WorkingSm@rt®
+ GroupWise

Who Should Attend:
- Anyone who uses Novell GroupWise, especially managers, technical and sales professionals, supervisors, administrators and project leaders.

What to Expect:
- Hands-on software instruction
- Integration of a proven business process with GroupWise
- A total time management solution that integrates communications, tasks, activities, and planning

Format:
- 1-day instructor-led session using GroupWise
- Coaching session to reinforce learning

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

At a Glance

Master the essential skills for Novell GroupWise and become your most productive.

Immediate Benefits:
- Essential management skills harmonized with GroupWise tools
- Improved communications
- Managed time, tasks, and activities
- Consistent focus on priorities
- 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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www.sharedvaluesassociates.com