Taming the Email Tiger

Capability Programs

Program Overview

Taming the Email Tiger is facilitated by Solutions for Success on behalf of QELi. The program teaches highly practical and best practice skills and strategies for significantly improving individual and team email productivity, including handling, processing and storing incoming emails and integrating email with the rest of your workload.

Program Objectives

You will learn to:

- Establish best practice processes and solutions for improved management of incoming email, especially the integration of email with other aspects of Outlook, such as the Calendar
- Measure and create awareness of impact of current email practices and stimulate motivation for change
- Significantly reduce the amount of time and cost spent reading, writing and handling email (by 25-40 percent) and increase effectiveness
- Reduce the constant stream of email interruptions and minimise impact on higher priority tasks and projects
- Get your inbox empty, keep it under control and improve email-filing structures to allow for quicker storage and retrieval of messages and attachments, and eliminate a major cause of frustration, dissatisfaction, stress and ‘burnout’
- Shift your working paradigm from email-based, interruption-driven and reactive, to a more calendar-based, plan-driven, focused and proactive style
- Improve communication content and style through emails
- Implement a 90-day plan of action.

Program Features

- Four-month, multi-modal program
- Learn proven email ‘best practices’
- Complete an eProductivity Benchmarking Audit to help you understand your current email practices
- Immediately implement key strategies on your laptop
- Get your inbox empty and re-organise your email folder structure
- Shift your working style from inbox-based to calendar-based
- Access online tools and resources

Who Should Attend?

The program is suitable for all:

- Teachers
- Middle leaders
- Principals
- System leaders
- School support staff
- Corporate services staff

About QELi

QELi is an innovative not-for-profit institute committed to delivering excellence in leadership by supporting education leaders from government and non-government sectors, across Australia and internationally, to establish a strong vision, improve student outcomes and lead change in their school context and wider school communities. We support educators at every level – from teachers to principals and system leaders – and corporate services and school support staff to develop leadership capabilities, maximise their potential and reach their leadership goals.
Program Structure

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
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</thead>
<tbody>
<tr>
<td>1 Apr - 1 May 2019</td>
<td>2 May 2019 8:00am - 4:30pm</td>
<td>3 May - 30 Jun 2019</td>
<td>1 Jul - 30 Jul 2019</td>
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<tr>
<td><strong>Program preparation</strong></td>
<td><strong>One-day workshop</strong></td>
<td><strong>Self-paced learning resources and guides</strong></td>
<td><strong>Assessment and debrief</strong></td>
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<tr>
<td>• eProductivity Benchmarking Audit</td>
<td>• Learn proven email ‘best practices’ and shift your working paradigm from email-based, interruption-driven and reactive, to a more calendar-based, plan-driven, focused and proactive style. It is recommended that you bring a device to be able to access Outlook and practice the tips and techniques discussed during the workshop.</td>
<td>• Access a comprehensive suite of follow up resources to reinforce, support and sustain the key strategies and skills gained from the presentation.</td>
<td>• A post program eProductivity Check up to assess your progress and a 45 minute debrief webinar to discuss impact of the changes and troubleshoot any ongoing challenge/frustration</td>
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How to Register

Registration closing date: Thursday 18 April 2019
Program cost: $960 + GST
Venue: QELi, Level 14, 201 Charlotte Street, Brisbane

Register online at www.qeli.qld.edu.au/taming-the-email-tiger or contact QELi on +61 7 3007 5222 or registrations@qeli.qld.edu.au

Other Leadership Development Opportunities

**Leadership Development Pipeline Programs**
Our Leadership Development Pipeline Programs offer educators the opportunity to pursue a progressive continuum of leadership development learning. Programs are available for teachers, middle leaders, deputy principals, principals and sector leaders and can be customised for teams within schools and systems.

**Growth Coaching and Accreditation Programs**
In partnership with Growth Coaching International (GCI), we offer a suite of coaching programs for individual and whole-school professional development.

**Thought Leader Events**
Grounded in contemporary evidence-based research, our one-day thought leader events deliver high-impact learning environments that unite and empower educators to improve student, school, system and organisational outcomes.

**Customised Programs**
We can create tailored professional development solutions to suite specific educational leadership needs for your staff, school or sector including delivering programs on-site, at a chosen location.