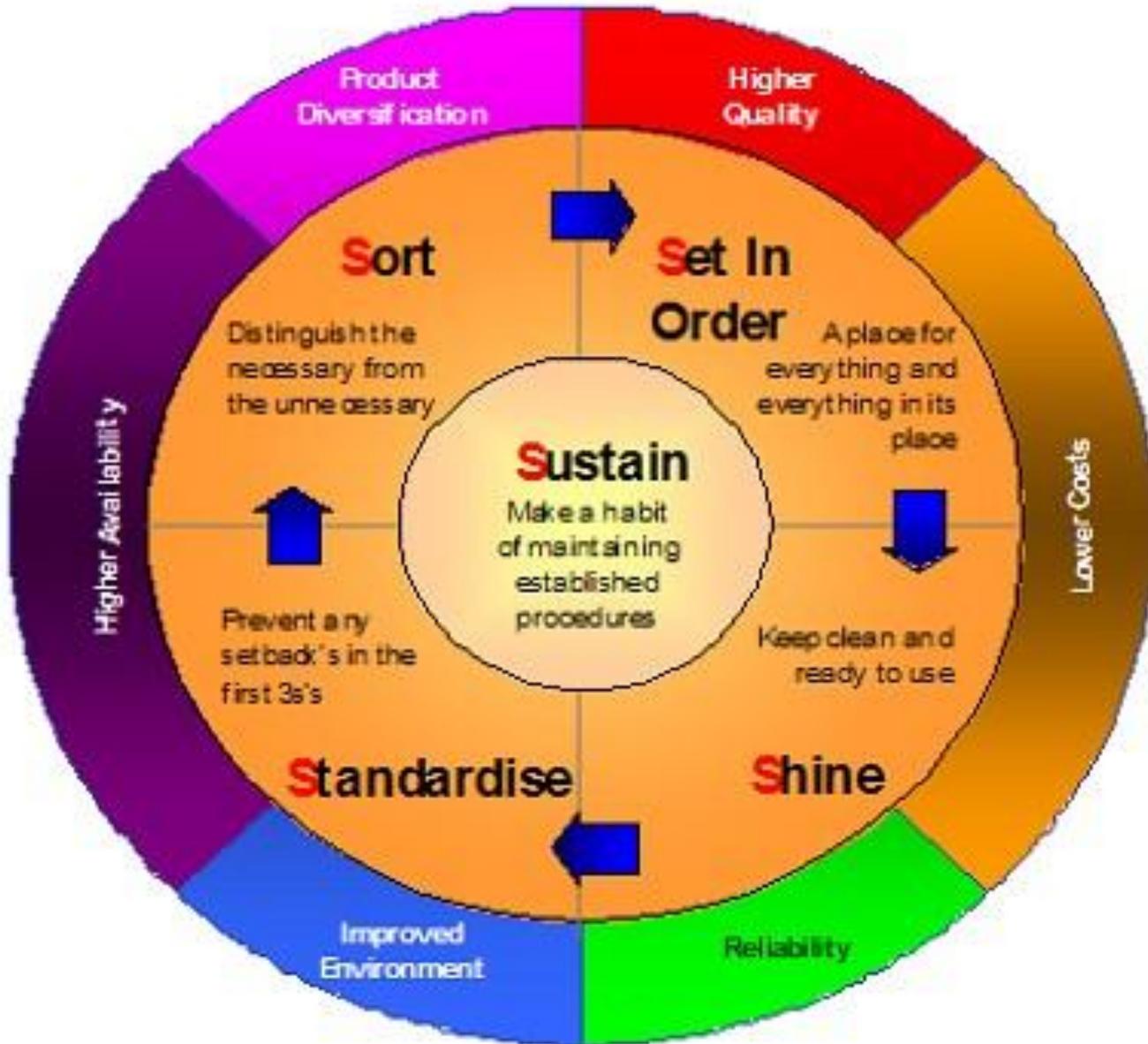
**5. Sustain**  
 Discipline



**3. Shine**  
 Cleanliness



**4. Standardize**  
 Define Policies / Schedule Priorities

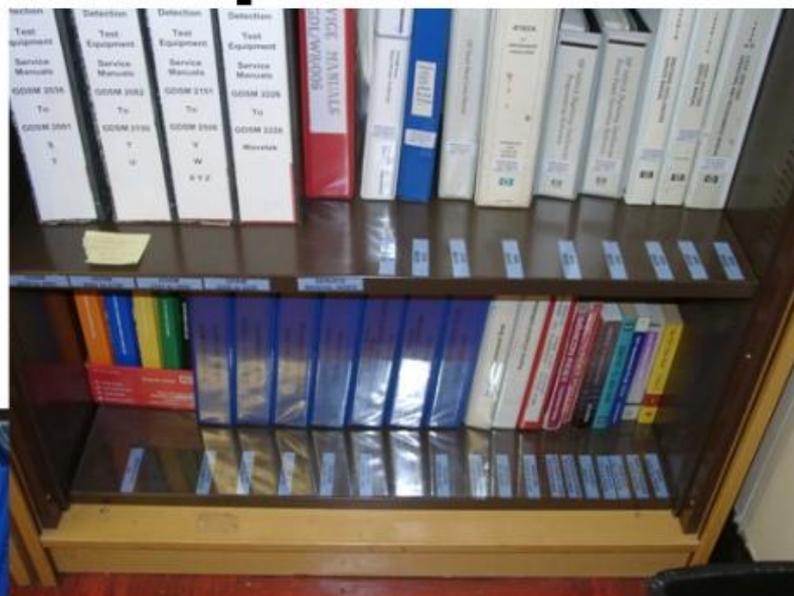


# Disorganized Work-Place



## 5S Examples

No Budget, drove improvisation. The original idea was to buy all new folders to tidy up the documentation in the cabinet. When £140 worth of folders couldn't be approved, they got very depressed and wondered about management commitment to the implementation program. We had a chat and decided we wouldn't let it beat us. So Nigel, Bill and Alex put their thinking caps on and came up with this.



Sticky back poly pockets stuck to the shelf, with the folder title printed on a card in each. New printed spine covers stuck over the old tatty folders, made from plain A4 and stuck on with pritt stick. Clear plastic sheet on the shelves to protect the identification, kept the shelf clean and allows easy access to each folder. ( Also Slides easier).

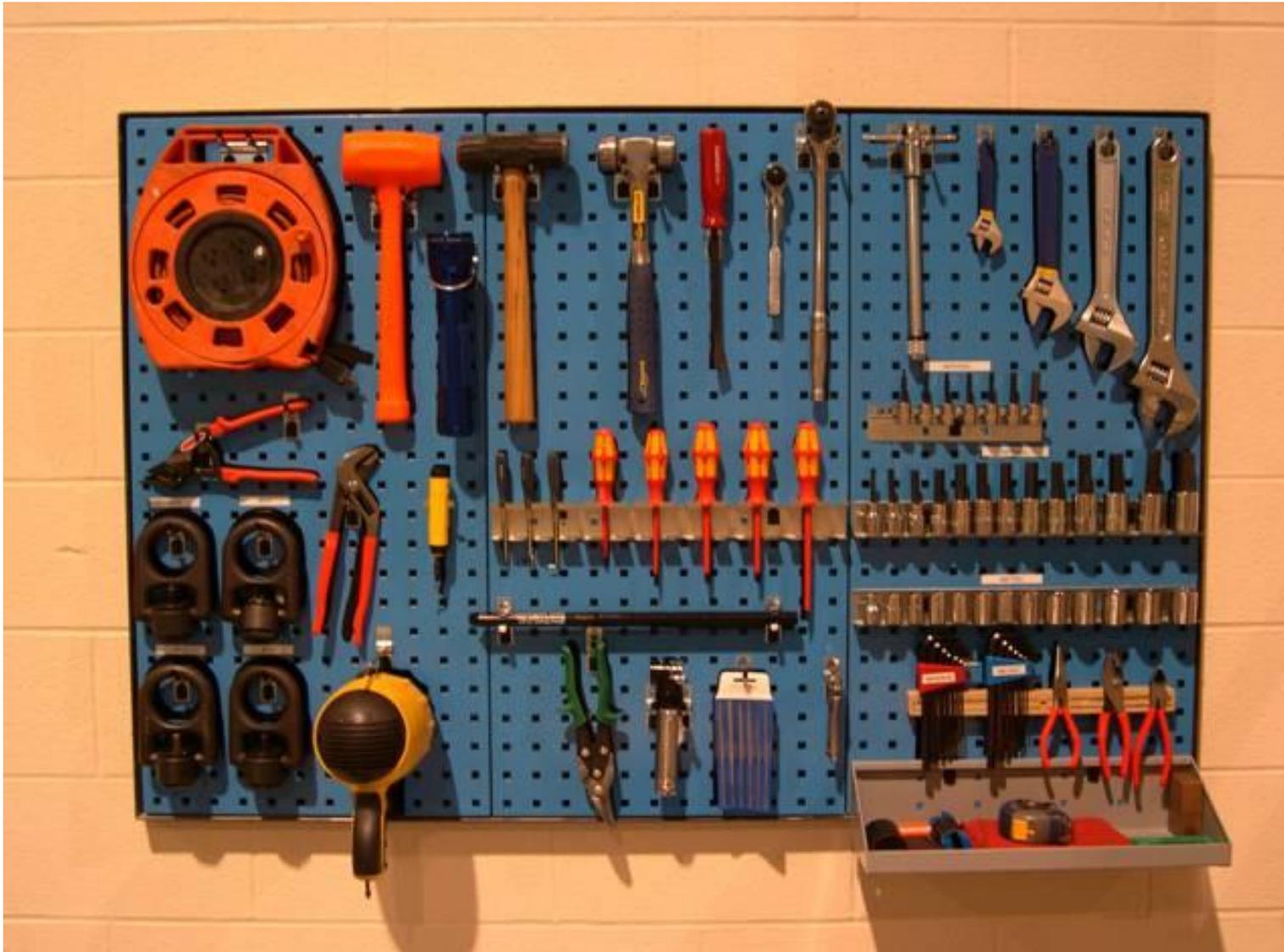
www.concreteheads.co.uk  
 ©2005

Concrete

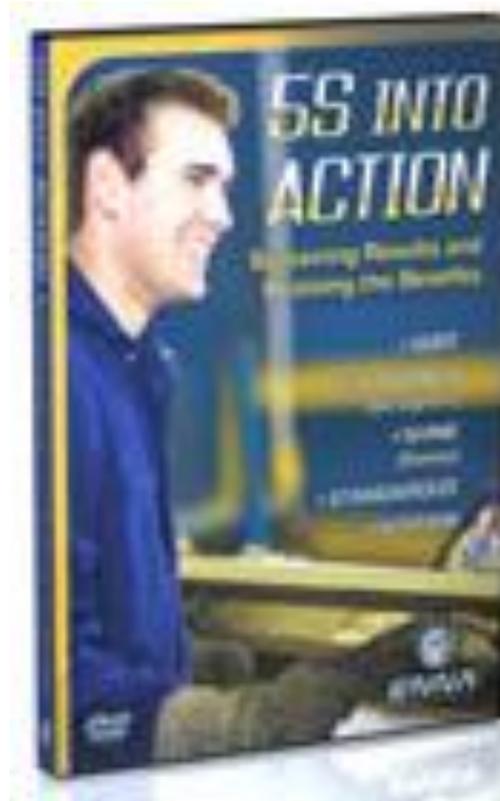


Heads

# Organized Tools



# 5 S System Video



# 5 S System Video

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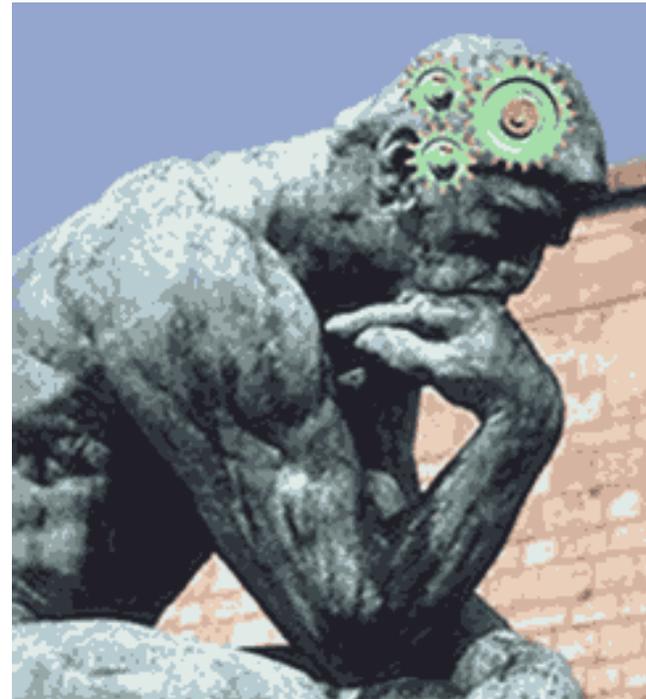
## 5S Overview

# WWWW Template Scheduling Priorities

	Who (people involved)		What		Where	When
	Name	Sign	Issue	SOLUTION	department / area	agreed date when SOLUTION will be achieved
1	1					
	2					
	3					
2	1					
	2					
	3					
3	1					
	2					
	3					
4	1					
	2					
	3					

## 5 S at Toyota

## Thinking Break





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Making a Difference

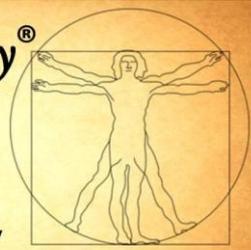
Since 1990

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Leadership – Management - Team Building - Well Being - Environment

Canada UK Shanghai Dubai



# Sustainable Corporate Learning and Development

[www.eurekamakingadifference.com](http://www.eurekamakingadifference.com)

## Programme Introduction

### Module 1: Powerful Consciousness

Behavioural Skill Programme:

- Individual
- Social
- Global



- **Film Documentary:**
- **The Secret**
- by Rhonda Byrne

The Secret, described as a self-help film, uses a documentary format to present the Law of Attraction. As described in the film, the "Law of Attraction" principle posits that feelings and thoughts can attract events, from the workings of the cosmos to interactions among individuals in their physical, emotional, and professional affairs.

### Module 5: Recruitment Process Employing the Right People

- Sourcing my Team
- Common Mistakes
- Steps of Recruitment Process
- Person Profiling
- Sample Job Description
- Use of questions in the Interview situation
- Categories of questions
- Developing a "Question Bank" for the interview
- Suggestions: Interviewing Prospective Employees
- Sample Interview Assessment
- Behavioural Interview
- Stress Interview
- Interviewing Techniques: Closed, Leading, and Open-ended Questions
- Gather all Required Information
- Top 10 Hiring Mistakes
- Sample: Employment Offer Letter
- Nine Tips on Checking References
- New Employee Orientation

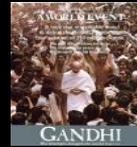
### Module 6: (A) Corporate Communication and Presentation

- Levels of Transparency and Professionalism
- Business Etiquettes and Business Communication
- Personality and Personal Grooming
- Business Case Presentation

### (B) Brand Communications and Internet Marketing

### Module 2: Leadership

- Perception
- Understanding Leadership
- Practices of Greatly Proactive Leaders
- Operational Structure of Highly Effective Companies
- Executive Development
- Mission Statement



- **Film:**
- **Gandhi**
- by Richard Attenborough

Gandhi (1982) is a biographical film about Mohandas ("Mahatma") Gandhi, who was a leader of the nonviolent resistance movement against British colonial rule in India during the first half of the 20th century. The film was directed by Richard Attenborough and stars Ben Kingsley as Gandhi; both won Academy Awards for their work on the film. The film was also given the Academy Award for Best Picture.

### Module 7: Well Being

- **Diet** : Balanced and Powerful
- **Health and Fitness**: Concepts and Programmes
- **Holistic Health**: The Internal Pharmacy  
Natures' Pharmacy
- **Psychological Health**: Ego and Self Analysis  
Emotional Intelligence
- **Stress**: Recognition and Management
- **Well Being Disciplines**: Thi Chi, Feng Shui, Ayurveda and Yoga
- **Work-Life Balance**: Energy Management

- **Film Documentary:**
- **Soul of Healing**
- by Deepak Chopra

Join Deepak Chopra, M.D. in an exploration of scientific medicine and the healing wisdom traditions of the world. Bringing to life the underlying premise that healing, wholeness and that which is holy are differentiated expressions of a single underlying reality, Dr. Chopra offers insights and practical demonstrations to help you take control of your health and healing needs.



### Module 3: Management

- Coaching Skills
- Managing Difficult People and Difficult Situations
- Problem Solving and Decision Making
- Delegating Effectively
- Managing Your Manger



- **Film:**
- **Peaceful Warrior**
- by Dan Millman

An inspirational and triumphant film about the power of the human spirit, Peaceful Warrior is the incredible true story based on Dan Millman's bestselling novel.

### Module 8: Environmental and Social Responsibility

- **Environmental Ethics**
- **Sustainable Development**  
Long Term Cost/Benefit Analysis
- **State of the Planet**
- **Singapore Airlines**  
Making a Positive Impact on the World
- **Exercise**
- Stewardship Ethic  
"Think Globally Act Locally"

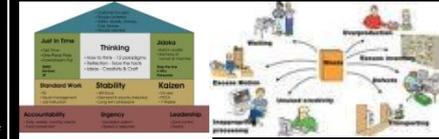


- **Film Documentary:**
- **An Inconvenient Truth**
- by Al Gore

An Inconvenient Truth is an American documentary film about global warming, presented by former United States Vice President Al Gore.

### Module 4: Process Management

- 5S System
- TPS (Toyota Production System)
- Kaizen (Continuous Improvement)
- Gemba (The Real Place)
- Poka Yoke (Mistake Proofing)
- Internal Audit Management (ISO 9001, ISO 14001 and OHSAS 18001)
- ERP (Enterprise Resource Program)



### Post Program Project:

**Practical Assessment Report:** Each candidate will submit a Report qualifying their practical application of the course material, citing "real life" examples. To be submitted on day 30 following the course presentation. The results of the report will be reflected on the Annual Performance Appraisals. The report should focus on SMART objectives:

- ✓ **Specific**
- ✓ **Measurable**
- ✓ **Agreed**
- ✓ **Realistic**
- ✓ **Time bound**



- **Film Documentary:**
- **What the Bleep**

Latest developments in the field of Quantum Physics revealing the Phenomenal Power of the Mind over Physical Matter. This new view of science contradicts the established perspectives of physical reality by demonstrating a dimensional jump in the understanding of physical reality.

# POWERFUL CONSCIOUSNESS

## *Insights*

Click here

# **Presentations by Delegates**

**Q & A**

**Discussions**



**For taking the time to attend.**