## **Productivity Short Talks**

Choose any of these 15-minute presentations for an upcoming regular staff meeting. Productivity Short Talks are a complimentary service of Slaughter Development. To schedule, call (888) 200-9387 or send an email to sales@slaughterdevelopment.com.



# Simplify everyday tasks using tools you already have.

#### **A New Perspective on Email**

**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.

#### **Improving Meetings**

The conference room should produce results, not boredom. Request this seminar to learn ways to improve how you spend time face-to-face.

#### **Making Communication Productive**

We speak and write at work to transmit ideas and get things done. This Short Talk offers practical advice for transforming the way you speak, write, read and listen.

#### **Business Process Modeling**

**Job descriptions and operations manuals are fading fast.** Move beyond written documentation and learn to build agile, flexible schematics.

#### **Networking Efficiently**

**Making connections and building relationships can be exhausting.**Request this Short Talk to improve and accelerate your professional network.

#### The Power of "No"

The most loyal choice you can make is to decline work. Doing so encourages smart division of labor and maximizes the use of expertise. This Short Talk explains when, how and why to say "no."

#### **Productivity and Social Media**

The social web can be source of progress, not a waste of time. Using Twitter, Facebook, LinkedIn or blogging to promote your business? Learn how to enhance social media productivity in this presentation.

### **Productivity Short Talks**

15 Minutes • On-Site • Complimentary Conducted During Your Staff Meeting





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