



GUIDING PEOPLE. PROPELLING BUSINESS.

whitewater group

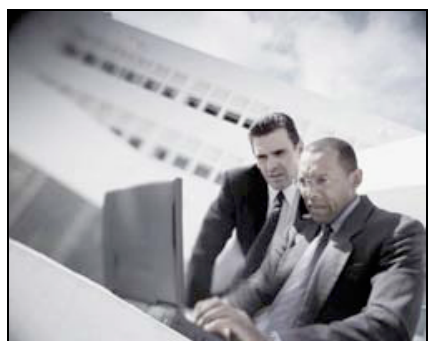
ACCELERATING BUSINESS PERFORMANCE BY EMPOWERING PEOPLE

It's Time to *Get Control!*

Overwhelmed by email and lost information?

- 83% are overloaded by unnecessary, unclear email
- 86% struggle to find important email and documents

The good news? The *Get Control! of Email* and *Get Control! of Info* seminars provide a simple road map to improved productivity and reduced costs.



“We saved 15 days a year!”

Matt Koch, Director of Productivity – Capital One

GET CONTROL! RESULTS

Participants experience interactive and motivating exercises that forever change the way they manage email and stored information.

- Receive 20% fewer emails – Save 15 days a year
- 35% boost in email quality
- Write crystal clear email that gets quick results
- Find info 25% faster
- Improved email etiquette
- Reduced email back up and liability costs
- Powerful, time-saving tech tips
- Strategies for sharing insights across the enterprise
- Much more

AUDIENCE AND FORMAT

Effective for any business person, team, or organization that sends and receives more than 20 email messages a day.

Get Control! of Email and *Get Control! of Info* are two 90-minute modules that form an excellent half day training program.

Live seminar, webinar, and e-learning modules are available.

WHY IT WORKS

The workplace has changed.

Email has become our #1 communication tool.

Yet, most professionals are overwhelmed by an avalanche of unnecessary and unclear messages. The vast majority struggle to locate critical work info. The *Get Control! of Email* and *Get Control! of Info* seminars were created to address these real world productivity pain points.

1. **Behavior Based:** It isn't *all* about technology. The program delivers a small number of high impact insights that correct inefficient email habits once and for all.
2. **Email and Info Reduction:** Participants discover new tools that help them reduce incoming email by 20%. They also learn what to keep and what to delete.
3. **Effective Communication:** A huge amount of time is wasted on poorly written email. Participants learn how to use a simple tool that helps them write clear, concise, and actionable email.
4. **Easy and Universal:** Simplification is the key to filing and finding info fast. Participants discover a powerful, yet easy-to-adopt folder system that helps them retrieve email and documents in a flash.
5. **Flexible:** The workshop can be customized for virtually any email system including Outlook®, Lotus Notes®, and GroupWise®.
6. **Measured, Sustained, and Guaranteed Results:** ROI is easily measured via a series of well designed e-surveys. A follow-up study revealed that that 83% continue to use *Get Control!* best practices one year after training.

NEXT STEPS

- Schedule a free 20 minute web demo today.
- Request a free *Get Control!* consultation
- Ask for a customized proposal.