

Our Learning Techniques Work!

Content for **Protecting Your Executive's Time** is delivered via e-mail. One component is an audio file which contains the narrated text of the segment.

You allow participants ten minutes per day to listen to the audio file. Listening with spaced repetition helps integrate the segment information into the participant's daily routine.

Through the use of spaced repetition, multi-sensory impact and unique weekly action assignments, participants can retain from 62% to 85% of the program content. Contrast this with only 2% of content retained after a seminar.

Using these innovative learning techniques, we guarantee that **Protecting Your Executive's Time** will save every member of your staff at least 30 minutes per day.

For office teams with more than ten members, a Facilitation Certification Workshop is available. We will train your office manager or supervisor to conduct the facilitation sessions, then provide follow-up.

An Investment in Effectiveness

Executive time can generate hundreds of dollars per hour for your business. Yet your staff has never been trained to help make effective use of executive time. How do we know? Because that sort of training didn't exist ... until now.

Protecting Your Executive's Time costs you almost nothing in terms of money and time, and usually doesn't require your staff to leave the office. The program is simple and effective. The results are guaranteed.

- Through staff development, every executive in your office will "find" an extra 30 minutes per day.
- Team members understand the value of executive time ... and their own.
- The office team works smarter and more efficiently.
- Workplace communication is improved, wasting less executive time.
- Team members work together to create a friendly and vibrant office environment.
- Members of your staff grow personally and develop more of their potential.

All these benefits accrue to the bottom line of your enterprise. You recoup your investment in our program in a matter of days.

Executive time is not a disposable commodity. It's time your business stopped treating it that way.



PROTECTING
YOUR EXECUTIVE'S TIME



Your
Most
Valuable
Asset.

Make Your Time Matter!

Most of your office staff members are not equipped to handle the most valuable asset your business possesses: Executive time.

Instead, staff members learn by trial and error, and are often never really aware of the value of executive time. That lack of awareness wastes countless hours every day.

Protecting Your Executive's Time is a new kind of training program. We use modern learning techniques and weekly hour-long facilitation sessions, which can be held in your own office. **No staff travel is required.**

Protecting Your Executive's Time contains four learning segments. Content for each segment is communicated via audio and text files that are delivered weekly via the internet.

During the week, staff members apply the ideas and strategies presented in each segment.

At the weekly facilitation sessions, participants quantify their time savings. Team members also share success stories and new ideas for increased productivity.

Train your office staff to help you create maximum benefit from the hours you spend at work. **Protecting Your Executive's Time** is an exceptional investment for you and your team.



How We Train Your Staff to Protect Your Time

Segment One: Working Smarter makes the point that increased productivity doesn't necessarily involve more work.

Participants learn to calculate the value of their own time, and develop a keen understanding of the value of executive time as well.

In Segment One, team members also learn about the "knock-on effect" which plagues executive productivity on a daily basis.

Segment Two: Managing Time is where the rubber meets the road. Participants learn four strategies for maximizing executive time: Eliminating distractions, avoiding interruptions, consolidating queries and heading off time-wasters.

Segment Three: Communication that Works focuses on successful interaction in an office environment. Improved clarity means increased time savings. You'll see an immediate reduction in cryptic communication from your staff.

Additionally, your team members will begin to waste less time on the phone, learn to handle written and internet communication more efficiently, and even improve their listening skills.

Segment Four: Developing Your Team helps your staff understand team dynamics and the critical importance of job expectations and emotional maturity.

Participants also create a list of office jobs they'd like to learn. As a result of Segment Four, your team members begin to grow personally as well as professionally.



Get Started Today!

Protecting Your Executive's Time is an investment in your most important asset: Time on the job. The rewards include an increase in staff organization, an increase in team performance, and – most importantly – an increase in the time available to you each day.

We guarantee a net time savings of at least 30 minutes per day for every member of your team. Our money-back guarantee is unheard of in the training industry. There are three conditions: You must provide our program for your entire staff, your employees must attend all facilitation sessions and they must complete all weekly assignments.

Can you afford not to enroll your staff today?

