



## HIT SEND! 50+ E-MAIL TRAPS THAT MAKE THE 'E' STAND FOR EVIDENCE™

**Compliance Perspective:** Oliver North. Anthony Weiner. Gilbert Gottfried. The CEO of Peanut Corporation of America, and employees from Microsoft. Arthur Anderson and Merrill Lynch. What don't people and employees yet get about sending E-mails, text messages, Tweets and posting things on Facebook and other social media sites? Still, every week someone is making the news for not getting it. In today's world of technology you are creating E-verlasting E-vidence that, for sure, will be used against you at work and in court. You only have to "Hit Send" once to cost an organization big bucks, kill the brand's reputation and take your own career down in flames...in front of the E-world. 'E' also stands for E-mbarrassing, E-ternal and E-xpensive. You would never intentionally jump into a human-sized mixing blender, so why would you E-ver "Hit Send" ...??!

**Description and Core Competencies:** This highly-engaging and interactive presentation provides participants with the opportunity to acquire, practice, and master the daily workplace compliance tools they need to follow their electronics communication policies and best practices to avoid personal and professional liability before they "Hit Send." You will understand how and why to think twice. You will learn when to e-mail and when to pick up the phone and call. Never again, will you put your self at risk for being an e-fool in front of the e-world.

**Recommended for:** Employees, Managers, Supervisors, Law Departments, HR Professionals and Leadership Teams.

**Length and Delivery:** Length of presentation may be customized based on the program agenda. Leader-led delivery.



## WHAT IS **clicks&sticks**<sup>®</sup> training?

**Only Mindy Chapman & Associates LLC provides the proprietary Workplace Training That Clicks & Sticks<sup>®</sup>.** Clicks & Sticks<sup>®</sup> Training takes complex legal concepts and distills them down into practical compliance tools for all levels of the workforce. This unique methodology immediately benefits your organization because the customized training is always relevant to the participants' daily conduct (so it Clicks) and memorable long after the training ends (so it Sticks). Clicks & Sticks<sup>®</sup> Training helps employees to quickly acquire compliance information, develop and practice their new compliance skills and ultimately demonstrate mastery of the laws and your policies as they apply in your workplace. Our training provides the highest return on investment of your training dollars because while every organization needs an effective compliance training program in the classroom; it must be sustainable back in the workplace to be valuable. Clicks & Sticks<sup>®</sup> Training helps organizations avoid liability, minimize risk, retain talent and create a culture of respect that values diversity and inclusion.



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