



# INDO-AMERICAN SOCIETY'S

1-day workshop on

## “Productivity at the Workplace”

**Date:** April 29, 2017 (Saturday) 9.30am to 5.00pm

**Venue:** Lincoln Auditorium, Indo-American Society, Kitab Mahal, 5 D, Sukhadwala Marg, Fort, Mumbai 400 0001

### Nomination Fees

**Fees:** Rs.2,875/- (Basic Amount Rs.2,500/- + S. Tax 15% Rs.375/-)

The fees include participation, course material, Lunch & tea/coffee. Cheque/draft is to be drawn in favour of “**Indo-American Society**” and sent to the IAS office with the registration form. Participation fees are non-refundable, however, participation by a substitute shall be allowed.

Do you know that you may be tapping into **ONLY A SMALL FRACTION** of the **power of your Smartphone and Internet connection**? Hundreds of useful tools and tips, easily accessible, can help you achieve big time savings, productivity improvements and better organized work.

### Learn how to:

- ❖ Use **Google** to get Not just Faster and more relevant results, but also use a calculator, translations, conversions, recipes etc.. and much more.....by simply talking into your phone / laptop
- ❖ Use **GMail** effectively Use numerous shortcuts on mail send delayed delivery mails to reach the recipient at the right time / Undo send Use Google Drive for sharing and collaborations on a common project and much more.
- ❖ Use **Evernote** to: Remember everything and Push all your tasks and notes into one single receptacle - regardless of time and location Organize, Prioritize, Track your notes and much more.

- ❖ Discover and use fascinating **Mobile Apps** to Improve Productivity, save time ensure efficient interface between your Mobile and your computer and above all, have FUN.

Each session will give you the exact practical steps to take, what to do, to reclaim over 200 hrs a year. You will leave wondering why you were never taught this a school and eager to apply what you have learnt.

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## **FACULTY PROFILE**

### **Mr. Yazdi Tantra**

Yazdi Tantra is a Chartered Accountant by training, Computer Consultant and Digital Trainer by profession having conducted a series of digital training programs at reputed organizations such as CII, WZCC, ASIRT.



Mr. Yazdi writes a regular fortnightly column for **MONEYLIFE** and a weekly column for Parsi Times, Mumbai, on Android apps for efficiency at the workplace.

Besides running his own IT Company **ON-LYNE** for the last 24 years, he is also-the Vice-Chairman of Zoroastrian Co-operative Bank Ltd. and Chairman of the IT Committee, The Technical Director & Global Vice President of World Zarathushti Chamber of Commerce. He also runs various blogs for Entrepreneurs and Consumers.

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We would highly appreciate if you could send us nominations from your side and arrange to circulate this information to your contacts, who would be benefited.

**Note:** If interested, kindly arrange for the payment at the earliest before the commencement of the Workshop.

Please send us your nominations before **April 28, 2017** and send us the cheque to enable us confirm your participation.

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### **For more details, please contact**

Ms. Shobha Shetty/ Mr. Sumesh Pillai at the Indo-American Society,  
Kitab Mahal, 5 D, Sukhadwala Marg,  
Near New Excelsior Cinema, Fort, Mumbai 400001.

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