



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Surviving Information Overload, First Edition

Course Number: AX084-126IG

Days: One Day

Description: This training program is designed to help you acquaint others with managing information in all its forms. In this course, participants will become aware of how information affects how they live and work, understand how to use multi-tasking effectively, be able to distinguish between information and knowledge, explore strategies for managing information, and learn guidelines for choosing appropriate technologies for specific needs.

Topic-Level Outline

MODULE 1: MANAGING INFORMATION

Information Anxiety
Multi-Tasking
Filtering Information
Identifying Quality Information

MODULE 2: SOURCES OF INFORMATION

E-Mail: Friend or Foe?
Voice Mail
Processing Paper
Reducing Disposable Incoming Mail

MODULE 3: TECHNOLOGY AND LIFE BALANCE

Knowing What You Have and How to Use It
Stop Before You Shop
Life Balance
Learning Objectives Review
Course Evaluation

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



CONTACT DETAILS

Arnold Muscat

Direct 083 778 4903

Email: sales@collegeafricagroup.com

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