



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.

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Ei World Limited, 4 Doolittle Mill, Ampthill, Bedfordshire, MK45 2ND, England (UK)

Tel: 44 (0) 1525-840090, Fax: 44 (0) 1525-840092, E-mail: info@eiworld.org Website: www.eiworld.org



Workshop Facilitators

Matthew Aylard is Director of an IT company, CertainIT which 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.

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 Geetu Bharwaney at Ei World on 01525-840090 or email gbharwaney@eiworld.org.

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.

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Commitment Form

Return by fax to [+44\(0\)207-100-9275](tel:+44(0)207-100-9275)



2006

Please tick the relevant boxes below.

Yes, please sign me up to the following workshop (please check programme dates carefully):

Workshop title: **Smart Technology Skills**

Dates: 30th August and 27th September 2006
Laptop hire can be arranged at an additional cost

Venue: Doolittle Mill

Please complete all relevant fields below using BLOCK CAPITALS:

Full Name: _____

Organisation Name: _____

Tel: _____

Mobile: _____

Fax: _____

E-mail: _____

Address: _____

Post Code: _____

Job Title: _____

I understand that the workshop fee must be paid in full by end of July 2006 in order to secure my place. I accept that fees cannot be refunded for cancellations made. If a programme has to be postponed due to low numbers, I agree that Ei World will transfer my booking to the next available programme. For any cancellations made by me the client, all fees will be forfeit.

I understand and accept what Ei World asks of participants (under 'what we ask of participants').

Our promise to participants

In return for your investment, Ei World is committed to providing all of the following:

- Supporting materials.
- Refreshments each day and lunch of 'international cuisine' (any special dietary needs can be catered for, with advance notice).
- A confidential, safe learning environment.

- High quality facilitation of your event in line with best practice (focused learning with high quality listening skills and approachability of the Facilitator).
- Respect and inclusion at all times.
- Comprehensive joining instructions on receipt of your booking form.

What we ask of participants

So that we can gain the most from our work together, we ask for your commitment to:

- Be there for the programme from start to finish each day at the agreed times.
- Agree to undertake all pre and post workshop reading.
- Protect confidentiality of other participants.
- Choose to be there.
- Not be under the influence of drugs, alcohol or any other harmful substance which could prevent you fully 'being' on the programme.
- Respect the experience, financial investment and hard work which has gone into the design and delivery of the workshop by not referring to or publicising the specific tools, models and examples used during the workshop to anyone who has not been on the workshop as they are the copyright of Ei World.

Please tick one of the following two boxes:

My workshop fee has been transferred to Ei World at Bank of Scotland, Acct No. 06199824, Sort Code 12-24-81.

OR:

I have arranged to post a cheque to you made payable to 'Ei World'. Please ensure that you add VAT.

Signed: _____

Date ____/____/____

Please send your **signed** completed form by fax on:
+44-(0)207-100-9275
Please keep a copy for your records.