




	<h3>Entangled in E-mail</h3> <p>It's no secret that companies feel the need to expect more and more from their employees. To-Do lists are growing longer, email boxes are getting fuller and employees are easily consumed with feelings of always being "behind".</p>
	<h3>Introduction to Lean Office</h3> <p>Ideal for audiences who have never heard of Lean Office or who are just beginning their Lean Journey. Perfect for reinforcing Lean concepts of 5S and 7 Areas of Waste which may have already been shared within the organization.</p>
	<h3>Buried Alive! Surviving the Avalanche of Paper and E-mail</h3> <p>Many individuals struggle today with "piles of files," information overload and other chaos in and around the office. This workshop teaches specific techniques and processes that participants can immediately implement to avoid the avalanche in the office.</p>
	<h3>Getting Organized with MS<sup>®</sup> Outlook</h3> <p>Offered for Versions 2003 and 2007, this training session is often used by companies who want to equip their employees with training beyond the basic uses of Outlook. Audience members will walk away with techniques they had no idea existed and will be excited to begin implementing new features as they manage their e-mail and electronic information.</p>
	<h3>The Road Called Chaos: Understanding Disorganization</h3> <p>This presentation dispels the myth "disorganized people were born that way and they have no choice but to live with it." While organization is a skill that can be learned, the audience will come to understand the disorganization they live with, where it came from and how they can choose another road to travel.</p>
	<h3>Dos and Don'ts of Gas in the Office ... About Workplace Etiquette</h3> <p>We spend many hours a day in close proximity to our co-workers. Privacy, phones, noise and even smells can create conflict. This workshop presents a sensitive topic in a light and entertaining way. Some simple reminders will help all to get along at work.</p>