



SYNERGISTIC

Personal Systems Manager

Imagine it is your first day in a management role, you sit behind your desk and look at your new computer, empty filing cabinet and the phone rings, it is someone you have never met wanting to address three or four important issues with you. How did you cope?

This program was developed to assist managers with systems that allow them to manager information and to manage their time effectively.

In this training the important these important areas are covered:-

- Operating MS Outlook® effectively
- Capturing and completing tasks given to you
- Effectively communicating issues to other people
- Organising your time more effectively
- Managing a filing cabinet so that everything is easily recovered.

By having everyone trained in these processes information is sorted, communicated and recovered effortlessly, secondly when a successor steps into a new role they can take over the filing systems of their predecessor and continue to function as if it were their own.

Synergistic Manufacturing Systems