



## WorkingSm@rt® + GroupWise

### Who Should Attend:

Anyone who uses Novell GroupWise, especially managers, technical and sales professionals, supervisors, administrators, and project leaders.

### Format:

- 1-day instructor-led session using GroupWise
- Coaching session to reinforce learning

### Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrolment in our monthly LearningLink e-newsletter

### Related Training:

- WorkingSm@rt® 365
- WorkingSm@rt® in Meetings
- Priority Planning

## Master essential planning & organization skills and become your most productive

Attain control over activities and information to enhance personal and team productivity.

Whether you're in the office or on the move, learn how to consolidate personal, team, corporate and external information so you know when to act.

### This course will help you:

- Harmonize essential management skills with GroupWise tools
- Gain control of your inbox and email
- Improve your communications
- Manage time, tasks, and activities
- Focus consistently on priorities

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: [www.prioritymanagement.com/contact\\_us](http://www.prioritymanagement.com/contact_us)

# Detailed Synopsis:

## WorkingSm@rt® using GroupWise

The Priority Management WorkingSm@rt® using Novell GroupWise® Workshop is an essential management skills program and has been designed to provide you with the knowledge, skills and competencies to effectively use GroupWise as your organizational system. This course will help enhance personal and team productivity and performance, while giving you more control over activities and information. By providing immediate access to key business information, you will improve your decision-making. You will become more balanced and reduce stress when you put these essential skills into practice.

### Unit 1 The Productivity Process:

In this first unit you will start your Campaign for WorkingSm@rt and learn about what is meant by workload management. You will learn about the Invisible Assembly Line and Productivity Formula, as well as strategies for dealing with Productivity Pirates.

### Unit 2 The GroupWise Business Solution:

You will gain a deeper understanding of what's available in the GroupWise "toolbox" and configure the main components of GroupWise. In the office or on the move, we will show you how to consolidate personal, team, corporate and external information.

### Unit 3 The Digital Deluge:

We will show you how to manage your mailbox and stay with your priorities, regardless of the volume of email traffic. You will learn how to empty your mailbox daily by converting emails to tasks or appointments, and how to use rules in GroupWise to automatically sort and prioritize your email. You will also learn strategies for filing and organizing information you need to keep.

### Unit 4 Managing Commitments:

You will learn the importance of the GroupWise Calendar and how to avoid becoming a victim of the "planning fallacy". The exercises will help you become a more proficient time manager and begin the process of regaining control over your life and demanding schedule.

### Unit 5 Managing Communication:

You will learn the Priority communicating process and how to apply it with GroupWise tools. You will practice planning conversations, responding to people, delegating actions and following up on commitments. We will demonstrate that by applying the communication process, it is possible to have total recall! You will also learn best practice influencing and voicemail behaviors.

### Unit 6 Managing Activities:

We will show you how to become a master at prioritizing and planning your activities. You will learn how to stay on top of important and urgent activities, and how to solve the "decision dilemma" when managing a myriad of activities.

### Unit 7 Priority Planning:

You will discover how the planning process works for you. The planning process will help you become more strategic in your daily choice of activities and restore a feeling of achievement at the end of every day.

### Unit 8 TeamTools:

You will expand your understanding of how teams work and create a Communications Charter for your team/organization.

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### Unit 9 Eliminating DeskStress:

In this unit we will demonstrate how to manage the digital desktop as well as control the clutter on your hardtop too! You will learn important techniques to control both silent and noisy interruptions.

### Unit 10 Putting GroupWise to Work:

Summarizes all the key ideas and provides you with a recipe for learning transfer. You will review the Quick Guide and GroupWise Configuration so that you can deploy the new techniques learned today as soon as you return to the job.

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