



WorkingSm@rt® + Google

Who Should Attend:

- Workgroups and teams, including managers, sales professionals, supervisors, administrators and project leaders currently using Google but who are not optimizing this tool to their capability.

What to Expect:

- Integration of proven business processes with Google
- A time management solution that incorporates communication, activities, tasks and planning
- Hands-on instruction

Format:

- 4-5 hour instructor-led session using Google
- Coaching session to reinforce learning

Tools Provided:

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

At a Glance

Turn your Google into an effective business management tool. We have the processes for increasing your productivity. This class is designed to help individuals, teams, and companies to use Google more effectively. Graduates of this class gain increased productivity and enhanced on the job performance by knowing how to match the right processes and skills when using their technology tools.

Immediate Benefits:

- Consistent focus on priorities
- Improved communications
- Managed activities and events
- A 'business planning' approach to using Google
- Control over high volume email and tasks in and away from your office

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