

Working Smarter

How to use Technology to Your Advantage



Rudeness in the workplace is increasing to the level that universities are studying it. Everyone is busy and stressed, and some take it out on their colleagues at one time or another. We've all been in a situation where we need to print something ASAP and someone has left the printer jammed, or we need coffee and the coffee pot is empty. Technology is supposed to make life easier and simpler, but most managers find themselves cleaning up the messes caused by gadgets. Find out **on this two day course** how to use technology to your advantage, to work smarter instead of harder.

How You Will Benefit

At the end of the workshop you will be able to:

- Be able to make your workplace a technology-friendly place
- Make the most of computers, telephones, instant messaging, e-mail, contact management applications, and scheduling software
- Communicate better with the IT department
- Make the best software and training choices
- Be able to set an IT budget
- Keep employees safe and healthy
- Develop and implement a system usage policy
- Implement policies for dealing with company property
- Decide whether or not employees should telecommute and make telecommuting work
- Deal with workplace rage
- Address technological issues

What You Will Cover

- What to do when your technology budget gets cut
- E-mail etiquette
- System usage policies
- How to reduce RSI
- Ways to use technology to make work fun
- Instant messaging acronyms
- What to do when cell phones take over your meeting
- How to prevent employees from getting mad at technology
- What to do when you can't get a problem solved by the IT department

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!
REGISTRATION FORM

Using Technology to Your Advantage

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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