



Get Control!™ Series

Purpose

Research indicates that on average information workers spend about 2.5 hours a day on email and consider 30% of that time to be wasted. In the US alone this study suggests a whopping \$540 Billion is wasted each year. When almost every task requires us to quickly find and leverage an email, file or other digital item hard-to-find, lost information blows a hole in your productivity and can hurt your professional image. Add a few endless and meandering meetings to your day and it is easy to see how anyone can rapidly feel out of control in a flood of inefficient and low priority information.

The Get Control!™ Series is designed and tested to quickly, easily and efficiently help professionals information excellence through effective email communication, information retrieval, and meeting participation. Imagine, saving 45 minutes every day on email alone. By putting Information Excellence tools and skills into practice customers have measured a 15% productivity savings, and a 35% improvement in the effectiveness of meetings.

Learning Objectives

Participants learn to:

1. Understand the impact of ineffective information practices
2. Cut email processing time by 20%
3. Apply the 6Ds for overcoming jammed inboxes
4. Understand email etiquette and business writing best practices
5. Discover why storage systems fail
6. Reduce clutter, establish order, and ease navigation
7. Reduce meetings by 15% and increase results by 30%
8. Hold engaging, glitch free virtual meetings
9. Use at least 3 amazing easy scheduling methods to improve outcomes



Results

For Your Customers:

- Clear, concise, actionable interactions with your company
- Lower “time” cost of doing business with your professionals
- Increased trust with and for your company’s team members
- Get more accomplished through email and in person in less time

For Participants:

- Less time wasted deciphering overly complex messages
- Improved understanding of expectations and responsibilities
- Improved ability to handle difficult meeting participants
- Improved reputation for “getting things done on time”

For Your Company:

- Reduced IT, travel, and legal costs
- More action and results from meetings and messages
- Less time lost to “recreating” or “reinventing” information
- Less effort wasted in resolving “who’s on first?” conflicts

Configurable Modules

1. Get Control!™ of Email
2. Get Control!™ of Information
3. Get Control!™ of Meetings
4. Get Control!™ for Outlook
5. Get Control!™ for Blackberry
6. Get Control!™ for iPhone
7. Get Control!™ for Gmail (*coming soon!*)

Common Participant Roles

- Professional email users
- Meeting leaders and participants
- Office and administrative staff
- Information workers
- Mobile professionals

Details and Logistics

The Get Control!™ series is composed of three core, facilitator-tailored, modules along with three additional modules for mobile professionals. Each module is designed to be facilitated in 2 to 3 hours. Relevance and results are important so each customer engagement is modified based on pre-program surveys and concluded with a ten-slide, final ROI presentation to document time-savings, cost reduction, and productivity gains. Results are measured and guaranteed!

While classroom workshops are often more lively and fun, we also offer every module in a 90-minute webinar format and the core modules are also available as SCORM and AICC compliant e-learning programs. The series has its greatest impact when delivered to an entire business unit or company on an accelerated schedule. When delivered this way, each new graduate's email messages, meeting participation and common information retrieval approach reinforces what colleagues have learned and strengthens the value your employees place on information excellence.

Why Strategic Learning?

For more than 20 years Strategic Learning has partnered with customers to create and implement performance improvement solutions that deliver on our customers' intended business results. Our learning solutions are informed by decades of research, and configured to the realities of each customer's experience. By blending our ability to engage people in discovering their potential with each customer's unique business insights, we accelerate profitable growth.

Please call us to explore how we might support you in your journey to discover human potential and accelerate profitable growth.

Our Strategic Alliance with Get Control!™

Get Control!™ is a world leader in helping people get control of email overload, meandering meetings, lost info, Outlook, and their smart phones so that they can get ahead at work without falling behind at home.

Their President and co-founder, Mike Song, is also co-author of the best-selling Hamster Revolution productivity series. This series has sold over 125,000 copies in 11 languages globally. Get Control!™ has reached millions via interviews with CNN, Good Morning America, NPR, CNBC, The Wall Street Journal, and USA Today.