

# Reduce Stress - Significantly Boost Productivity Eliminate Lost Opportunities



Debbie is the most sought-after productivity speaker and trainer in New Zealand and Australia; and sits in the top 7% of motivational speakers worldwide. Often rated as the top speaker at conferences and companies she works with, people love Debbie's warm, relaxed style. Debbie moves individuals from feeling stressed to empowered. Overloaded to in control. Her content is motivating, entertaining and practical plain talking how-to's and tips focusing on time management; communication and technology. A media columnist as well as best-selling author of sixteen books, Debbie was labelled Ms Productivity by the media not just for her work; she is also a mother of six children including twins and triplets!

## Bespoke One -to- One Training

Debbie will work with you to create a learning experience customised to your problems, software use, knowledge and learning objectives; outcomes desired.

## Outcome Focused Business Improvement:

1. Freeing up time
2. Working more effectively
3. Growing sales

## Personal Training Content Modules:

### GET MORE DONE

#### EMAIL, EASING YOUR PAIN (OUTLOOK or GMAIL)

How-to tips that remove those dreary time-wasting repetitive actions (Outlook and/or Gmail covered).

- How to automatically sort, prioritise even answer incoming email
- Easier management of multiple inboxes
- Never retype again
- Never letting the ball drop with clever use of Tasks
- Timesaving tips on emailing and texting from your phone

#### ENHANCING YOUR TIMESAVING GAIN: EMAIL CONTACTS, CALENDAR, TASKS

Email programs can do more than correspondence!

- How you turn contacts into a superb database
- Amazing functions hidden within Contacts
- Managing calendars and tasks better
- Importing and Exporting information between Outlook and Excel

#### EXCEL. NOT JUST FOR NUMBERS.

Excel, much more than numbers. Amazing time saving tips and tricks when working with lists and databases.

- The functions that will save you hours upon hours
- How you create fantastic charts and graphs
- Pivot tables and charts
- Printing. Set up. Clever time saving tips

## EFFECTIVE COMMUNICATION MORE MEMORABLE & PERSUASIVE

Essential secrets for connecting and applying it to **conversations, written** (proposals, emails, reports) and **presented** communications.

- How you connect intellectually
- How you connect emotionally
- How to get your own thoughts across persuasively
- How you create and recite great stories
- What audiences want from the presentations you help prepare
- Significant time saving tips on creating presentations

## WORD DOCUMENT MAGIC

Learn many of the hidden secrets of working with Word Documents. The outcome is improved formatting, style, content all produced in a minimum amount of time and effort.

***The content will be 100% customised to your learning objectives but can include:***

How to

- Do a personalised email merge in minutes
- Stop re-formatting every paragraph
- Create and save templated text, paragraphs and entire documents
- Formatting tips and tricks
- Improving your content – communication tips
- Top tips and how-to's on using graphics, images, tables and charts

## POWERFULLY PERSUASIVE POWERPOINT PRESENTATIONS

Take PowerPoint preparation from good to SPECTACULAR. Move from scripts (which most people prepare) to interesting, motivating communication pieces.

- Secrets of connecting with the audience
- Software shortcuts to save hours
- Slide preparation – design, content and images
- Movement – slide animations and transitions
- Best use of, and how to use images and text
- How to best incorporate videos

## MICROSOFT SOFTWARE MASTERY

A top tip and tricks walk around MS Office covering the very top tips on how to get much more done in less time. We cover a pic & mix of Word, Excel, PowerPoint, Outlook shortcuts, features, hidden diamonds. You can select which programs to include and feature.

- Free up 2-3 working weeks **at the very least** a year
- Free up phenomenal amount of time working with lists and databases in Excel
- Create Word documents in minutes vs. hours
- Stunning PowerPoint presentation tricks to improve audience enjoyment and connection

## MICROSOFT 365

There is much more to 365 than online storage. Learn the benefits of, and how to use, the Microsoft cloud programs included with most subscriptions: OneDrive, Teams, Sway, OneNote, Skype, Flow, Forms, Yammer. We cover your choice of Apps

- OneDrive – have any document available anytime. Anywhere. With anyone. Any device.
- Teams - communicate with your team members in a more effective way
- Forms – instant surveys and forms

## GOOGLE DRIVE

OH MY GOODNESS!!! There is much more to Google Drive than its online storage, Sheets, Docs and Slides. Learn the benefits of, and how to use these software applications but even better learn about the ones you're not familiar with and how useful they can be.

- Forms
- Sites
- Maps

## GROW & RETAIN BUSINESS

### HOW TO IMPROVE PROFITS. PROMOTION. PRODUCTIVITY

Quick ideas and tweaks to help you improve your sales and marketing in a period of economic downturn. Use clever, resourceful and free strategies to:

- Grow sales/income.
- Improve online presence and
- Importantly free up time to focus on business growth. All from minimal effort.

### GOOGLE MY BUSINESS

Having your own Google Local Business account is important for every single business. You get top ranking and free exposure in Google search results and Google Maps. There are more than 26 settings that can help you bring in new business, get found, connect with your customers and promote your business.

- What is Google Business and its importance
- How to register and set up your business page (if not already)
- Important and strategic must do's
- How to update your Google Business listing on your phone

### SECRET DIAMONDS OF GOOGLE TO GROW BUSINESS

How to use the lesser known free and easy – FREASY Google Apps to:

- Find new prospects
- Enhance relationships with Customers
- Grow business and advertise for free
- Cut your technology costs; get information online easily and swiftly
- Train, meet, survey for free

### SUCCESSFUL EMAIL MARKETING & NEWSLETTERS: KEEP, GROW AND DEEPEN RELATIONSHIPS:

How to plan, write, send and manage marketing emails and newsletters get results. Communications that connect and convert for you. A 2 -part series

- Part One – Strategy. Planning. Content.
- Part Two – Distribution. Response Management

### UNDERSTANDING TECHNOLOGY DISRUPTION

Technology is rapidly evolving and changing the way we work and play. It's often difficult to grasp and comprehend the impact it may, or may not, have on us. Get a framework for understanding emerging technologies and a heads up on some of the changes coming our way.

- How technology goes from its innovation beginnings to disrupting the status quo
- Why we often don't see the actual changes that technology will bring.
- Some of the top technology trends coming your way

## DON'T GET HACKED! HOW TO PROTECT YOURSELF

How can you trust that the email you get from a familiar company or person you know is actually from them? It could be a disguised virus ready to attack your computer and network.

Learn how to protect yourself and your computer system

### What Is Included: Five Components

#### 1. Initial briefing

Discussion of current use of software; problems experienced; what you hope to achieve and learn. Sharing examples of documents with Debbie

#### 2. Background work, training development

From your input Debbie will develop a 100% personalised solution to your problems, along with additional tips and shortcuts that will be helpful

#### 3. Live Training

- a. Using your computer so you not only listen, but 'do'. This way you will experience a true transfer of knowledge.

One or two session option. Two sessions allow you to break it up to assimilate the information better.

- b. You'll received full documentation.

#### 4. One year follow up

- a. After the training you're to feel free to email or call Debbie with any questions or problems
- b. Debbie will contact you quarterly to see if you have any remaining questions or problems.

#### 5. Ongoing education

With the quick tip fortnightly newsletter

### Investment

For 100% fully customised researched, presentation, including handout creation, online surveys. All figures in NZ Dollar (GST exclusive):

	<b>Option One</b> All pre & post work 1 x 1.5 hour training session	<b>Option Two</b> All pre & post work and 2 x 1.5 -hour training sessions
<b>One Individual</b>	\$500 plus GST NZS	\$800 plus NZ GST
<b>Two individuals Simultaneously</b>	\$750 plus GST NZS	\$1000 plus NZ GST