



Program Descriptions

Organization is Key...Our Papers, Our Stuff, Our Lives

In this session, you'll receive the "best" of tips for personal and professional development skills. You are **one** person, with many roles and we see the complete picture when presenting to your audience. Learn how to quickly handle the management of every day tasks, calls, appointments, follow-up, organizing space, basic skills for organizing any room, reducing incoming paper flow and paper management skills. Capture the attention of your audience, with this easy to follow, self-improvement seminar. Recommended for business or general audiences. 2 hours

Efficiency in the Workplace

Include encoreSPEAKS! in your ongoing employee training programs. A fit for any position type (Administrative to Executive Level), "Efficiency in the Workplace", is an ongoing training program for your entire employee base. Employees receive the necessary organizational skills to increase their impact on performing for your business' bottom line. Make encoreSPEAKS! part of your ongoing employee training program. Consider this program for your quarterly meetings or continuing education programs.

Paperwork...Organize it Now!

Learn a proven organizational system and how to implement it into your daily routine. Do you lose paperwork, resist filing, miss appointments or lose track of tasks? Are you prepared for meetings, project deadlines, and managing your staff efficiently and effectively? Increase the value of your employees in the workplace with this 4 hour business seminar.

Top "10" Organizing Mistakes People Make at Work

(Customized for Managers/Directors or Support Staff)

Our most requested program! In this lively and informative session, learn quickly, the areas where you can improve efficiencies in your life at your workplace. The top "10" will inspire and motivate your audience to start implementing immediate changes into their daily routines, which will impact their productivity, self management abilities and work/life balance. 1 hour

Top “10” Organizing Mistakes People Make at Home

“Awaken” the organized person in you, with key ways to implement quick changes in your household. Geared for any type of household environment, the information in this session will teach simple and realistic concepts which can be implemented immediately. From children to adults, we can make a difference in your household. Recommended for Retreats, Health/Self-Improvement Conferences and Family Based functions. 1 hour

Less Clutter...More Life!

In our fast paced society, you **can** find time to live a more balanced and rewarding lifestyle. Providing simple and realistic approaches to handling the “stuff” in your life, we focus on the residential side of maintaining a less cluttered household. Get a handle on the contents in your life. Let encoreSPEAKS! jump start your audience into living a more fulfilling life! 4 hours