



# Digital Productivity Training Programs



## Triage Your Inbox

- ✓ 1 x 30 min 'kick off' workshop
- ✓ 1 x 90 min workshop
- ✓ 1 x 60 min group coaching
- ✓ 1 x 15 mins of 1:1 coaching support
- ✓ Blend of interactive and recorded presentations
- ✓ Save 71 mins per day (worth \$13k) pp pa
- ✓ Available as an in-house program & 'on demand'

**\$595+GST pp**



## MS OneNote

- ✓ 2 x 90 min workshops
- ✓ Introductory and then advanced content
- ✓ Live and interactive
- ✓ Includes 1:1 help during workshop
- ✓ Available as an in-house program

**\$240 pp (incl GST)**



## MS Teams

- ✓ 1 x 120 min workshop
- ✓ Introductory and advanced content
- ✓ Live and interactive
- ✓ Includes 1:1 help during workshop
- ✓ Available as an in-house program

**\$175 pp (incl GST)**

Each program available individually at rates shown above or as a complete package at \$970 +GST



# Triage Your Inbox



## The Triage View

The Triage View and process is a remarkably simple way to get control of your inbox. Not only will you feel much more organised, but it will also save an enormous amount of time and energy otherwise spent re-reading and re-prioritising emails every time you visit your inbox.

It will also save a surprising amount of head space and free you up from having to rely on your memory to keep track of everything you have to do. Plus, you'll have more time to focus on the things that really matter in your role.

This revolutionary Triage View and process cuts through email volumes like a hot knife through butter!

What you learn will change the way you work forever!

## PROGRAM OBJECTIVES

- ☐ Establish a proven method to get and keep the inbox organised and under control
- ☐ Reduce visual and mental distraction
- ☐ Eliminate re-reading and re-analysing of email
- ☐ Free up time and headspace for higher order thinking, projects and priorities

## Program Outline

### Step 1

- 'Kick off' and introduction (30 mins)
- Set up the new Triage View of your Inbox (15 mins)
- Tutorial on how to use this new view (45 mins)

### Step 2

- Implement, practice and consolidate over the following week(s)

### Step 3

- Group coaching session (60 mins) to review progress, troubleshoot and fine-tune your settings.

### Step 4

- Reach out any time for 1:1 online coaching support, especially if an inbox 'clean up' is needed.

## PROGRAM OUTCOMES

- ✓ Improve your confidence, self esteem and morale
- ✓ Create a proactive working focus
- ✓ End each day with an organised inbox, clear mind and sense of calm
- ✓ Reduce email time by 25-40%
- ✓ Eliminate a major cause of stress, frustration, overwhelm and dissatisfaction

### On Demand Program

- Start when you want at any time
- Progress at your own pace
- Unlimited 1:1 coaching support

### Cost to Attend

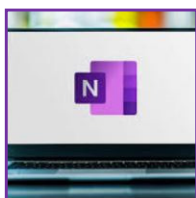
**\$595 + GST per person**

## REQUIREMENTS

- Watch training on one screen and immediately implement your learnings on a second screen.
- This program and 'how to' steps apply only for Outlook desktop versions on a PC, including Office 365 (not web or Mac).

# Microsoft OneNote Productivity Training

Microsoft OneNote is an electronic note-taking program that can totally transform your notetaking and even your workflow. It has been around for many years but really come into its own in more recently as the workforce has become increasingly mobile and laptop enabled. The drive to go paperless combined with Microsoft Office 365 Software roll outs across organisations has also contributed to Microsoft OneNote's popularity. This program integrates well with Outlook and Teams.

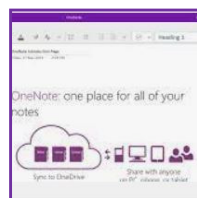


Two x 90-minute training sessions over two days

## Session 1

### Introduction to OneNote

- The benefits of digital notetaking
- Know the different OneNote programs/Apps
- Avoid common set up traps
- Create and manage your Notebooks
- Create and organise the Sections/Section Groups
- Organise your Pages
- Taking notes – the basics



Online and interactive

## Session 2

### Doing More with OneNote

- Working with Files
- Inserting links and Search
- Using OneNote Tags
- Creating and using Page Templates
- Sharing Notebooks – collaborating in real time
- Using your Pen
- Outlook integrations to manage your workflow



## Times / Dates / Rates

### Upcoming Programs

All upcoming dates can be found on the following link or by using the QR code below:

[www.emailproductivity.com.au/product-category/4-digital-training-package/](http://www.emailproductivity.com.au/product-category/4-digital-training-package/)

### Cost to Attend

\$240 (inc GST) per person



Presented by  
Geoff Prior

Director and  
Productivity  
Trainer/Coach  
with Lingford  
Consulting







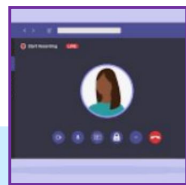
# Microsoft Teams Productivity Training

Microsoft Teams is a comprehensive Digital Workspace or Hub that helps you work more productively with others in your team wherever they are and whoever they are. Unfortunately, most people simply use Microsoft Teams for video meetings and chat. And it does that very well of course. But in this session, you will quickly learn that Microsoft Teams can do more than that....in fact, a whole lot more than that! I

This Microsoft Teams Training Program will show you some clever ways you can use Teams to collaborate and communicate more effectively with others in your team as you work from anywhere. This program integrates well with OneNote & Outlook.



One x 120-minute training session



Online and interactive

## Program Content

- Understanding OneDrive & SharePoint
- Tips to organise and navigate MS Teams easier
- Using Teams Chat effectively
- Working with your Team in Channels
- Conducting effective Conversations in Channels
- Moving internal conversations out of Outlook into Teams via Channels
- Chat or Channel conversations? The when the why

- Working with files inside Teams
- Co-Authoring and collaborating with your team
- Working with other Apps in Teams
- Using Microsoft Planner to manage Team tasks (The basics)
- Managing your Teams Status
- Managing your Teams Notifications
- Using "Saved" and "Search" to find important Chat/Conversations
- Using Teams on your Mobile Phone



## Times / Dates / Rates

### Flexible delivery options

All upcoming dates can be found on the following link or by using the QR code below:

[www.emailproductivity.com.au/product-category/4-digital-training-package/](http://www.emailproductivity.com.au/product-category/4-digital-training-package/)

### Cost to Attend

\$175 (inc GST) per person



Presented by  
Geoff Prior

Book an in-house program for your company at a date and time that suits your team

