

The Effective Edge Programs

Regaining the EDGE: *Getting the EDGE Online Refresher Course* *The Blended Learning Productivity Solution from The Effective Edge*

It's no secret that people learn and retain more from a new subject when they can interact with it. During our 9-hour Getting the EDGE: Mastering Work and Life Flow™ workshop, you learn a self-management model that enables you to be more productive and effective. Topics are delivered on a fast-track basis using your own work and Microsoft Outlook® inbox.

Getting the EDGE: Mastering Work and Life Flow™ provides a full day of concepts, tips, and methods that enhance focus, productivity and results. However, once back at your desk, you might become overwhelmed by everyday stress and competing priorities, forgetting those valued self-management concepts and losing the EDGE. That's why The Effective Edge has created **Regaining the EDGE** - a quick, online refresher course to help you remember and apply those key productivity principles to enhance your learning and deepen mastery.

Regaining the EDGE combined with Getting the EDGE is the perfect blended solution to impact productivity long-term – live training supplemented with a comprehensive online review course that can be accessed at any time.

How it Works

Regaining the EDGE can be purchased by an individual Getting the EDGE alumni or is available by site license. The program is active for as long as you are an employee in the organization.

The Results You Can Expect:

- Reacquaint yourself with MS Outlook's functionality as a seamless personal control system.
- Renew your clarity by practicing the Mind Sweep exercise.
- Revisit the value of Outlook categories for organizing your activities and maintaining focus.
- Review the thought process - including the 4 D's - to stay current in managing your tasks and email.
- Review and perform the steps of the Weekly Review.
- Re-energized by bringing incomplete items to closure.

Who Can Benefit from This Program?

The refresher course is designed for managers, supervisors, team leaders, project leaders, and individual contributors who have already taken Getting the EDGE™ and want to enhance their skills. **Regaining the EDGE** is particularly helpful if you are adapting to a new role in the company or did not have an opportunity to implement the EDGE principles after taking the course.

Let us help! You are the pros at your business. We are the pros at giving your people The Effective Edge to get work done and deliver outstanding results that impact you and your business. By making **Regaining the EDGE** available to each of your professionals, you are ensuring your investment in the program and ensuring their success.