



# Workshops coming up in January to March

## JANUARY 2012

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

■ **The New Rules for using Email**  
[www.emailsmart.com.au/the-new-rules-for-using-email](http://www.emailsmart.com.au/the-new-rules-for-using-email)

■ **Powerful Email**  
[www.emailsmart.com.au/powerful-email](http://www.emailsmart.com.au/powerful-email)

## FEBRUARY 2012

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

■ **How to Write and Respond to Business Emails**  
[www.emailsmart.com.au/write-and-respond-to-emails](http://www.emailsmart.com.au/write-and-respond-to-emails)

■ **Powerful Email**  
[www.emailsmart.com.au/powerful-email](http://www.emailsmart.com.au/powerful-email)

■ **How to Plan and Manage Small Projects**  
[www.emailsmart.com.au/plan-and-manage-small-projects](http://www.emailsmart.com.au/plan-and-manage-small-projects)

■ **The New Rules for using Email**  
[www.emailsmart.com.au/the-new-rules-for-using-email](http://www.emailsmart.com.au/the-new-rules-for-using-email)

■ **Powerful PowerPoint**  
[www.emailsmart.com.au/powerful-powerpoint](http://www.emailsmart.com.au/powerful-powerpoint)

## MARCH 2012

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

■ **Powerful Email**  
[www.emailsmart.com.au/powerful-email](http://www.emailsmart.com.au/powerful-email)

■ **How to Write and Respond to Business Emails**  
[www.emailsmart.com.au/write-and-respond-to-emails](http://www.emailsmart.com.au/write-and-respond-to-emails)

■ **The New Rules for using Email**  
[www.emailsmart.com.au/the-new-rules-for-using-email](http://www.emailsmart.com.au/the-new-rules-for-using-email)

■ **Powerful PowerPoint**  
[www.emailsmart.com.au/powerful-powerpoint](http://www.emailsmart.com.au/powerful-powerpoint)

Workshops are held at a Perth CBD location. Full details of costing can be found on [www.emailsmart.com.au](http://www.emailsmart.com.au).

All workshops can be run in-house for groups of 6 or more people.