



Lisa S. Griffith, CPO® ~ Speaker, Organizing & Productivity Consultant

“Take Back the Office” Day

A full-day experience of organizing and productivity training for your business, which combines large group training with individual consultations, targeted to your employees’ needs.

FULL DAY AGENDA - 9:00 AM - 5:30 PM (includes 60-minute lunch break)

MORNING

The day kicks off with a 90-minute, customized presentation for your entire company, team, or division, focused on office organization and time management tools and techniques. Topics are tailored to the needs of your group, and may include any of the following:

- Desk organization
- Paper management and controlling paper flow
- Effective filing systems
- Electronic file management
- Task and time management
- Calendaring tools / techniques
- Email management

LATE MORNING & AFTERNOON

Drill down to individual work.

Up to five individuals may sign up for a targeted, 50-minute, one-on-one, organizing and productivity consultation to address each person’s unique issues.

This is designed to be a consultation and not hands-on organizing work with each interested employee.

Every person who schedules a one-on-one session will be asked to fill out a productivity profile in advance of the date to enable more personalized coaching.

WRAP-UP WITH MANAGEMENT

Your day concludes with a wrap up session with company / division heads designed to provide feedback, closure and discussion of future goals.

EXTENDED INDIVIDUAL SESSIONS

Additional 50-minute individualized on-site consultations may be added on the following day for an additional fee.

YOUR INVESTMENT

\$1500 for the day, plus travel expenses and lunch. Fee includes on-site presentation and consultations, preparation and customization of presentation for your group’s needs, handouts, and advance preparation for individual coaching sessions with employee productivity profiles. An additional full or half day for on-site individual coaching sessions may be added for \$1000 for a full day of 8 individual sessions, or \$500 for a half day of 4 individual sessions.

As an alternative to additional on-site individual coaching sessions, a full or half day of virtual coaching sessions via video or phone may be scheduled within 30 days of the initial program date. *A 50% deposit and an executed speaking/consultation agreement are required to reserve booking date.*

