



Areef Ali & Associates
BUSINESS SOLUTIONS



How to Work with Less: Double your Work Efficiency - Automate your Job

Part of our In-house Business training, “Anywhere, Anytime” series of Budget Priced Seminars

Overview

With the current economic challenges, employers are increasingly concerned with managing using a leaner, more efficient workforce. This customizable training session is geared to give employees the skills they need to automate some of their core work processes and increase their efficiency in today's challenging environment.

Target Audience

The skills training provided can be customized to be delivered to individual departments or multiple teams simultaneously. Staff from Marketing, HR, Accounting, Purchasing, Inventory, Administrators, Managers, Finance and business analysts can all benefit from this session.

Seminar Benefits

- Reduced time spent by employees on more routine / mundane tasks
- Improved productivity of employees in your work environment
- Fully customizable training - you can mix training items from the different sessions offered
- The training time is short and can be focused on the specific improvement areas you require – translating to less employee time away from the job
- Reduced training pricing since cost is per session for a group of employees rather than per employee.
- Session comes with a money back guarantee – if you don't benefit you don't pay.
- CPD training certificates provided for attendees employees
- Sessions can be facilitated to your convenience on week days, before or after working hours or on weekends
- Bonus materials offered with each session

Session duration

A typical training session focused on a few specific skills can be facilitated in **four to six hours**. A customized seminar including a wider range of topics & exercises can be done in **one to two days time**.

Topics to be covered

Practical topics which can be delivered include but are not limited to Appendix 1-2 attached. We can add, delete or modify topics specific to your organisation's requirements.

Seminar price

This is a budget priced seminar. The price is quoted per session so your outlay is less. For a four hour session for up to 15 attendees your total training investment is only TT\$2,450+ VAT. If you require two or more sessions the price falls to TT\$2,200+ VAT per session.

Seminar bonus

Chose one of the following for free with this seminar:

- Best practices in managing layoffs
- Practical time management guide
- Financial modeling templates & best practices checklist
- Fraud prevention checklist & videoclips
- Data summarization techniques / templates using pivot tables & MS Excel

Contact Mr Areef Ali at 788-7538 or aaabsol@gmail.com for more information or queries or visit our website at www.aaa-bsol.com