

Digital organisation and time management training package

How much is digital disorganisation costing your company in money, time and staff performance due to

- Wasting time finding lost emails and files?
- Staff using the wrong document version?
- Documents saved in too many locations?
- Poor team communication due to unclear action tasks?
- Expected to know MS Office 365 but had no time to up-skill?
- Overload of emails and digital communication?
- Feeling constantly time poor?

Using Microsoft Office 365 learn how to become digitally organised and be more in control of your time and job satisfaction.

Course outline:

1. Time management:

- 1.1. Digital time management fundamentals.
- 1.2. Mapping your time.

2. Calendar management

- 2.1. Manage your calendar.
- 2.2. Assigning categories and colours.
- 2.3. Using Emails, Calendar, Tasks and Notes together.

3. Email management

- 3.1. Automating your emails. Using the new Search Folders.
- 3.2. Rules on folders.
- 3.3. Quick steps and quick click for emails.
- 3.4. Colour code important emails automatically.
- 3.5. Organising emails – latest technical tips.

4. Folder and naming management

- 4.1. Folder set up and saving digital files.
- 4.2. Naming conventions for folders and documents.

- 4.3. Allowing for growth.
- 4.4. One file multiple virtual locations.
- 4.5. Accessibility and Search Engine Optimisation.
5. Focus techniques and time boundaries
 - 5.1. Time management and to-do apps.
 - 5.2. Managing staff and teams (up, down and sideways).
 - 5.3. Using Tasks and To Do app to plan, track and action.
6. Don't type, talk.
 - 6.1. Using voice and read out loud with Microsoft Office & IE
 - 6.2. Dictation instructions and shortcuts.
7. Organising IE and Chrome browsers
 - 7.1. Sorting your bookmarks.
 - 7.2. Microsoft's new browser Edge.
8. Navigating around windows 10
 - 8.1. Managing notifications and interruptions.
 - 8.2. Have a presentation? Quickly tidy your desktop.
9. Accessibility and better search results
 - 9.1. Accessibility checklist and how to ensure staff meet WCAG 2.0. compliancy before uploading their document to the intranet or internet.
 - 9.2. Improve search results through document structure.
10. Using digital tools to de-stress
 - 10.1. Motivating yourself and staff. Proven techniques.
 - 10.2. Free apps to support motivation and de-stress.
11. Managing papers
 - 11.1. Tips on organising and filing hard copies.

Optional extras

Enterprise team communication and planning tools

- Microsoft Office Teams
- Microsoft Office Planner
- Alternate free tools to Microsoft Office Teams and Planner

What is not included:

- Fixing technical hardware and software problems, networking or syncing problems or logon problems.
- Training Lab advises that you have your IT staff be available either in person or virtually to fix staff technical hardware and software requirements during the training.

- Training Lab will not be able to support or train staff who do not meet the basic set up requirements in the course, cancellation policy applies.
- Catering is the responsibility of your organisation if required.
- Travel costs if outside of Sydney.
- Training/meeting room hire. (Training Lab can provide projector and speakers at no extra cost)

* Under the Disability Discrimination Act 1992, Australian companies and Government agencies are required to ensure information and services are provided in a non-discriminatory accessible manner. Training Lab includes accessibility training as part of the package where applicable.

About Training Lab

We have trained and worked with Qantas, Westpac, federal and state government and smaller businesses in content management systems, digital accessibility, Learning and Development, Microsoft Office training and mental and emotional resilience leadership training with excellent feedback on results.

Sustainability of skills:

We focus on ensuring the practical skills learnt are sustained in your organisation by offering extra support to nominated staff who would like to become the digital organisation champions. Besides receiving the course Champions also help out on the day of training to ensure all colleagues are able to keep moving through the course and understand the skills being taught.

Training Lab has certificates in:

- Full current Certificate IV Training & Assessment.
- Web, MS Word and PDF WCGAG 2 AA accessibility course - Vision Australia.
- Beginners to advance Microsoft Office.
- eLearning Adobe Captivate beginners and advance.
- Accessibility for eLearning and Adobe Captivate.
- Mental and emotional resilience skills.
- Master trainer in Emotional Assertiveness.
- International senior provider of Process Communication Model ®, Leading out of Drama and Emotional Assertiveness ®.

Resources:

Online secure access to notes and instructions are available. Print out of basic instructions will be available in the course.

Timing, costs and staff numbers

Course package:

- Package 1: 1-day full day training with two follow up 40min webinars and 1 hour of advance webinar training for the selected champions.
- Package 2: 2 x ½ day training with two follow up 40 min webinars and 1 hour of advance webinar training for selected champions.

Numbers and room requirements:

- Up to 20 staff members per course with 1 or 2 champion staff present. If less than ten staff members a champion is optional.
- Training/meeting room to be supplied by the organisation.
- Staff to bring laptop, charger & mouse with Microsoft Office 365.

Cost for up to 20 staff per package.

Total cost for package 1: \$3900 AUD + GST per package

Total cost for package 2: \$4000 AUD + GST per package

If larger numbers required over diverse locations, an alternative live webinar package can be provided. Training Lab can travel to other cities for training. Travel costs apply.

Testimonial from Qantas internal staff award for digital transformation role.

"Despite not having "User Centred Design" in her job description, Corinne naturally practices user-centricity at every turn in her role as our Training and Change Manager for Digital Jupiter. She is super-conscious of iterating her training and tailoring it in response to the evolving needs of her growing internal audience and the constant development of new features, which are to be managed and owned by the teams that she trains. Corinne is impressive in her incredibly clear articulations of what's important to know, always ensuring that she crafts her messages to people in the best way for THEM to take it in, rather than HER preferred communication style. She has collaborated regularly with people across every discipline, in order to consider as many perspectives as possible, and plug every informational gap for her training audience. Not only is Corinne a tremendous trainer and UCD advocate, she is a joy to work with to boot."