

YWCA Life Skills: Training | Coaching | Publications

Working Smarter: Strategies for Improving Productivity in the workplace

Save time, reduce frustration and increase effectiveness by achieving the results you need to be successful.

Streamline personal work practices to achieve greater results

- Make the Most of Your Time

Stay on top of e-mail and use it to get the results you need

- Effective E-mail Writing

Organize your work and space to your advantage

- Improve Productivity

Maintain a high level of personal energy throughout the work day

- Learn how to manage energy and the 'S' Word

Course Fee: \$155 /\$100 students (1 day)

Check out our 2007 Training Schedule at www.ywcalifeskills.org

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Our clients say...

"Full of practical tips and techniques that I can use right away."

"My ability to get more done has improved as a result of this workshop."

"I have more insight on tackling some of my work challenges."