

## ***Productiv\_IT with E-Mails***

***A dynamic 1/2 day workshop for all Outlook users to increase their productive management of emails. Ideal for all APS levels.***

***Ideal for groups of up to 12 – training is run in our IT training room.***

E-mail is a major part of our working life. It is the means of communication, delegation and frustration. If you're having problems with your emails or just need to understand the parts of Outlook that can assist with the managing of e-mails then this is a great workshop for you. We spend half a day showing you all you need to know about emails and how to use Outlook to more productively manage them.

### **Outcomes**

After the Productiv\_IT with E-mails workshop you can expect to see a time saving of 15-30 minutes a day and an increase in your overall productivity. We achieve these results by teaching you;

- *How to set up Outlook to manage your emails*
- *Rules for filtering your emails*
- *Making a contact or task out of an email*
- *Using emails for delegation*
- *Using email for project communication*
- *Email etiquette for all organisations – ways to make it work better for your team*

### **Outlook Trainer**

**Adrian Sharp - Acorn's IT Training Manager** - is Canberra's leading Microsoft applications trainer. Adrian has run hundreds of workshops in Canberra and elsewhere and thousands of APS staff have attended his workshops. Adrian is an IT Professional with over 30 years experience in the field of Information and Communication Technology.

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

## Enrolment Form - Productiv IT with E-mails

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 1:00 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 \$295 x \_\_\_\_\_ attendees = \$\_\_\_\_\_ \$255 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.