

Time Management with Microsoft Outlook

Drowning in email, overloaded with information, getting calls on your mobile 24/7 - technology is changing the way we work. These days, any email you send is a legal document. On top of that, many people have over a thousand emails in their inbox. People can and do send us information twenty four hours a day. And rather than getting easier, the usage of email is doubling every six months. The question is how do you combine traditional time management principles with the current array of communications technologies in your workplace? What you need is an approach that combines theory with technology. This workshop focuses on how to improve your personal productivity by maximising the technology you have at your disposal. Imagine having your own personal secretary that assists you with your tasks, emails and meetings. The power of this workshop is that you don't have to be an I.T. guru to gain new skills in a short time frame. There won't be heavy technical jargon. Rather it will be a hands-on workshop designed to give you practical skills that can be applied immediately to make Microsoft Outlook work for you as a time management tool.

Outcomes

- knowledge of processes and strategies to more efficiently manage email using Microsoft Outlook
- ability to identify strategies to increase proactive time
- ability to organise and complete a work schedule in a controlled manner

Topics covered

- email management
- priority management
- time management
- information management
- email protocol

Who should attend?

This workshop is ideal for the busy professional who uses the technology of Microsoft Outlook in their workplace and who wants to gain new skills to improve productivity

Pre-Requisites

A basic knowledge of Microsoft Outlook is preferable but not essential

Course Leader

Elliot Hayes

Duration

Half day

In-house delivery

This course is particularly suitable for in-house delivery and can be customised to meet the specific needs of organisations and institutions.

Train the Trainer for Information Professionals

This practical program has been developed for library and information professionals who are required to prepare and present training to individuals or small groups in the workplace.

Outcomes

At the end of this program, participants will:

- be able to write meaningful learning objectives
- use their knowledge of adult learning theory and practice to enhance the training they conduct and improve the transfer of participant learning back to the workplace
- be able to design session plans which are targeted to their audience
- be able to present to a wide variety of groups in an engaging and professional manner
- use visual aids to maximise the effectiveness of their presentations
- be able to manage participant questions and challenging situations, and
- be able to undertake the evaluation and assessment of training at a number of levels

Topics covered

Day one

- common problems with presentations
- preparation and planning
- principles of adult learning
- presentation skills
- encouraging self directed learning
- dealing with nerves

Day two

- evaluating and assessment of training
- individual presentations (each participant will prepare and present a ten minute presentation to the group)

Who should attend?

Anyone who is required to train individuals or small groups in the workplace

Course leader

Adam Le Good

Duration

Two days

Course links

This course complements *Fundamental Presentation Skills* and *Advanced Presentation Skills*

In-house delivery

This course is **recommended for in-house delivery** and may be customised to meet the specific needs of groups and organisations