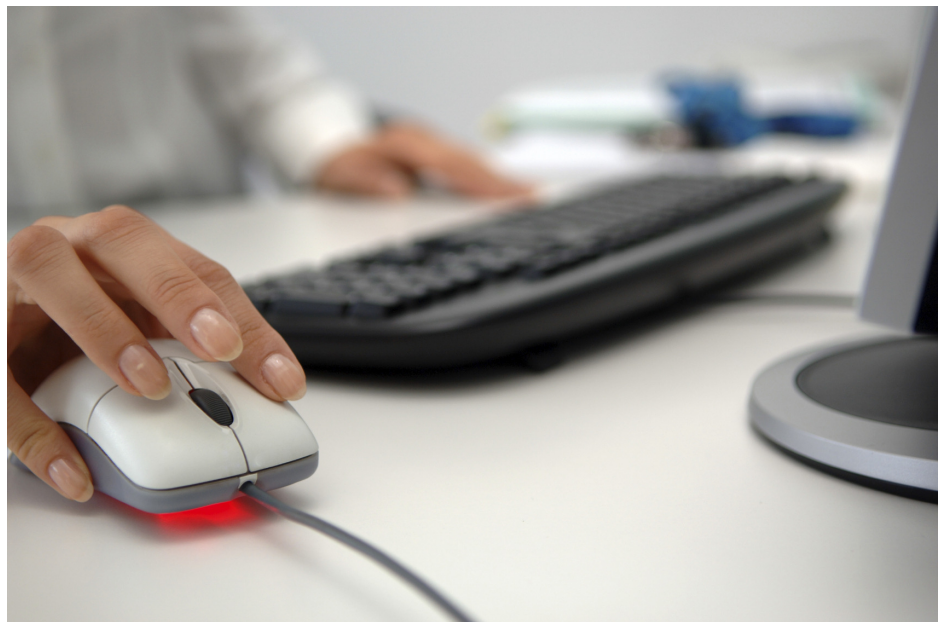


EMAIL MANAGEMENT SOLUTIONS

How to Manage & Stay Ahead of your Email & Edocument Load

Industry Experts

Realising the Difference



Transforming email culture is more than just sending less emails, it's about setting boundaries and getting a message across with maximum clarity and impact. It addresses the cultural needs to reduce the sending, handling and receiving of email. It is based on productivity, culture and protocol incorporating advanced platform techniques within the email environment, msword and pdf files. It empowers the user with sensible reasons to culturally change the way electronic information is structured, sent and received.

Duration: 4 Hours

Location: In house (computers required)

Total Participants: 20

Price: \$3500-00 + 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

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