



WorkingSm@rt[®]

MICROSOFT
+ Outlook

Who Should Attend:

- Workgroups and teams including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use MS Outlook, and are not optimizing this powerful software.

What to Expect:

- Integration of a proven business process with Microsoft Outlook
- A total time management solution that integrates communications, tasks, activities, and planning.
- Hands-on software instruction

Format:

- 1-day workshop where participants create a plan for key business objectives
- Coaching session to reinforce learning

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

At a Glance

If you've got the software, we've got the proven process for increasing your productivity. This is the workshop Microsoft chose when they wanted to train their employees how to use Outlook more effectively. Graduates maintain increased productivity and enhanced on-the-job performance by knowing how to match the right process and skill sets when using their Outlook software.

Immediate Benefits:

- Consistent focus on priorities
- Improved communications
- Managed activities and events
- A 'business planning' approach to Outlook
- Control over the 'Digital Deluge'

Priority[®]

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, contact us at:
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