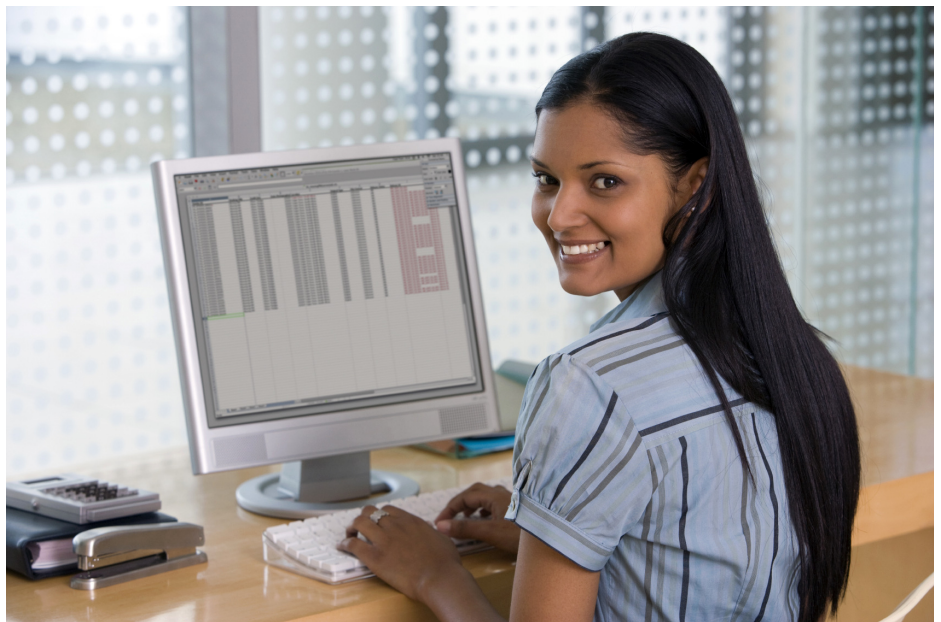


EMAIL MANAGEMENT SOLUTIONS

Email Induction Program

Industry Experts

Realising the Difference



When someone is hired it is generally assumed that they know how to deal with email. Most people already know how to Send and receive, Cc, Bcc and create address books.

Employees who are trained and understand effective email management, are noticeably better communicators, retrievers and managers of information. By understanding what can and can't be said in an email you will limit awkward liability issues and also greatly improve the professional representation of the company.

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

EMAIL MANAGEMENT SOLUTIONS

PO Box 447
Harbord NSW 2096
AUSTRALIA

+61-2-9401 0204

info@emailmanagement.com.au
www.emailmanagement.com.au

