

# Bring Debbie In For A Superb ROI

Reduce Workplace Stress - Significantly Boost Productivity

Eliminate Lost Opportunities



Debbie is the most sought-after productivity speaker and trainer in New Zealand and Australia; and sits in the top 7% of motivational speakers worldwide. Often rated as the top speaker at conferences and companies she works with, people love Debbie's warm, relaxed style. Debbie moves individuals from feeling stressed to empowered. Overloaded to in control. Her content is motivating, entertaining and practical plain talking how-to's and tips focusing on time management; communication and technology. A media columnist as well as best-selling author of sixteen books, Debbie was labelled Ms Productivity by the media not just for her work; she is also a mother of six children including twins and triplets!

## No Other Trainer Gives You Such Free Added Value

1. **Free: Twelve month follow up** Debbie is available by phone or email to answer any questions, solve problems and run ideas by
2. **Free: Continuing education** Each participant will receive a free subscription to a monthly business tip newsletter so the learning continues indefinitely!
3. **Free: Online survey of attendees** Used to help customise the presentation. You can add any questions you like and you'll also receive an Executive Summary Report along with an Excel Spreadsheet of all responses.

### Brief Module Descriptions:

*(Suggestions only. All content is 100% customised to your desired outcomes.) Training can be one module in depth or a pic'n'mix*

#### EMAIL, EASING YOUR PAIN

How-to tips that remove those dreary time wasting repetitive actions no matter what email program you use

- How to automatically sort, prioritise even answer incoming email
- Easier management of multiple inboxes
- Never retype again
- Managing calendars and tasks better
- Never letting the ball drop with clever use of Tasks
- Timesaving tips on emailing outside of office hours
- Timesaving tips on emailing and texting from your phone

#### ENHANCING YOUR TIMESAVING GAIN: EMAIL

Email programs can do more than correspondence.

- How you turn contacts into a superb database
- Amazing functions hidden within Contacts
- Importing and Exporting information between Outlook and Excel

#### EFFECTIVE COMMUNICATION MORE MEMORABLE & PERSUASIVE

Essential secrets for connecting and applying it to conversations, presentations, proposals and memos.

- How you connect intellectually
- How you connect emotionally
- How you create and recite great stories
- What audiences want from the presentations you help prepare
- Significant time saving tips on creating presentations

#### THE DIAMONDS OF GOOGLE

How to use the lesser known Free and Easy – FREASY Google programs and features to:

- Get a top search engine ranking for free
- Advertise on Google for free
- Improve marketing knowledge and promotion with Map Layers
- How to find spot on perfect new business leads
- Clever business and personal uses of Google Drive and Google Calendar

## **CLOUD, OFFICE 365, SMARTPHONES, , APPS**

Remove duplication, speed processes, save time with online software and apps

- Improve your usage of your Office 365 Investment
- Cloud (online software) free programs understanding and using the free software better. (GoogleDrive, OneDrive, Dropbox)
- Smartphones/tablets clever business (and personal) ideas for using the features of your phone
- Must have smartphone/tablet apps

## **EXCEL. NOT JUST FOR NUMBERS.**

Excel, much more than numbers. Amazing time saving tips and tricks when working with lists and databases.

- The functions that will save you hours upon hours
- How you create fantastic charts and graphs
- Pivot tables and charts
- Printing. Set up. Clever time saving tips

## **POWERFULLY PERSUASIVE POWERPOINT PRESENTATIONS**

Stunning tips and tricks on creating absolutely fabulous presentation in a minimum of time and effort

- Secrets of connecting with the audience
- Software shortcuts to save hours
- Transitions, Animations, Images. Charts. Taking your work from good to spectacular

## **MICROSOFT OFFICE MASTERY**

How to get more done in less time with Intermediate and Advanced Tips and Tricks covering your choice of a pic & mix of Word, Excel. PowerPoint. Outlook

- Free up 2-3 working weeks a year managing emails
- Free up phenomenal amount of time working with lists and databases in Excel
- Create Word documents in minutes vs. hours
- Stunning PowerPoint presentation tricks to improve audience enjoyment and connection

## **MICROSOFT CLOUD & OFFICE 365**

Learn the benefits of, and how to use, the Microsoft cloud programs: OneDrive, Teams. Sway. OneNote. Skype. Flow. Forms. Yammer. We cover your choice of programs

- OneDrive – have any document available anytime. Anywhere. With anyone. Any device.
- Teams - communicate with your team members in a more effective way
- Forms – instant surveys and forms

## **POWERPOINT – INTERMEDIATE TO ADVANCED SKILLS**

You'll learn how to take your PowerPoint preparation from good to SPECTACULAR, moving from scripts (which most people prepare) to interesting, motivating communication pieces.

- Slide preparation – design, content and images
- Movement – slide animations and transitions
- Best use of, and how to use images and text
- How to best incorporate videos
- Superb time saving tips including using sections and zoom

## Investment

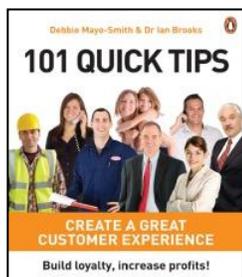
For 100% fully customised researched, presentation, including handout creation, online surveys. All figures in New Zealand dollars (GST exclusive):

Staff Numbers	Two Hour Session	One Half Day Session	Full Day (2 x half day sessions or 1 session then working 1 on 1 with staff)	16 Week Outlook/Excel Productivity Boot Camp Add On
6-10	\$225	\$275 per person	\$5000 for the day	\$500 for the group
11-22	\$200	\$225 per person	\$6000 for the day	\$750 for the group
23-50	\$3500	\$5000	\$7000 for the day	\$1000 for the group
Larger Groups happily priced upon request				

Example ½ day for 15 staff would be 10 x \$275 and 5 x \$225 = \$3875 plus GST

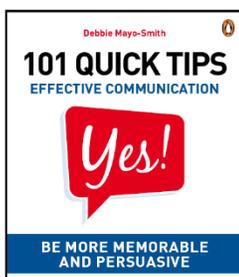
Plus travel, accommodation expenses reimbursed if required

## Entrench the Learning, Delight & Educate!!!



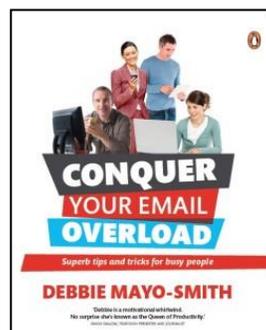
### Create A Great Customer Experience

Penguin Books  
RRP \$10.00



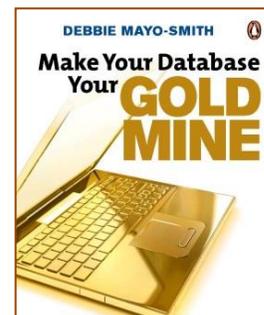
### Effective Communication

Penguin Books  
RRP \$10.00



### Conquer your Email Overload

Penguin Books  
RRP \$25.00



### Make Your Database Your Goldmine

Penguin Books  
RRP \$20.00

## Quick Tip Outlook Productivity Boot Camp

To entrench the learning add on the optional Boot Camps. The main content is broken into 16 weekly small, easily-quickly digestible and actionable pieces (called lessons). Each lesson is delivered with an explanatory email (problem: solution; or here's a great idea) along with a how-to video link which is under 1-minute long.

### Leah Clary

I just wanted to let you know that your snippet email boot camps have been so useful and helpful! I really like how they are small and targeted to just one new trick. I have implemented the Quick parts in emails and it's saved me so much time!!! Thank you for the work you do and the way you do it.

### Deborah Day;

"Bliss! I've always known how fabulous you are and inspiring, but these quick tips have been totally amazing. Just what I need to add ease to my day in little bite sized pieces I can go back to"

### Cindy Morrison

"I'm absolutely thrilled that I can finally do something constructive with these hundreds of contacts that I have ... thanks entirely to your guidance! I am in awe of your expertise – you have taught me more about data basing in a few short emails and one session, than any other before you"

# Staff Can Free Up 2-3 Working Weeks A Year

## 'Rated No#1'

You are going to hear 'wow' every few moments. This is because everyone is getting easy, practical and immediate solutions to their everyday problems in an entertaining, how-to manner. This must be why Debbie is often rated as the number one trainer, speaker and most enjoyable with the companies she works with.

### This is what people say about Debbie Mayo-Smith CSP:

'Your course was fabulous I loved it! Your presentation style was awesome I loved your words like delicious etc and your easy manner. I would very happily attend any other course you were facilitating

**Maree Luzak** Finance Clerk **Waimakariri District Council'**

'I attended one of your training sessions some years ago at an Administrative Professionals Conference and was really impressed with your down to earth attitude and knowledge. Since then I have emailed you on a number of occasions with minor problems and you have always responded so quickly and helpfully. Given I know you must be a really busy lady, I thank you once again'.

Your course was fabulous and the follow up superb! Thank you for sharing the wisdom. **Heather Tootell, Massey University**

I really enjoyed your session! You were energised and vibrant, inspirational and full of great information! I have come back to the office and made changes to smarten up how I use email and have shared some tips with the other Secretaries. **Sharalyn Fraser; Kāpiti Coast District Council**

I really enjoyed your session! You were energised and vibrant, inspirational and full of great information! I have come back to the office and made changes to smarten up how I use email and have shared some tips with the other Secretaries. **Sharalyn Fraser; Kāpiti Coast District Council**

'Debbie, again, THANK YOU for a really great, informative workshop. The material was so relevant to us, and we had fun along the way. I really chuckled at the thought that George & Amal could be our personal administrators! :) Those fun elements added to the respectful atmosphere. If I had just read those tips somewhere, I probably wouldn't have taken them on board or seen how they affect me, but your presentation style clicked on those lightbulbs and I have so many ideas on how to implement them. Thank you'.

'I was impressed with Debbie's professionalism and enthusiasm; she's an excellent trainer and I will definitely be recommending her to colleagues and friends. Well done Debbie, you're a star! PS. What other courses do you have available as I would sign up in a flash'!

'Highly beneficial and useful training by a dynamic and passionate trainer'.

'I think Debbie did an amazing job at presenting and walking us through each new tool. Debbie was very charismatic, easy to relate to, and very patient'.

'Debbie is incredibly enthusiastic and knowledgeable in what she teaches, bringing a great energy to the room that is really engaging. Her tips and tricks are simple, straightforward and easy to put into practice right away'.

'I Love Debbie. Very engaging speaker'