



Staff and Leadership Training

The Wall Street Journal reported that most employees waste one hour per day due to inefficient time management skills and/or a disorganized workspace. Depending on the size of your organization, the number of unproductive work hours can be staggering!

Our lively workshops captivate participants while motivating them to change old unproductive habits and create new routines to realize an immediate boost in productivity. Our one-on-one coaching sessions allow employees individual needs to be addressed in a confidential manner. The more your employees understand the basis for change and the process for making change stick, the more likely you are to see long-term productivity improvements.



Organizational Effectiveness

- Work Proactively rather than Reactively
- Manage Email Effectively
- Setting and Achieving Goals

Personal Development

- Creative Problem Solving
- Improving Critical Thinking
- Essential Interpersonal Skills

Productivity Improvement

- Top 10 Ways to Increase Productivity
- Organize and Maintain an Efficient Workspace
- Prioritize Work - Critical vs Non-Critical

Employee Wellness

- Stress Management
- Managing Workplace Anxiety
- Work Life Balance from Surviving to Thriving

Time Management

- Tips for Effective Time Management
- Managing Multiple Priorities and Deadlines
- Managing Interruptions Effectively

Leadership Training & Development

- Leadership and Influence
- Delivering Constructive Criticism
- Coaching and Mentoring Essentials

For a listing of all of our 75+ training courses, visit www.dceffconsult.com

(Services > Staff & Leadership Training > Training Topics)

**Training can be set up as Lunch and/or Breakfast and Learn Programs
or as Full or Half Day Workshops.**

Don't see a topic you are looking for?

We can create a customized training plan to meet your needs!

Deborah J. Cabral, CPO®

Certified Professional Organizer, Productivity & Efficiency Trainer and Consultant



Productivity & Efficiency Improvement Services

One-on-One Coaching

A great way to work with employees that need additional support. Coaching can be one hour with one employee, 1/2 hour with 2 employees or 15 minutes with 4 employees. It can be conducted at the employees work-space or privately in an office or conference room.



Workplace Evaluation - Efficiency and Workflow Analysis

We thoroughly review your operational efficiencies and recommend how you can best streamline workplace operations. Then, we look at workflow and evaluate your current workspace organization. Following a comprehensive review, our team will begin to implement a plan to improve efficiency and morale, increase productivity and create a more professional work environment.



File and Office Organization

Is your office space cluttered? Are your files difficult to locate? Has it been years since you purged any files? Our team can help you increase efficiency and productivity by organizing your office, storage room and/or files. Many organizations have seen an immediate and drastic change!

DeClutter Day

We spend an extended time with you and your staff, starting with a motivating presentation to teach participants easy ways to reach organizational goals. Then, we dive-in with participants in their own workspaces or departments to start the decluttering. Leading the group with hands-on instruction, this fun and efficient approach to helping people make changes in the workplace yields meaningful learning and long-lasting benefits.

Company Procedures and Policies

Looking for a trainer to present YOUR company procedures and polices to your staff? You've come to the right place! We'll utilize your material and deliver exceptional training to secure employee buy-in.

**Contact us for individual pricing or
add these services on to your training package.**



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