

A Year of Productivity Seminars in Downtown Indianapolis, IN



How NOT To Make New Year's Resolutions at Work

Begin the New Year with a resolution: to become more productive, more efficient, more effective and more satisfied at work. This session will cover a host of topics related to setting and meeting goals, improving the way you use technology, conduct meetings, communicate with colleagues and get work done. **Jan 6**

The Battle for Your Inbox: Managing Email Productively

No force in the modern workplace is more daunting than email. This seminar provides a comprehensive plan to help you regain control—not through a handful of tricks, but by adopting a new perspective on email. Participants are encouraged to bring their laptops or access information so that we can spend some time developing personal strategies. **Feb 3, Jun 2, Oct 6**

Escaping Death by Meeting – How and Why to Meet

The conference room should produce results, not boredom. This program helps participants learn ways to improve how to spend time face-to-face. We cover effective agenda planning, creating meeting documentation, systems for motivating attendance and techniques for improving meeting culture. **Mar 3, Nov 3**

A Gentle Introduction to Workflow Diagrams

If a picture is worth a thousand words, then why don't we focus on drawing effective diagrams? This 90-minute session provides a gentle introduction to Business Process Modeling Notation (BPMN), the industry-standard system for representing the workflow of everyday business in a visual format. **Apr 7**

No More Duct Tape: Ending Half-Baked Procedures at Work

It's important be creative at work, but not when you are doing something you do every day. If you're frustrated by "half-baked" procedures that are informal, take too much time, or are never done consistently, come to this workshop! You will learn tools for taking control of broken processes. **May 5**

2010 Productivity Series

1ST Wednesdays @2:00PM - slaughterdevelopment.com

Workplace Artifacts: Forms, Files and Recordkeeping

Most organizations use items called *artifacts* to keep track of important information. How are you using forms, electronic files, databases and other systems to track information about your business? Come to this session to learn more about how these artifacts can make you more productive! **Jul 7**

Social Media: Productive or a Waste of Time?

The world of Facebook, Twitter, LinkedIn and other social media services has incredible hype. But can these tools actually benefit you and your business? Learn how to make your use of social media productive in this interactive seminar. **Aug 4**

Working With Creative Types

If you work with bright, innovative and quirky people, managing them can be especially challenging. This 90 minute session provides an insight into how to increase productivity from creative employees, whether they are your employees, your co-workers or your management. **Sep 1**

Productivity + Satisfaction = Results

Want to improve results at your organization? The secret is the combination of productivity and satisfaction. Take this course to review the latest findings about motivation and to learn implementable ideas that get more done with less. **Dec 1**

Work Smarter, Indianapolis

Register at <http://tinyurl.com/2010prod>



2010 Productivity Series - Indianapolis, IN

Tickets \$40 - All sessions from 2:00-3:30PM
2450 N. Meridian @ Fall Creek

Hosted at Indy Reads - www.indyreads.org



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