



Lunch & Learn Presentations

Easily digestible bite-size workplace wisdom that will give your people strategies to help them better manage daily workplace activities. The short sharp sessions run for 1 hour followed by 15 minutes of questions and discussion time.

TOPICS

Taming The Email Beast

This presentation will show you how to improve your email productivity and introduce you to strategies for:

- Managing the overwhelming volume
- Minimising the disruption factor of email
- Structuring emails in a way that gets action
- Managing follow-up actions efficiently

Transform Team Meetings

This presentation is for people who lead meetings. It will introduce you to a framework for planning your next great meeting that will:

- Illustrate why you need to accommodate your team's thinking preferences in your meeting planning and show you how to do it
- Show you how to leverage the diversity of your team's thinking preferences
- Show you strategies for ensuring all team members are fully engaged during your meetings

Painless PowerPoint

This session provides an overview of 9 of the best techniques that brain science has to offer, to help you:

- Engage and focus your audience on your message
- Structure your presentation content in a way that makes it memorable
- Design engaging slides that establish visual credibility



WHAT PEOPLE ARE SAYING

Taming the Email Beast
"Excellent – great presentation and fantastic tips on managing emails."

Painless PowerPoint
"I thought I was already developing engaging presentations, but I learnt so much that will take things to the next level."

Transform Team Meetings
"A really informative and engaging session. Great insights. Really valuable!"

About Jani Murphy

Jani Murphy is a workplace productivity expert with over twenty years' experience in improving business processes. She is an experienced presenter with a passion for helping people manage their daily workplace activities more efficiently and with less stress.

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