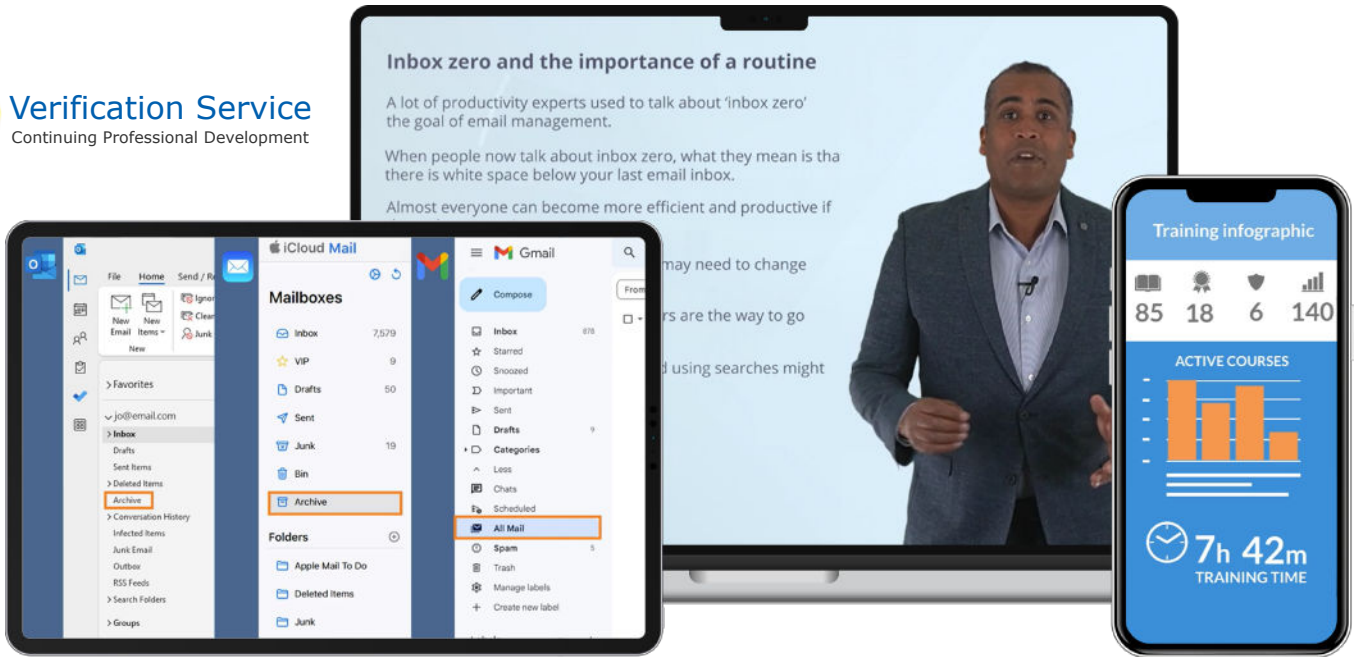
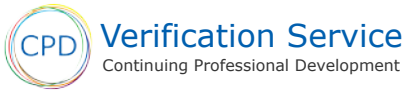


EMAIL MANAGEMENT



OVERVIEW

Despite advances in technology, emails have stood the test of time and are still a key part of most communication practices in modern organisations and it's estimated that the typical person spends about one hour a day on emails.

Whatever the stats say, it's clear that email can take us away from other tasks, so the more efficient we can become when working with emails, the more productive and effective we will be. Good email management is something we should all be striving towards.

With this email management e-learning course, learners will gain a thorough understanding of key email management concepts and strategies, as well as practical techniques for applying them in real-world situations.

OBJECTIVES

- Understand the importance of having a system of managing emails
- Establish good security with emails
- Explore tips and tricks of using email systems
- Establish how to set processes in place to manage emails and become more organised
- Describe how you can use email effectively when working in teams
- Understand how to avoid common email mistakes



DURATION

45 minutes. Including interactions and videos



AUDIENCE

Email management is important for everyone in the workplace. Therefore, this e-learning course is suitable for a wide array of learners.



CERTIFICATION

Upon completion of the course the learner will receive a CPD certificate.

