

## **Seminar offer for „office organization” by Dirk Käser M.A.**

### **goal:**

The seminar provides the skills and efficient techniques to structure the office so that it can be used for what it actually is: as a workplace. The time for the access and transfer of documents is accelerated by an optimal structure and accurate techniques to reduce storage. This saves time and valuable material. Surprisingly much space is suddenly available. This leads to an atmosphere that guarantees better and more efficient working.

### **target group:**

executives and employees who wish clarity and effectiveness in daily business.

**number of participants:** max. 12

### **content:**

- ✓ the desk as a workplace
- ✓ categorization of documents
- ✓ targeted storage
- ✓ clear categorization and naming
- ✓ providing the flow of documents
- ✓ increased space for offices and archives
- ✓ optimization of the work processes.



### **Contact me!**

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