



# Productivity Solutions

Learn to do more, in less time.

All courses are available as:

**ILT** INSTRUCTOR-LED  
TRAINING

**VILT** VIRTUAL INSTRUCTOR-LED  
TRAINING

## Microsoft Outlook Productivity Courses 2007, 2010, 2013

### Outsmart Outlook:

- Increase your productivity
- Manage critical tasks
- Get your personal and professional commitments organized – and stay organized
- Automate Outlook to keep your inbox lean and mean

### Mastery of Time with Outlook

- Customize your Outlook setup
- Set email rules to reduce inbox overload
- Master meeting requests
- Utilize task requests
- Flag important information
- Build your contacts list smoothly and efficiently

### Admin Arsenal:

#### How Top Admins Outsmart Outlook

- Manage other people's calendars and meetings
- Master email – yours and that of those you support
- Strengthen skills for handling many details
- Reduce time conflicts using one master calendar
- Prioritize and identify important information
- Build your contacts list smoothly and efficiently
- Generate action items and task requests

## Get Productive: Office 2007, 2010 or 2013

This course introduces the most advantageous new features of Word, Excel and PowerPoint and shows you how to make the applications work for *you*. Get more out of something you already own. Increase productivity. Have more time in your day.

## Extended Excel 2007, 2010 or 2013

Need to learn better ways to analyze data and optimize workflow? We'll show you how to use Microsoft Excel functions to improve your productivity. This hands-on course has been designed to build upon and extend the Excel skills acquired in the Get Productive workshop.

## Managing Microsoft Project 2007, 2010 or 2013

MS Project is a powerful project management tool. Learn to take advantage of its versatile features to decrease stress and increase success. Students work through hands-on exercises with the instructor to build skill in each of Project's major functional areas.

For additional information, please contact Susan Winship Johnson  
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## Productivity is our business.

Since 1988, Eagle Productivity Solutions has been in the business of helping people be more productive.

We offer hands-on productivity training on a variety of time management tools including Microsoft Outlook, Office, Excel, and Project. We specialize in training for sales professionals, managers, executives, administrative support personnel, and anyone who wants to get more done every day.

Our training puts the focus on the person—not the tool—to achieve full value from your technology.

## Practical solutions.

Eagle training focuses on the practical. Your people don't need (or want) to know every detail about a new software system. They just want to know how it can help them do their jobs better and more efficiently. We understand their real-world problems, and we teach skills and behaviors that solve those problems. When people learn usable solutions, they are eager to put them to use...and keep using them.

Eagle training takes students through realistic scenarios in which they actually put to use the skills we have just taught them. There's no better way to make students feel confident in their new capabilities than to ensure they use them successfully in the training.

## Proven methods.

Simply put, we don't just change what people *know*...we change what they *do*. That's the key to effective training. Because knowing *about* a new software tool doesn't mean you know *what to do* with it.

At Eagle, we know how to reach people and change behavior to get results. Our training is based on the science of human factors. We understand how people learn new behaviors and we're the only company that designs and delivers training based on that understanding.

## Adoption/Results.

We measure our results in terms of user adoption. And we're sure your people will use—and feel comfortable using—the tool we have trained them on, immediately after the training.

Many companies don't know what successful adoption looks like. They know what their past experience has taught them: adoption is slow and painful, the Help Desk is swamped with user calls, the new tool is a headache, and there are now multiple ways to do everything.

We call that failure.

Eagle's position is simple: If people's behavior doesn't change, your results won't change. Effective training leads to high adoption and increased productivity. And effective training is all we deliver. So you get the results you want.

*“Our seminars liberate the pent-up possibilities in our students. The secret to this effect lies in our understanding of their real-world problems and our reverence for the practical. We teach skills and methods that work. When students learn usable solutions, they can't wait to try them.”*

Bob Cannan, President and CEO  
Eagle Productivity Solutions

***Eagle teaches the best, the fastest, and the easiest ways to use your tools to get more done every day. Contact us today!***

