

Outlook for Executive Assistants

Computer Lab Workshop

One Day

The workshop is designed to deal with the productivity challenges specific to Executive Assistants. Hundreds of EA's in the ACT have already experienced improved workplace productivity from attending this workshop.

If you manage multiple Calendars and need a systematic tool to juggle your Inbox, and your boss' then this workshop will help you.

Objectives

Outlook for Executive Assistants is a one-day workshop for users of Microsoft Outlook to maximise their workplace productivity. This program combines good time management practices and modern technology for people who need to be at their maximum effectiveness. We teach you workflow practices that will help you to become more organised and less reactive. You will discover ways to manage work your boss has delegated to others and learn quick and simple methods of reporting so that you can update your boss on the current status of any project.

Find out how to get benefit from the hidden power in Outlook and learn faster ways to perform common functions. Discover the things you shouldn't be using excel for, such as staff leave calendars, a contact list or 'to do' list. Learn how to set up Outlook to manage your job productively and how to stay on top of the myriad of tasks that come across your desk.

Overview

Graduates of the Outlook for Executive Assistants workshop report an increase in productivity of 45 minutes each day. We achieve these results by teaching you;

- *What effective **time managers** do and how to do it with Outlook*
- *Quick methods for **analysing and reporting** on work in progress*
- *Using Outlook to focus on your **priorities** not incoming mail*
- *How to delegate and track **Tasks** effectively*
- *How to get the most from the **Calendar***
- *Using the power of **Categories** in Tasks, Contacts & Emails*
- *How and why to expire an **Email***
- *Helpful **Email management techniques** such as how your boss can send an email and have replies go to you*
- *How to set up a **resubmit system** in Outlook*
- *Use **Tasks** to plan, prioritise and schedule your work*
- *Managing **information** on your PC and desk*
- *Managing **interruptions***
- *Reducing **procrastination** and other time hungry habits*
- *Using the **Contacts** functions to manage communications and mail merg.*
- *Many **hints and tips** to make Outlook work for you*

Topics Covered	
<p>Outlook Settings & Views</p> <ul style="list-style-type: none"> - Understanding Outlook - Outlook Screens - The Navigation Pane - Viewing the Folder List - Adding Files to the Outlook Shortcut Bar - Settings for Reminders and Alarms - Reminders in your Calendar - Task Options Settings - Selecting your Start Up Folder - Reading Pane Settings - Turning off Default E-mail Alarms - Setting up your TaskPad 	<p>Calendar</p> <ul style="list-style-type: none"> - Make a Meeting from an E-mail - Using Group Schedules - Setting Permissions - Opening Another Calendar - Inviting People to a Meeting - Tracking Acceptances - Proposing a New Time for a Meeting - Automatically Process Meeting Requests - Adding an Extra Person to the Meeting After the Invitations have been sent out - Booking Resources for a Meeting - Changing Labels on the Calendar - Printing the Calendar - Shared Calendars for Team Collaboration
<p>Manipulating Data in Outlook</p> <ul style="list-style-type: none"> - Making Categories - Using the Field Chooser and Group By Box - Arrange By Function - Sorting Outlook Data - Applying these skills across Outlook 	<p>Tasks</p> <ul style="list-style-type: none"> - Action your In Tray Using DATT and a Pending System - Assigning Tasks - Inserting Files, Hyperlinks, Items and Objects - Defining New Views
<p>Advanced E-Mail Options</p> <ul style="list-style-type: none"> - Setting Priority - Send Replies to Someone Else - Delay Delivery - Expiring an E-mail - Voting Buttons - Categorising 	<p>Notes & Journal</p> <ul style="list-style-type: none"> - Setting up Journal - Manually Creating Journal Entries - Viewing and Sorting Journal Entries - What to store in Notes - Sending Notes as Emails - Converting Notes to Tasks
<p>Contacts</p> <ul style="list-style-type: none"> - Creating New Contacts - Viewing Contact Availability/ Presence - Scheduling Activities from the Contacts View - Drag and Drop Function - The Contact Lookup Window - Creating and Viewing Activities Connected to a Contact - Sorting Contacts - Adding Fields of your Own - Email Merging 	<p>Mailbox Management</p> <ul style="list-style-type: none"> - Understanding the Mailbox Full Message - Creating New Folders - Systematic Approach to filing - Archiving and Auto-archiving - Setting the Age at which Items in each Folder are Archived - Rules and Alerts - Run Rules Now
<p>Further Information</p> <ul style="list-style-type: none"> - Other Useful Keystrokes - Other Tips and Tricks - Date Navigator - Choosing Dates for Appointments and Tasks - Outlook Screen Views - Changing Item Options by Dragging into a Different Group 	

Acorn Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

A business can never be better than the sum of all its parts. That's why at Acorn we employ the best people available, so that we can be the best training provider for our customers.

Testimonials:

What a fantastic course. I am so thrilled I got to come along. What I've learnt today is really going to help me a lot. - Anna Gibson, Walter Turnbull.

The teacher was brilliant. I learnt heaps and the venue is brilliant and well run. Thank you. - Filly Thijssens, Comcare.

Having attended the Outlook course, I know it will save me time! The Manual is comprehensive and will allow me to continue my learning. Thank you to the Acorn team for their hospitality and great lunch spread. - Marina Adams, DEWR.

I really value the tips & tricks to finding those useful hidden functions. - Elvira Ferguson, DEH.

I'm really getting into the power of outlook now. Thank you for the very well run, useful course. - Anthony Ferry, DEWR.

Everything about this workshop was excellent. Quite a few 'light bulb' moments. - Rebecca Rousell, DEWR

Now I can burn my post it notes. There are many functions of Outlook I never knew existed. I can not wait to use them at work. - Toni Latta, Land & Water Australia.

Enrolment Form – Outlook for Executive Assistants

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip
Course date:
Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$545x _____ attendees = \$_____ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Address invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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