

Course Outline

Communicating with Technology

Find out how to communicate appropriately with technology, using email, voicemail, cell phone, fax, and PDA. Maintain your professionalism by following techno-etiquette Do's & Don'ts and avoid miscommunication. Learn valuable technology tips for Microsoft Outlook.

In just 1 day...

- ⇒ Top tips for communicating with technology, including Microsoft Outlook.
- ⇒ Learn how to write effective emails.
- ⇒ Use Outlook to plan, prioritize, and follow-up on projects.
- ⇒ Manage your email and voicemail traffic.
- ⇒ Create a contact database in Outlook.
- ⇒ Working within a team - scheduling appointments, using shared calendars, and organizing meetings.

Course Modules

1. **Communication Skills**
2. **Techno-etiquette**
3. **Technology**
4. **Getting Organized**
5. **Working Within A Team**

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