

Smart Technology Skills Overview

A technology workshop to increase your effectiveness and save you time in your use of technology. The workshop involves working directly on your PC using Outlook, Word and Internet Explorer (you are asked to bring a laptop with you. If you would like us to hire a laptop for you, this will be at a small additional cost of £45+VAT).

Training Objectives

By the end of this half-day workshop, you will have:

- Reorganised Outlook folders and hard drive folders based on your main business priorities.
- Developed a method for handling emails that works, including using rules, folders and 'one touch' handling effectively.
- Created a signature that fully represents the professional image that you wish to convey.
- Started to create a unique style of documents on WORD which reflects this image.
- Learned how to search the internet for information on critical topics, key people and other useful information.
- Reviewed a checklist for more effective working with your assistant (if you have one).
- Reviewed how you plan, conduct and follow up your meetings and decided what steps to take to make adjustments.

Venue

4 Doolittle Mill, Ampthill, Bedfordshire MK45 2ND.
Nearest Motorway is Junction 12 or 13 of the M1, nearest train station is Flitwick (45 minutes from London Kings Cross Thameslink), 20 minutes from Luton Airport.



Doolittle Mill is an ideal training venue for this workshop.

Programme

08:45 – 09:00	Welcome, brief intros
09:00 – 10:00	Business Challenges linked to Outlook + time management
10:00 – 10:45	Your image reflected in WORD documents
10:45 – 11:00	Break
11:00 – 11:30	Top tips (on e.g. internet explorer, outlook)
11:30 – 12:00	Working with your Assistant
12:00 – 12:30	Managing meetings
12:30 – 1:00	Review and Next Steps
1:00	Light lunch, then close

Timings

08:45AM to 1:00PM, concluding with light lunch. Please arrive at 8:30AM so we can make a prompt start at 08:45AM.

Workshop Facilitators

Matthew Aylard Chief Support Analyst at CertainIT and Director has been providing I.T. solutions and support since 1980. His strength is in providing solutions that customers need rather than being driven by what a customer can afford. He has worked with large telecommunications companies through to one person businesses. His skill is in identifying cost-effective practical solutions to everyday business challenges. His passion is in helping people to work productively.

Geetu Bharwaney is Founder and Managing Director of Ei World. She works with high achievers in a variety of contexts helping them be more effective. She is the Author of 'Emotionally Intelligent Living' and numerous articles on emotional intelligence. She has experienced the power of technology for being more efficient and focused. She has extensive experience in implementing workshops like this to a high quality.

Workshop Fees

£300+VAT = £352.50 payable in full before the workshop to secure your place. Late payments will not guarantee a place. If numbers fall below six participants, we will cancel or postpone this programme and transfer your booking to the next available workshop.

Next steps

If you wish to sign up for the workshop, please complete and fax back the attached commitment form at the back of this outline.

If you have any query about any aspect of the workshop, please contact Matthew Aylard on 01908-888-652, mobile 07976818559 or e-mail matthew.aylard@certainit.co.uk.

Pre-workshop Preparation

1. Complete a short pre-workshop quiz which will be sent to you via email.
2. Send the workshop facilitator a note of your key business challenges. On the day of the technology workshop, make sure that your challenges are easily accessible so that you can move them into your calendar easily.
3. Think about the following aspects of your daily leadership life and identify what you would most like to change about them - (i) how you work with your assistant (if you have one); (ii) how you deal with meetings. If things are working well as they are, please note what you do that is effective, so that you can share it with others.
4. Think about the documents you create and send on a regular basis. Is there a unique image to them? What do you want your image to be? How will this reflect on documents you create? Bring with you any documents that you or others have created that you believe have a clear image. This will help to share ideas of what works in daily practice.