


ESSENTIALS COURSE

OVERVIEW:	<p>This course covers the bare essentials needed for a dramatic improvement in a minimum time. Includes quick assessment, optimized workflow, and personalized set-up.</p> <p>Designed for busy professionals and executives who have trouble finding time for training, it's perfect for getting control of your incoming email if you like learning at a quick pace.</p>
COST:	<p>\$369</p> <p> Ask us about our BIG discount offer Reduced rate plus free training support!</p>
FORMAT:	<p>Interactive one-on-one training at your computer led by a live coach using remote desktop sharing software.</p> <p>Just 2 hours in total in 2 short sessions:</p> <ul style="list-style-type: none">1½ hour session;½ -hour follow-up session two weeks later. <p>Evening and weekend times are available.</p>
CONTENTS:	<p>Starts with a quick assessment to attune to your style, and integrates two of the three accepted best email practices:</p> <ol style="list-style-type: none">1. Optimized email workflow2. Optimized Outlook and technology (Outlook alone or perhaps with other tools)
RESULTS:	<p>You'll learn a new workflow for managing incoming email and we'll configure Outlook (and possibly other tools) to operate much more effectively for you. Along the way you'll get advice for further improvements you could make.</p>
PREREQUISITES:	<p>Basic knowledge in the use of Microsoft Outlook with any full version (not Outlook Express) installed and operational.</p>
HOW TO REGISTER:	<p>Call 604 806-0909, or click here to contact via online form. Please suggest course times that work best for you.</p>