

## 2019 - Executive Technology Coaching

Time is money in any role, but more so for executives.

This program is designed for executives seeking to cut through the "stuff" and focus just on the skills they need to develop to make tasks such as Excel, sales and budget analysis, preparing board presentations in PowerPoint and managing email work flow with Outlook easy and efficient.

This program contains no fluff. Just straight to focusing on what **YOU** need to get you fast tracking your everyday technology so you can get back to sales, strategy, finance or simply running your organisation.

Customised to suit your needs, every option includes a pre-session planning call where we work out the specific outcomes you want to achieve maximum return on investment.

Applications include:

- Microsoft Outlook/Email Management,
- Microsoft PowerPoint,
- Microsoft Excel
- Microsoft Word

**Choose the level that best suits your needs.**  
**All pricing is subject to 10% GST.**

	One Off Problem Solver	Silver	Gold	Platinum
	1 session	2 sessions	6 sessions	10 sessions
Telephone planning session to identify your needs and objectives.	✓	✓	✓	✓
15 minute check in calls, between coaching sessions.			✓	✓
1:1 2hr coaching session - in person (Melbourne only) or virtual via Zoom Video Call.	✓	✓ 2 x 2 hrs over 2-3 months	✓ Initial Session	✓ Initial Session
Follow up 1:1 30 minute call within 30 days	✓	✓		
Provision of electronic reference materials for your ongoing personal use.	✓	✓	✓	✓
1:1 60 minute coaching session with Donna in person or virtual via Zoom Video Call.			✓ 5 sessions in total	✓ 9 sessions in total
<b>Value Adds</b>				
5 copies of Donna's latest book - Ctrl + Alt + Delete - Reboot Your Productivity for you and 4 colleagues or clients - valued @\$150			✓	✓
12 months access to www.productivityportal.com.au, Donna's online "how to" video and PDF library for your personal use valued @\$97		✓	✓	✓
Customised 90 minute onsite visit to upskill your executive team (additional costs for outside Melb CBD) Valued at \$3500				✓

To apply for this program call our office on +61 3 9457 4745

[www.primesolutions.net.au](http://www.primesolutions.net.au)

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