



## Keynotes that Entertain and Educate

### **Do's and Don'ts of Gas in the Office ... About Workplace Etiquette**

Some things we just have to laugh at. Or do we? We spend many hours a day in close proximity to our co-workers. Privacy, phones, noise and even smells can create conflict or uncomfortable situations. Let Audrey say (in a light and entertaining way) what no one else wants to when it comes to reviewing sensitive topics found in the office.

### **The Road Called Chaos: Understanding Disorganization**

This humorous and entertaining presentation dispels the myth "disorganized people were born that way and they have no choice but to live with it." While organization is a skill that can be learned, the audience will come to understand the disorganization they live with, where it came from and how they can choose another road to travel.

## Training Programs to Increase Productivity

### **Entangled in E-mail**

It's no secret that companies have tightened their belts and now expect more from their employees. To-Do lists are growing longer, email boxes are getting fuller and employees are easily consumed with feelings of always being "behind". Many are faced with the clutter of hundreds if not thousands of emails staring at them every day from their Inbox. This presentation teaches steps to implement immediately in order to gain control of email and electronic information.

### **Passport to Productivity**

In the office, what sets successful people apart from others? Often it's their level of productivity. They simply get more things done than others, which leads to being entrusted with more important projects. This session helps individuals plan and prepare for a pleasant and successful work environment. While many feel knowledgeable in their industry some feel under qualified in getting everything done on a timely basis. Passport to Productivity helps individuals develop habits that will set them apart from others.

### **Getting Organized with MS® Outlook**

Improve your productivity immediately. This training session is often used by companies who want to equip their employees with training beyond the basic uses of Outlook. Audience members will walk away with techniques that can be implemented immediately to save them time and frustration in managing their information.

### **Buried Alive! Surviving the Avalanche of Paper and E-mail**

Many individuals struggle today with "piles of files," information overload and other chaos in and around the office. This workshop teaches specific techniques and processes that participants can immediately implement to increase productivity and avoid the avalanche in the office. Can be customized to include Lean Office principles.

### **Introduction to Lean Office**

Increase productivity in the office with Lean Office Training. This presentation is ideal for audiences who have never heard of Lean Office or who are just beginning their Lean Journey. Perfect for reinforcing Lean concepts previously shared by Management.