

Inbox to Zero

By Excel Education Limited

Managing your inbox & writing effective emails



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How 'inbox to zero' helps your organisation

Staff are getting overwhelmed, stressed and less productive simply trying to cope with the sheer number of emails they receive. Excel Education has created a two-hour workshop to help your staff achieve **Inbox to Zero** on a daily basis.

This brand new workshop succinctly shares practical tips to effectively manage email inboxes and write better emails that actually get read and actioned.

Less time dealing with email means more time being productive. What clients say about this new training programme:

"The workshop was very interesting and interactive. It was an extremely useful workshop as we deal with emails every day and has made my office life much easier now."

Venus, Turner International

TURNER **CNN**

Overview and Goals

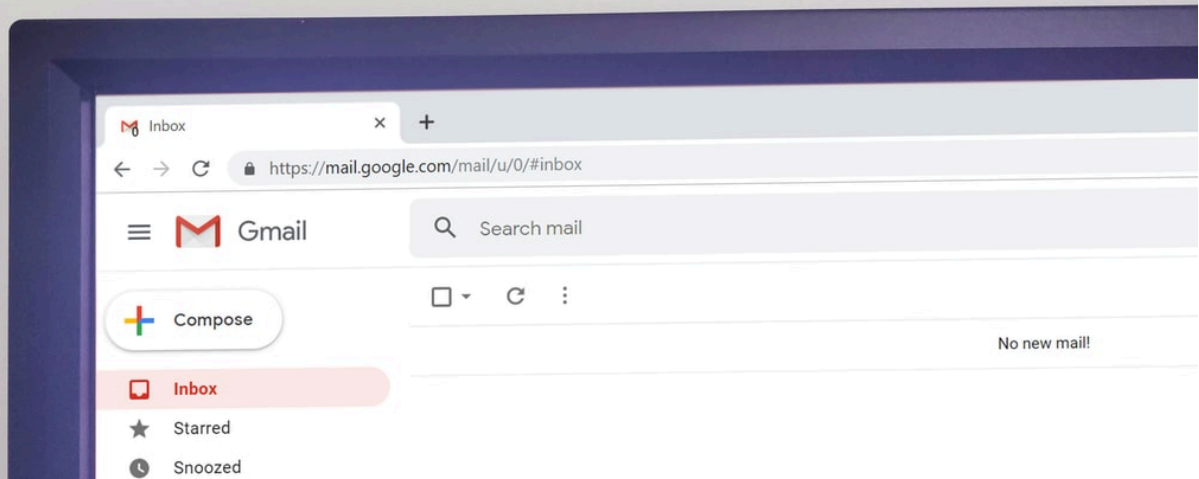
The main focus of the 'Inbox to Zero' workshop is to better manage large volumes of emails, and get to zero in your inbox each day. The workshop also helps participants communicate more effectively in English in terms of preparation, planning, organisation and presentation of information for email purposes. Including how to manage their inbox.

Key learning objectives

At the end of the workshop, participants will be able to:

1. Understand the concept of 'Inbox to Zero'
2. Use techniques to get through emails faster
3. Apply strategies to better organise ideas in emails
4. Adopt techniques to write clearer and more concise emails
5. Explain and justify actions and decisions
6. Draw logical conclusions and make appropriate recommendations
7. Write more assertively and persuasively
8. Manage their inbox to reduce stress and maximise communication efficiencies

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Get a quotation & schedule a workshop today

To find out more about Inbox to Zero and the programme content, get in touch with our business development team and receive a quotation today.

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