

Training for Everyone, Everywhere

LiveClicks[™]
webinar workshops



LiveClicks[™] Webinar Workshop by FranklinCovey

Be Proactive: Using Your Resourcefulness and Initiative to Get Things Done.

- ▶ Manage yourself proactively to manage others more effectively. In Be Proactive: Using Your Resourcefulness and Initiative to Get Things Done, part of the 7 Habits for Managers LiveClicks webinar series, you will learn to leverage your own resources and initiative, keep commitments, and take responsibility for results.

Begin With the End in Mind: Defining Your Contribution and Leading with Purpose

- ▶ Use your leadership role to make a great and enduring contribution. In Begin With The End In Mind: Defining Your Contribution and Leading with Purpose, part of the 7 Habits for Managers LiveClicks webinar series, you will define your mission as a leader and focus all of your efforts on achieving that mission.

Self Trust: Increasing Your Credibility and Influence at Work

- ▶ Improve your personal effectiveness and productivity by increasing trust. In Self Trust: Increasing Your Credibility and Influence at Work, part of the Speed of Trust LiveClicks Webinar Series, you will learn to avoid the costs of low trust, build confidence in yourself, restore trust with others, and act with integrity.

Relationship Trust: Building Strong Teams and Relationships at Work

- ▶ Build trust within your team and improve your results. In Relationship Trust: Building Strong Teams and Relationships at Work, part of the Speed of Trust LiveClicks Webinar Series, you will learn to resolve conflicts, empower others, improve business relationships, and achieve business results through increased trust.

The Diversity Advantage: Leveraging Differences at Work for Great Results

- ▶ Create a workplace that views each employee as unique and able to make an irreplaceable contribution. The Diversity Advantage: Leveraging Differences at Work for Great Results LiveClicks webinar will demonstrate how to increase understanding and gain deeper trust, communicate more productively, achieve higher levels of collaboration and increase creativity and innovation.

Resolving Generational Conflict: Understanding and Navigating Generational Differences at Work

- ▶ Effectively manage employees from different generations. In Resolving Generational Conflict: Understanding and Navigating Generational Differences at Work LiveClicks webinar you will learn to understand why and how each generation responds differently in the workplace and how to work through the most common generational friction points.

Time Management for Microsoft Outlook: Increasing Your Productivity through the Effective Use of Outlook

- ▶ Learn how to stop living in your inbox and achieve more by prioritizing tasks, messages and appointments. The Time Management for Microsoft Outlook: Increasing Your Productivity through the Effective Use of Outlook LiveClicks webinar, helps you develop a reliable planning system, prioritize competing demands, recognize and eliminate distractions, and master a proven goal-setting process.

Time Management for IBM Lotus Notes: Increasing Your Productivity through the Effective Use of Lotus Notes

- ▶ Learn how to use Lotus Notes to automatically filter and respond to messages, prioritize tasks and appointments. Time Management for IBM Lotus Notes: Increasing Your Productivity through the Effective Use of Lotus Notes LiveClicks webinar helps you develop a reliable planning system, prioritize competing demands, recognize and eliminate distractions, and master a proven goal-setting process.

Project Management Fundamentals: Managing Projects that Succeed

- ▶ Don't go over budget or past deadlines ever again. The Project Management Fundamentals: Managing Projects that Succeed LiveClicks webinar, helps participants use proven methods for keeping projects on schedule and on budget, increase buy-in to avoid unnecessary delays and rework, recognize and avoid potential "hot spots", and use tools for increasing collaboration, communication, and accountability.

Business Writing Skills: Getting Your Point Across with Power and Influence

- ▶ Set writing standards that help you and your team increase productivity, resolve issues, avoid errors, and heighten credibility. The Business Writing Skills: Getting Your Point Across with Power and Influence LiveClicks webinar demonstrates a proven writing process that will help you cut through the clutter. You'll learn how to write faster with more clarity and gain skills for revising and fine-tuning every kind of document.

For more information about FranklinCovey's LiveClicks webinar workshops, please contact us via info@franklincovey.de or call +49 (0) 89 45 21 48 0.