

EMAIL MANAGEMENT SOLUTIONS

Email Etiquette

Industry Experts

Realising the Difference

EMAIL MANAGEMENT SOLUTIONS

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Do you remember receiving your first e-mail and thinking how much fun it was to send a message. However, most people now no longer find e-mail simple or fun. E-mail traffic now exceeds telephone traffic and is the number one form of business communication. For some people handling e-mail consumes more than half of their day.

Don't you wish that every person who sends email had been given some guidelines on how to use it? There are professional standards expected for e-mail use and we will train your organisation on the things to keep in mind regarding professional e-mail conduct.

Duration: 2 Hours

Location: In house

Total Participants: 20

Price: \$2500-00 + GST

Inclusive: Trainer, Workbooks, Powerpoint Presentation, Email Tips

Email Platform: Outlook, Lotus, Groupwise, Entourage

Customising

Tailored Workshop Options: From \$500-00

Longitudinal Studies: \$1500-00

