

# CALLING ALL COLLEGES & UNIVERSITIES!

*Do you have too much paper and not know how to handle it?*

*Are you and your staff as efficient as you could be?*

*Is your office or department cluttered and overwhelming?*



**DC Efficiency Consulting**  
*Reinvent the Way You Work*

***If so, let us help streamline and simplify your workspace and train and coach your staff to be more productive and less stressed!***

## Faculty & Staff Training

### ***Efficiency & Productivity Improvement Consulting***

*Improve morale, increase productivity and efficiency have a more professional work environment with our:*

- Workplace Evaluation
- Action Plan Implementation

### ***Motivational Speaking***

- Keynote addresses
- Breakout sessions

### ***Training for Faculty and Students***

*We'll customize a program just for your staff:*

- Full Day or Half Day Workshops
- Lunch and/or Breakfast and Learn Programs
- Employee Wellness Programs

*Our course curriculum is divided into 5 sections:*

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

***Visit our website for a full list of our training courses***  
***[www.dceffconsult.com](http://www.dceffconsult.com)***



*Deb's book - DeClutter Your Life NOW! – a great offering for your college bookstore!*

***Deborah J. Cabral, CPO®***  
***Certified Professional Organizer, Productivity & Efficiency Trainer & Consultant***

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