



DC Efficiency Consulting
Reinvent the Way You Work

Staff and Leadership Training

DC Efficiency Consulting offers a wide range of customized training to integrate with company organizational goals for improving employee productivity and work environment efficiency.

Instruction is informative and energetic, and courses are guaranteed to provide excellent strategies, tools and motivation to attendees that can be applied right away. The goal is to change old, unproductive habits and create new routines to realize an immediate boost in efficiency and productivity. All full and half day courses are interactive and include case studies, Q&A, short quizzes, experiential exercises and more. AND... any of the courses can be presented in a condensed format as a webinar – perfect for shorter programs or remote or virtual teams.

Our course curriculum is divided into five sections:

Organizational Effectiveness, Time Management & Productivity Improvement, Personal Development, Leadership Training and Development and Employee Wellness.

Training Options include: Full and Half Day Training, Lunch and Learn Programs, Breakfast Programs, Employee Wellness Programs and Webinars

Please visit our website to see a full list of our Training Courses. Select from any of our courses, mix and match courses, or we can create a customized course based on your organization's needs!

www.dceffconsult.com

Call today to get started! (315) 794-9495



Deborah J. Cabral, CPO®

Productivity & Efficiency Trainer and Consultant, Certified Professional Organizer



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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