

Manage Your Time Instead of  
Time Managing You!



**TIME FOR ACTION!**



Kelso Consulting  
Australia

Learn Actionable Skills  
Quality Trainers  
Affordable

*Let Us Help You Be Successful!*



## Quality Experienced Trainers

Established in September 2016, Kelso Consulting Australia provide writing and training services to Australia.

Our qualified and experienced writers and trainers have been working in the corporate world for more than 20 years.

Our Vision is "to be recognised as a trustworthy and proficient corporate writing and training business providing quality training and winning documents to our clients throughout Australia."

This is the approach we take for every client and every project. We want to ensure that we are providing a high quality service every time.

Kelso Consulting Australia conduct customised training workshop at your workplace specifically for your needs. Save time and money and have all your team trained simultaneously



## What's It All About?

### Why Should I do a Time Management Course?

Do you ever hear yourself saying:

1. "There is never enough time in the day"? Well guess what, you have the same amount of time as everyone else does to get your work done.
2. "Why is it that others walk out the door on time and you don't?"
3. "Why is their desk neat and tidy and your desk is covered with a mountain of paper?" Or
4. "Why is it that you can never seem to run on time for your appointments?"
5. Time Management is a term that we all cringe when we hear. It is over-used and you have heard it all before. "The last thing I need is to go to another workshop to help me manage time."

If any of the above is true for you then you absolutely should be attending a workshop. Managing your time and your work is not an easy thing. Especially if you are in a very busy role or if you are a sole trader doing it all yourself.

Let us help you to manage your time better and stop procrastinating.

## What You Will Learn

### We Teach Skills That Can be Put Into Action Immediately.

- ◆ How to get organized and clear that pile off your desk.
- ◆ Filing, we all have it and we all hate it—we make you FAB at it.
- ◆ Planning your day better—know what you need to do next
- ◆ Email warfare—let's empty your inbox
- ◆ Appointment setting—you have been doing it wrong all this time
- ◆ Procrastination—stop it now
- ◆ Time Wasters—Give them the boot
- ◆ Lots of exercises, hints and tips that you will remember
- ◆ Open discussion on different ideas that really work

*Let Us Help You Be Successful!*

## LOCATION

There is no need for you or your team to travel to a different location. We conduct customised training at your workplace or a location most convenient to you.

## CUSTOMISED TRAINING

Our experienced and professional trainers will provide quality content and skills that you can action immediately in your workplace.

Our experience has shown that sending a single employee to a training workshop will NOT improve your business. Yes, it will give skills to that one employee. But, how effective will that employee be in trying to implement these new skills into your business? There is a very high chance that within a week of attending the newly learned skills will be forgotten.

The most effective way to train your team is for everyone to attend the same training workshop.

We will customise a workshop specifically for your needs. We will train your team on the specific skills you request. We can offer a variety of topics. The most popular are:

- Customer Service Fundamentals
- Grammar, Punctuation & Spelling
- Leadership
- Hints and Tips for Microsoft Office Suite
- Team Building
- Telephone and Email Etiquette
- Tender Writing Essentials



## Where Did That Time Go? Manage Your Time and Stop Procrastinating!

This workshop has been designed as a 1/2 day workshop. We jam pack the workshop with tons of valuable information.

You will leave the workshop with skills that you can put into action immediately into your workplace. Your business, colleagues and customers will notice the difference.

We will provide to all attendees a Certificate of Attendance.

Attendance at our workshop for business purposes is tax deductible.

Kelso Consulting Australia will continue to provide excellent, quality training at affordable prices.

We want your business to be successful. You need well trained, efficient staff to make this happen.

Invest in your team and your business today with quality customised training.

Call us today! 07 3879 1949 or 0421 699 015

Visit our website for more information—  
[www.kelsoconsulting.com.au](http://www.kelsoconsulting.com.au)

What are you waiting for—you won't regret it.

*Let Us Help You Be Successful!*

Maree Moreland is the business owner, writer, and trainer for Kelso Consulting Australia

Maree welcomes the challenge of turning a dull piece of text into something inspiring. There is nothing greater than seeing a proposal or tender be successful and give added revenue or a new client for a company.

Maree has worked in senior management in the corporate world for more than 20 years.

Throughout this time, she has conducted many training workshops, one on one training of staff, and group training. She has been active in creating company procedures and quality systems.

In 1985, she commenced working as an office junior for a large accounting firm. Since that time, she has worked for a variety of industries including Property, Medical, Coal Testing & Mining, Export, Construction, and Insurance.

Maree is a Small Business Panel Mentor for the Queensland State Government Mentor for Growth program.

During her more than 20 years' experience writing for businesses she has also attended many courses and seminars. These include:

- Advanced Diploma Business Management - Distinction
- Certificate Internal/External Auditor, Management Systems Auditing
- Certificate IV Project Management
- Screen Writing Essentials at National Institute of Dramatic Art (NIDA)
- Tender Workshop by State Development Office of Qld
- Capability Statement Workshop by State Development Office of Qld
- Certificate IV Information Technology

All of this experience is now available to you.



Maree Moreland— Owner, Writer & Trainer  
Kelso Consulting Australia

Training that Your Business  
Partners, Colleagues and  
Customers Will Love



**Kelso Consulting  
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*Let Us Help You Be Successful!*

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