



WorkingSm@rt® + GroupWise

Who Should Attend:

Anyone who uses GroupWise, especially managers, technical and sales professionals, supervisors, administrators, and project leaders.

Format:

- 1-day instructor-led session using GroupWise
- Coaching session to reinforce learning

Tools Provided:

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

Related Training:

- WorkingSm@rt® 365
- WorkingSm@rt® in Meetings
- Priority Planning

Master essential planning & organization skills and become your most productive

Attain control over activities and information to enhance personal and team productivity.

Whether you're in the office or on the move, learn how to consolidate personal, team, corporate and external information so you know when to act.

This course will help you:

- Harmonize essential management skills with GroupWise tools
- Gain control of your Inbox and email
- Improve your communications
- Manage time, tasks, and activities
- Focus consistently on priorities

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at:
www.prioritymanagement.com/contact_us

Detailed Synopsis:

WorkingSm@rt® using GroupWise

Priority Management's WorkingSm@rt® using GroupWise Workshop has been developed to empower you to take control of your work. Priority Management teaches you how to change behaviours and optimize the use of technology to take control of your time, productivity, collaboration and work results.

Unit 1: Being Productive

This unit will introduce you to the key elements to help you refine your organizational toolkit with an increased understanding of working on those areas that add greatest value and the need to prioritize. With this productivity platform in place, you will be in a better position to recognize and manage distractions and interruptions.

Unit 2: Setting Yourself Up to Work Sm@rt

You will gain a deeper understanding of what's available in the GroupWise "toolbox" and set up the main components to enable you to work smart with enhanced focus. Learn how to increase your productivity and eliminate unhelpful habits.

Unit 3: Managing Your Emails Effectively

We will show you how to manage your emails. You will learn ways to manage emails you can't act on immediately and learn how to deal with low priority emails. We will show you effective ways to file and find your mail and stay with your priorities regardless of the volume of email traffic.

Unit 4: Managing Commitments to Enable a Sense of Achievement

You will learn the importance of the GroupWise Calendar and how to avoid becoming a victim of the "planning fallacy". The exercises will help you become a more proficient time manager and begin the process of regaining control over your life and demanding schedule.

Unit 5: Achieve Better Results Through Effective Communication & Delegation

Learn how to plan, capture and follow up effectively on important communications and delegations.

Unit 6: Priority Planning For Results

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices. Through consistent on time delivery you will be able to have a greater sense of accomplishment individually and as a team member.



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