



**Use PEP to add value
in your office.**



PEP in a nutshell.

PEP is conducted in a series of group meetings and one-on-one visits which reinforce organizational skills and the principles of efficiency. It also creates positive behavioural changes.

Key components of PEP.

1. Work Organization

Frequently, we find that people do not have their offices and environments optimally organized to receive, process, store, send and track communications appropriate to their jobs. Our consultant reviews the personal work organization of each participant. This includes tray systems, desk utilization, the structure of files, file content, information retention, information retrieval and information management, including both electronic and hardcopy, the monitoring of projects and delegated work.



Key components of PEP.

2. Work Planning

The consultant and the participant jointly examine and create the specific planning routines appropriate to the participant's level within the company. With productivity in focus, business plans and their execution are analysed in detail.

3. Team Working

Teams benefit from PEP because the information-flow will be enhanced and open communication will be encouraged. The team motivation will grow because the team is enabled to achieve more in less time.

PEP = Doing the *right*
things *right*.



4 modules on your way to office excellence.

Module 1

Clean Desk policy for a better Information-Management

- how to organise your personal work
- how to select and archive information
- how to build a clear structure for teams

Module 2

Filing-Structure for Personal and Team Use

- how to create a transparent team drive
- how to organize yourself with the groupware (like Outlook, Lotus Notes)
- how to handle information-overload
- from push-to-pull-information

Module 3

Time Planning

- how to structure a workday by routines
- how to plan with MS Outlook, Lotus Notes or GroupWise
- how to deliver bigger projects on time (personal/team)

Delegation

- how to improve the group result by optimising the information-flow
- how to control your delegation by MS Outlook, Lotus Notes or GroupWise
- how to use all resources within the group

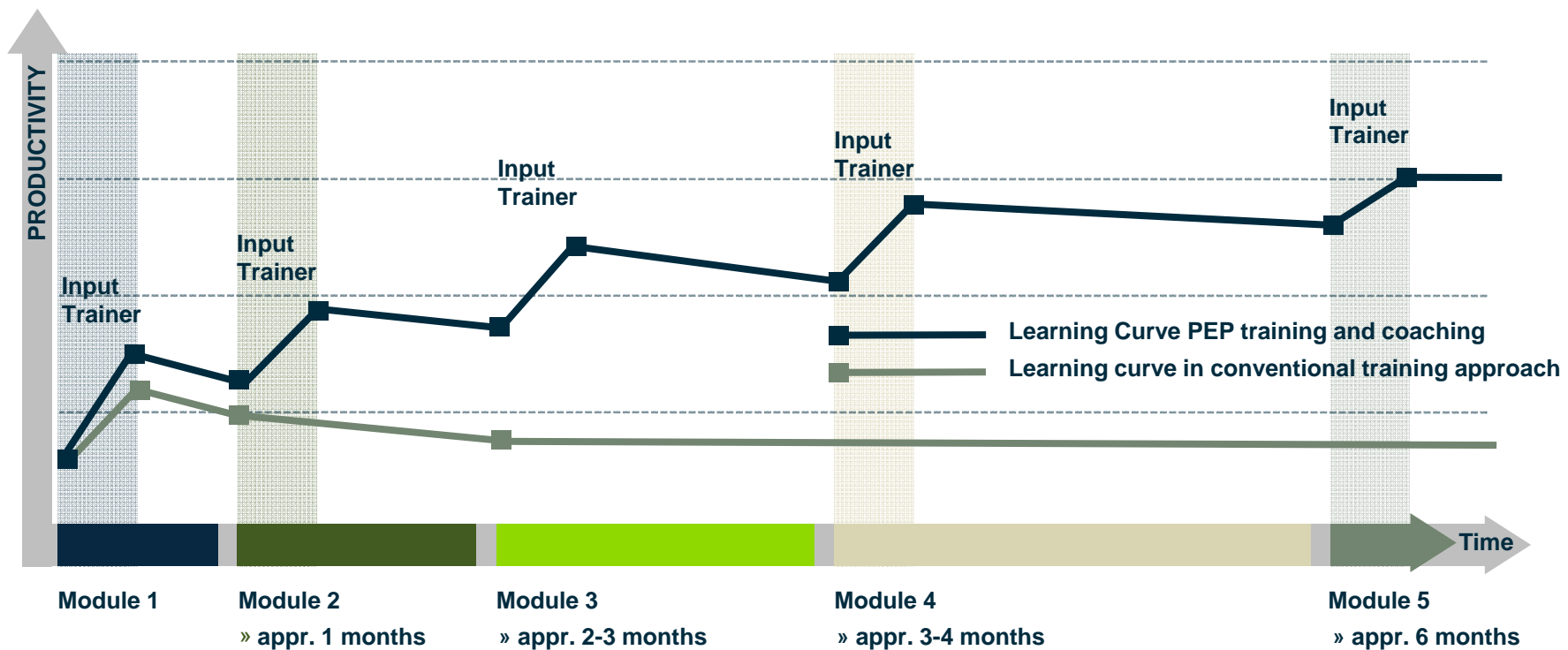
Module 4

Meetings

- how to reduce meeting-times
- how to get better results in meetings
- how to improve your communication



The PEP-Learning Curve.



**PEP = More time,
more value.**



PEP-Training Method.

Group sessions and individual coaching

- Every training-session starts with a group-meeting.
- After the group meeting the consultant will work side by side with the participant, on a one-to-one coaching basis, in his or her own work area.
- One trainer works with six participants
- Time investment per participant: Day one = all day, days 2-4 = five hours per day.



These companies trust in PEP



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