



Half Day Sessions with Dawn Groves

Social Media: Transforming Clients into Evangelists

Social media transforms clients into product or company evangelists; the best marketing money can buy. Correctly managed, tools such as Wordpress, Twitter, Google+, Linked In, Facebook, Paper.ly, etc., offer the least expensive, most effective method for crafting and marketing a business presence. In this engaging, practical session, online content developer, Dawn Groves, will not only share the 10 strategic tips necessary to maximize your online presence as an company or individual, she'll also get specific about doing it in the most time efficient manner possible. Included in the presentation will be documentation to support the material as well as technical and online references to help craft, improve, and extend your reach.

Presentations with Punch: Tips and Tricks for Smart, Compelling Presentations

Studies show that audience members recall only about 15% of the information you present to them. Professional presenter and content developer, Dawn Groves, will share the 10 critical components to creating a cutting-edge presentation that people will actually remember. No matter how complex or technical the data, there's a way to share it that maintains interest, encourages action, and maximizes retention. Included in the presentation will be documentation to support the material as well as technical and social media references to help craft, improve, and extend your skills.

Microsoft OneNote: A Great Way to Manage Time and Information

Research tells us that executives waste up to 20 percent of the workday simply looking for files. Never mind the aggravation that remains after the information is found. Enter Microsoft Office OneNote 2010, a powerful Personal Information Manager (PIM) that organizes documents, pictures, web pages, articles, audio and video recordings, and more--all in one digital notebook. More than just another file manager, OneNote keeps essential information at your fingertips, reducing time spent searching through e-mails, sticky notes, file folders, etc. Join efficiency expert Dawn Groves as she shares the best way to learn and use this powerful program. Included in the presentation will be documentation to support the material as well as online references to help you craft, improve, and extend your information management skills.

Know it and Do it: Using the Science of Behavior Change to Get Results

How many great ideas have you shelved because other priorities took precedence, you couldn't find the time, or you simply tried and failed? Experience affirms that there's a big gap between what "should" work and what works in real life. Workplace efficiency trainer, Dawn Groves, will demystify the process and using the latest behaviour science research, present a no-nonsense approach you can customize for yourself and your staff. Whether its managerial skills, communication improvements, or workplace efficiency practices, Dawn will show you how change really works, how to engage it effectively, and the necessary steps to make it stick. Do you want to change a management style, an unskilful habit pattern, or a knee jerk response? Get the facts, set up a system, and do it. Included in the presentation will be documentation to support the material as well as technical and online references.