

Productiv_IT with Outlook for Business

A dynamic one day workshop for all Outlook users to increase their productive time by up to **45 minutes a day.**

“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.”

Over 10,000 public and private sector employees have attended Productiv_IT with Outlook and most have immediately been able to put the messages learned to good use.

If you're juggling any of these - e-mails, files, tasks, in-trays, meetings, a messy desk, projects and goals, this workshop will help you!

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 maintain focus on your plan rather than your most recently received emails. Learn how to set up Outlook to manage your work productively and how to stay on top of the myriad of tasks that come across your desk. Find out how to get benefit from the hidden power in Outlook and learn faster ways to perform common functions.

Outcomes

Graduates of the Productiv_IT with Outlook workshop report an increase in productivity of up to 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***
- ***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 set up your business database***
- ***Many **hints and tips** to make Outlook work for you***

You will discover lots of shortcuts and learn how to use Outlook the way Microsoft intended.

Contact John on 6217 7000 if you wish to discuss this further or get a quote for your team.

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

Outlook Trainers

Adrian Sharp: Acorn's IT Training Manager - is an IT Professional with over 30 years experience in the field of Information and Communication Technology. As a trainer Adrian has been designing and delivering IT courses for more than 15 years. Adrian has been with Acorn for 2 years and has designed and delivered dozens of workshops.

Adrian has worked in Small Business for many years including owning his own business so has an intimate knowledge of the use of Outlook to improve productivity in a business environment.

Adrian approaches training with a wealth of practical knowledge and skill from his former IT roles in; Systems Analysis, Project Management, Team/Section Management and Consulting. With a Bachelor of Applied Science in IT and a Graduate Diploma in Education under his belt Adrian is an exciting and talented presenter. Adrian believes that training people to be effective and productive users of office applications is very rewarding.

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. -

Overall a very interesting/informative course. I never realised just how much Outlook can actually do.

The teacher was brilliant. I learnt heaps and the venue is brilliant and well run. Thank you.

Very happy with this course and with the expertise of the presenter, Adrian

Everything is just so easy when you know how. The drag and drop facility through the different folders is so useful and will save me a lot of time. –

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.

I liked the way it was presented – the content flowed on and it was easy to remember things that were discussed earlier.,

Everything far exceeded my expectations of this training course.

The workshop covered all the features that are important in sufficient detail to allow increased productivity.

I really value the tips & tricks to finding those useful hidden functions.

I'm really getting into the power of Outlook now. Thank you for the very well run, useful course.

Everything about this workshop was excellent. Quite a few 'light bulb' moments. –

Very good presentation - technology was excellent.

To the point – efficient – absolute time-saver.

Learnt lots of things I didn't know that will be very useful everyday

It was the best instruction I have seen for ages

Enrolment Form - Productiv IT with Outlook for Business

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, ACT
Workshop dates:
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 _____

Email invoice to: _____

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