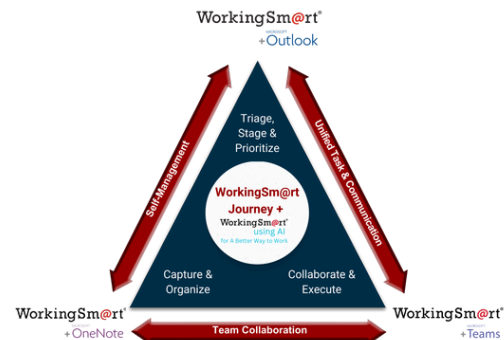


The WorkingSm@rt Journey

Elevate Your Team's Efficiency

PMA Philadelphia's WorkingSm@rt® series transforms how professionals manage time, collaborate, and communicate, leveraging Microsoft 365 tools like Outlook, Teams, OneNote, and AI. Each program blends behavior-changing techniques with practical technology skills to help individuals and teams work smarter, not harder.



About The WorkingSm@rt Journey

The WorkingSm@rt Journey is a comprehensive and adaptable training program designed to enhance your team's communication, collaboration, and prioritization skills, delivering measurable results.

Tailored specifically to your organization's workflow, the **WorkingSm@rt Journey** leverages four essential Microsoft programs: Teams, Outlook, and OneNote, & AI to build efficiencies and streamline processes.

However, the program's objective extends beyond merely developing software proficiency. The Journey aims to create a strategic roadmap that fosters productivity-oriented behaviors within your team, ensuring your organization achieves immediate and quantifiable outcomes.

By participating, your team will gain valuable insights and techniques to:

- Build integrated workflows that connect Outlook, OneNote, Teams, and AI for seamless productivity.
- Apply best practices for organizing, sharing, and retrieving information across Microsoft tools.
- Manage shifting priorities efficiently using shared task lists, calendars, and notes.
- Strengthen focus and reduce distractions through intentional digital habits.
- Apply techniques for tracking and reflecting on personal and team productivity within Microsoft 365.



Program Overview



Take control of your workload, manage your email and balance competing priorities



Make collaboration seamless with OneNote as your digital notebook for self and team process.



Transform Teams from a chaotic firehose into a focused funnel or team communication and collaboration.



Harness the power of AI to streamline your day, and operate a true collaborator.

Who Should Attend?

The WorkingSm@rt Journey empowers individuals, workgroups, and teams—including managers, technical and sales professionals, supervisors, administrators, and project leaders—to work smarter, boost productivity, and collaborate with greater impact.

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Subscription in our monthly LearningLink e-newsletter
- Quarterly 60-minute reinforcement sessions

Format:

- Six, 2-hour instructor-led, virtual classroom sessions, **plus 60 minutes of** Individual coaching for each person



What Our Clients Say

"The combination of Outlook, OneNote, and Teams training in the Working Smart Journey was a game changer. It wasn't just about learning features it was about creating a unified system for managing my day, my priorities, and my team's communication. I've never felt more in control of my workflow".

"I really enjoyed the Outlook program! The Rules feature has been a game-changer, and the way the course is structured makes it incredibly effective. It's helped me reclaim valuable time to focus on what truly matters."

"Deb's training and coaching have been incredibly helpful. She's helped me to completely transform the way I manage my inbox and keep track of my daily tasks. I can't recommend her or the WorkingSm@rt class enough!"

About PMA Philadelphia

Founded in 1995, Priority Management Associates (PMA) is a premier talent development company and a trusted partner to human resources and organizational development professionals worldwide. We specialize in elevating the skills and capabilities of leaders, teams, and entire workforces by delivering transformative learning solutions tailored to each client's unique needs.

At PMA, we offer a diverse portfolio of services, including ready-to-implement and custom-designed training programs, engaging group workshops, and instructor-led webinars. Our time-tested learning and development tools are meticulously customized to address the specific goals and challenges of our clients, ensuring impactful and lasting results.

With a global reach, PMA has successfully designed and executed comprehensive learning initiatives across industries such as healthcare, life sciences, finance, higher education, manufacturing, the federal government, and more. Our innovative programs empower organizations to enhance workforce productivity, strengthen leadership pipelines, and foster a culture of continuous improvement.

PMA Philadelphia remains committed to delivering exceptional training experiences that drive measurable outcomes, making us the partner of choice for organizations seeking to unlock their full potential.