



American Society for Training and Development (ASTD)

Cascadia Chapter

Serving Oregon and SW Washington

Events

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Event Information

June 6, 2012

Computers, SmartPhones and Tablets - Oh My!
Outlook 2007/2010 - Tips, Tools and Techniques from the Trenches
(expanded session of a workshop at the 2011 Regional Conference)
 with Neal Otto

Intended Audience

Learners interested in using Microsoft Outlook more efficiently to get less mail, spend less time processing and searching messages, communicate more clearly and generally streamline your email processes.

Overview

Many of us have been using Outlook for years for email, contacts and calendar. We know the basics of click here, click there to get certain jobs done.

By going beyond the basics and thinking of Outlook as a database, learning and using shortcut keys, understanding the fundamentals of clear communications, and using automation tools we can really grasp incredibly powerful benefits such as:

- Improved communications
- Tracking of commitments and outcomes
- Standardization and simplification of your 'stuff'
- Powerful search
- Smooth workflow
- Savings of time, effort and stress

Concepts and techniques presented are easy to understand and use and will save you hours of precious time a month.

Takeaways

Each participant will leave with a handout of the covered material, cheat sheet of tricks and tips, and useful web links.

Outcomes

Participants will:

- Learn keyboard shortcuts to save time
- Use database search tools effectively
- Use Quick Parts to standardize communication
- Use Quick Steps and rules to automate workflow
- Learn techniques for writing more clear communications and how to share these with co-workers and clients

Any Required or Suggested Technologies

Participants should bring a laptop with Outlook 2007 or 2010 already loaded. Rental laptops are available for an additional \$30. Please advise the ASTD office no later than June 30 if you need to rent a laptop. Payment is due via http://www.astdcascadia.org/events/learning_events/2012/06-06-12.html

Details

Date

Wednesday, June 6, 2012

Time

8:30 am for Check in
 9 am - Noon for Program

Location

TBA
 Portland, OR

For Transit options, click [here](#).

For Google maps, click [here](#).

Cost

Early bird registration deadline is May 23, 2012.

Chapter Members and Partner Organizations
 (click [here](#) for list):

\$20 / \$30 / \$40

Others:

\$49 / \$59 / \$69

Student Chapter Members:

\$15 / \$24 / \$35 (must be chapter member - contact ASTD office for discount code)

Buy complete registrations for 3 people; get a 4th person registered for free. Contact the [ASTD Office](#) for details.

Punch Card

Available to current Chapter members only

Pick up your punch card when you attend this Learning Event and start earning points towards a free Learning Event. For every 5 punches on the card, you can attend one Learning Event free.

This benefit does not apply to any Chapter programs other than the Learning Event.

Refreshments

Light refreshments provided.

Special Notes

Class size limited to 50.

Cancellation Policy

To receive a refund, a written request (email) before the early bird date (listed above) must be received in the Chapter office. Refunds not available after the early bird date.

Reasonable Accommodation

ASTD-Cascadia Chapter is committed to providing reasonable accommodations at all its functions. If additional accommodations are needed, please contact

check on the day of the presentation made out to Jumpstart Computer Training.

the Chapter office as far ahead as possible before an event.

Speaker



Neal Otto
JumpStart Computers
info@jump-start.com
503-293-4339

Jumpstart's founder and primary trainer, Neal is a lifelong educator and learner with 29+ years of instruction experience, with a focus on technology since 1996. Neal is known for his broad knowledge of an extensive array of software and his ability to connect with students of all abilities and styles.

Neal is a member of the Oregon Computer Consultants Association (OCCA), the American Society for Training and Development (ASTD) and Portland Executives. Participation in these organizations keeps Jumpstart focused on new technology and workforce issues. He holds certifications as a Microsoft Partner, Microsoft Certified Professional, and Microsoft Projects.

Neal lives in the Greater Portland Oregon area with his wife Paige (also an educator), son Nathan, daughter Brynne, and Linus the Wonder Dog. He is a long distance bicyclist and loves to spend any spare time in his shop making sawdust.

CPLP Recertification Credit

CPLPs earn one recertification point/credit for each physical hour of continuing education within one's current role/job or involving a new experience or content. You will need to keep records of the event and prepare any paperwork required by National ASTD. [CPLP Website](#).



HRCI Approval Pending

This program has been submitted for approval for hours for recertification towards PHR, SPHR and GPHR recertification through the HR Certification Institute. The program number will be available after the event.

For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

The use of this seal is not an endorsement by the HRCI of the quality of the program. It means that this program has met the HRCI's criteria to be pre-approved for recertification credit.

Alignment with National ASTD's Workplace Learning Profession **Competency Model**

9 Areas of Expertise

Areas in **BOLD** will be addressed in this presentation.

1. Designing Learning
- 2. Improving Human Performance**
3. Delivering Training
4. Measuring and Evaluating
5. Facilitating Organizational Change
6. Managing the Learning Function

http://www.astdcascadia.org/events/learning_events/2012/06-06-12.html

Click [here](#) for a color flyer.

Click here for the PDF version of this page.





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- 7. Coaching
- 8. Managing Organizational Knowledge
- 9. Career Planning and Talent Management

Alignment with Chapter Focus Areas

Four Focus Areas

Areas in **BOLD** will be addressed in this presentation.

-  **1. Professional Development**
-  **2. Networking**
-  3. Business Opportunities
-  4. Giving Back

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