

AUSCULTA®
MANAGEMENT TRAINING



Gertraud Gurschler
MBA

Peter Ofner
PhD, MSc, MBA, BSc, CSE

LIVE-WEBINAR

PROFESSIONAL handling of EMAILS and SOCIAL MEDIA

A substantial amount of time in organizations is squandered due to superfluous and unproductive written communication via email and social media channels. However, when used correctly, they can be excellent tools for increasing productivity.

In our AuscultA online seminar, you will receive precise and proven answers, methods, and tools for:

• What are the causes of information overload? • In what situations is written information most useful, and when is it better to avoid it? • How to warrant recipient-oriented communication? • What are the costs and benefits of effective job-related communication? • What conditions are necessary for emails and social media to be used productively?

Objective & Benefit

It is not that we have so little time …

This AuscultA webinar allows you to immediately start reducing the number and volume of written communications, including emails and social media posts.

Webinar Content

… it is much time that we do not use properly

• Time-saving rules for senders and recipients • Sound understanding of the correct, legally compliant, and appropriate use • Ensure that important information is classified, filed, and retrieved securely.

Target Groups

This seminar is intended for anyone who wants to recognize and perfect proper written communication.

AuscultA Training Methodology

• Prepare by listening to the above content in a concise audio version • Input on the topic and intensive work through based on professional seminar materials • Thorough reflection is achieved by pointed questions and personalized practical guides

©AuscultA
AuscultA Management Training / Seefeld in Tirol
Tel.: +43 (676) 7396837; eMail: info@ausculta.com; Web: www.ausculta.com