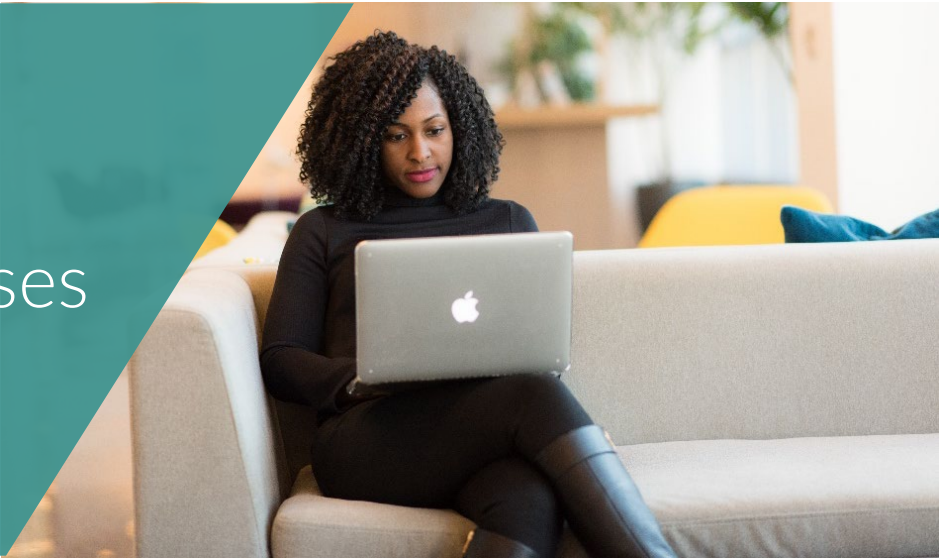


# One-Hour Introductory Courses

Virtual or On-Site



## Targeted Learning to Engage and Inspire

Our one-hour introductory courses provide a solid starting point for your learning journey around our programs. These courses are a great way to introduce key concepts that are timely and relevant for your team and organization. The one-hour courses leave participants curious and inspired, with the beginnings of key tools that can transform their productivity.

At McGhee Productivity Solutions, we have a strong philosophy about what makes a culture productive, centered around five specific elements: Alignment, Accountability, Workflow Management, Digital Fluency and Well-Being. All of our introductory courses fall into one or more of these five elements, allowing you to customize your learning journey based on the areas that you want to focus on the most.

All one-hour introductory courses can be led virtually or on-site.

### The Process

#### Pre-Course

Meeting with one of our consultants to determine which courses and learning journey are best for your organization

Logistical (registration, invites, etc.) setup

Event education and promotional support from us to maximize impact within your organization

#### Course Webinar

One-hour live event delivered by a McGhee subject matter expert

In-course logistical support to handle technical errors and answer questions along the way

Evaluation survey sent to attendees to gather real-time feedback and effectiveness

#### Post-Course

Survey data analysis between MPS and clients to identify additional learning opportunities

Optional access to the McGhee Learning Center for additional learning

## One-Hour Introductory Course Descriptions

### Introduction to Take Back Your Life!®

In a world of too much to do, it seems almost impossible to keep up with all the emails and tasks ahead. In this webinar, participants will be introduced to the key models, behaviors, and tools for getting the right things done—personally and professionally. They will walk away with tips, tricks, and strategies that they can apply right away to more effectively manage a constant stream of communication, tasks, and projects.

This is the introduction to our flagship course, Take Back Your Life!, which is available on-demand, virtually, and on-site.

#### Course Takeaways:

- Learn how to work with beliefs to change results
- Learn key functions in Outlook or G Suite for managing workflow
- Learn a model for making decisions quickly and easily
- Learn keys for prioritizing and planning

---

### Introduction to Productively Working from Home

More and more of our clients have moved all staff to working remotely. Some of us have been doing this for years and there is minimal impact. But for many, working entirely from home is new and has a whole new set of challenges and distractions. This course gives practical tips for being productive while working virtually.

#### Course Takeaways:

- Learn strategies to improve productivity while working from home
- Identify opportunities for sustainable change

---

### Introduction to Breaking Old Habits

Everyone knows old habits die hard, and often we lack the tools needed to foster change needed to sustainably adopt healthy habits. This webinar explores the mindsets and motivations behind negative habits hindering productivity and professional development. This introductory seminar will encourage participants to identify old mindsets in order to create paradigm shifts, helping them break their old, unproductive habits and form new, efficient ones. These new mindsets support ongoing professional, personal and productivity growth.

#### Course Takeaways:

- Models to identify how results stem from implementing and adopting new habits
- Learn how to change beliefs reinforced by tactical tools to practice new beliefs, such as creating a priority calendar and planning the day

## Introduction to Concise Correspondence

In this course, participants will gain a basic understanding of how to improve their business writing skills, enabling them to accomplish objectives quicker and more efficiently. This introductory webinar explores how to tailor effective communications for different situations and audiences, along with introducing a Business Writing Checklist for immediate impact on workplace communication.

### Course Takeaways:

- Learn how the 5 Ps of effective business writing can support email requests
  - See how improved writing increases professional brand and credibility
  - Understand that grammar school writing doesn't necessarily serve us well in the business world
- 

## Introduction to Cultivating Well-Being

This course introduces best practices for increasing productivity by increasing energy, focus, and balance. We blend the latest data and research with practical exercises and engaging conversations around well-being. Participants will learn practical and sustainable ways to make small habit changes that can make a big difference personally and professionally.

### Course Takeaways:

- Energy: Best practices for hydration, sleep, and exercise
  - Focus: Reducing distractions, multi-tasking, disconnecting
  - Balance: Self-reflection, being present, gratitude
  - Working with limiting vs. positive beliefs
  - Habit Building Steps for sustainability
- 

## Introduction to Productivity and Collaboration Essentials for Microsoft Teams

This course introduces the best practices for using Microsoft Teams to increase productivity, streamline collaboration, and drive better results. Participants will learn Teams tips and tricks that they can apply right away to improve their workflow.

### Course Takeaways:

- Learn the key features and functions in Teams to get the most out of the tool for meetings, projects, and communication.
- Learn keys for effective collaboration
- Learn best practices for managing discussions, actions, and decisions in Teams

## Introduction to Microsoft OneNote

This course explores the value of leveraging Microsoft OneNote for Windows for organizing and taking meeting notes, tracking project plans, storing research notes, and integrating action items with Outlook. Participants will learn OneNote tips and tricks that they can apply right away to improve their workflow.

### Course Takeaways:

- Learn how to effectively structure OneNote notebooks, sections and pages
  - Learn how to integrate OneNote with other Microsoft tools
- 

## Introduction to How to Disconnect for Meaningful Vacations

Taking time away for the weekend or a vacation is critical to our wellbeing, yet it is one of the most common compensation benefits left on the table. In this course, we explore the beliefs that get in the way of leaving tech behind, uncover what has us striving to get it all done, therefore keeping us at work, and wrap up with some very tactical tools to support being out of office without electronic devices.

### Course Takeaways:

- Learn how to identify beliefs that get in the way of leaving technology behind
- Receive tactical tools to support being out of office: effective out of office messages, preparing your alternate contact, and running clean up to remove redundant messages

Contact Us to See Which Courses Work Best for You and Your Organization