

P-BON CONSULTING SERVICES, INC.

Technology. Strategy. Results.

Tech-Driven Time Management & Productivity for Workplaces

A Workflow Seminar Using the Tools Your Team Already Has

TRAINING & SKILL DEVELOPMENT — CORPORATE SEMINAR

SERVICE PROPOSAL — \$199 PER SESSION

Prepared by

Wlad Pierre-François, Ph.D.

Founder & President, P-Bon Consulting Services, Inc.

info@pbonconsulting.com · (516) 734-1515 · pbonconsulting.com

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1. Executive Summary

P-Bon Consulting Services, Inc. proposes the Tech-Driven Time Management & Productivity for Workplaces seminar, a 90-minute, live online session for up to 25 staff, priced flat at \$199 per session with the recording included.

This is a workflow seminar, not a software training — aimed at teams losing hours to inbox churn and status-chasing, using the tools already deployed rather than introducing new ones.

2. About P-Bon Consulting Services, Inc.

P-Bon Consulting Services, Inc. is an IT managed services and cybersecurity advisory firm founded and led by Wlad Pierre-François, Ph.D., serving law firms, medical practices, financial services companies, and small-to-midsize businesses across the NY Metro area. The firm's approach is compliance-native: every engagement — from a single toolkit to an ongoing managed IT program — is built with the regulatory realities of HIPAA, the NY SHIELD Act, NY DFS Part 500, SEC Reg S-P, and FINRA Rule 4511 already accounted for, not bolted on afterward.

Relevant qualifications for this offering:

- Delivered by the same firm that administers M365 environments for its managed-IT clients, so the workflow guidance is grounded in what these teams' tools can actually do, not generic productivity-coaching advice.
- Direct experience identifying administrative-friction patterns while working inside client environments as part of ongoing managed-IT engagements.
- Established practice producing concise, usable reference materials rather than slide-deck dumps.

3. Statement of Need

Administrative friction — inbox triage, status-chasing across email/chat/meetings, task tracking scattered across sticky notes and memory — is one of the largest hidden costs in small firms, and it is rarely addressed because it isn't a broken system, it's an unmanaged one. Teams don't need new software; they need a shared, deliberately chosen workflow for the tools they already have.

4. Scope of Work & Deliverables

The seminar covers four practical blocks in 90 minutes, kept tight and immediately usable:

- Digital task management — choosing and using one system consistently (Microsoft To Do/Planner or equivalent already licensed).

- Focus tools and techniques — time-blocking, notification management, reducing context-switching.
- Email triage workflows — a repeatable process for processing inbox to zero (or close to it) without losing track of anything.
- Minimizing administrative friction — practical changes to meeting and status-update habits that cut the "chasing" overhead.

5. Methodology — How This Is Delivered

1. Pre-seminar poll — short survey on the team's current pain points, shaping emphasis during the live session.
2. Live seminar — 90 minutes, up to 25 participants, live online.
3. Recording distribution.
4. One-page workflow reference sheet — distributed alongside the recording so the session doesn't evaporate into a slide deck nobody reopens.

6. Objectives & Success Metrics

Objective	Success Metric
Standardize on one task-tracking approach	Team agrees on and commits to one shared task-management tool/method by session end
Reduce inbox as a task-tracking substitute	Participants leave with a working email-triage process they can start using immediately
Cut status-chasing overhead	Team identifies at least one recurring status-chasing pattern to eliminate
Make it stick past the session	One-page reference sheet distributed alongside the recording

7. Who This Is For

Teams of up to 25 who already have the tools (M365 or equivalent) but no shared workflow discipline. Useful as a standalone seminar, or paired with the M365 & Office 365 Efficiency Training for a fuller session.

8. Timeline

90 minutes • Live online • Up to 25 people • Recording included

Stage	What Happens
Booking & scheduling	Session date/time confirmed at invoice
Pre-seminar poll	Sent 1 week before session
Live seminar	90 minutes, scheduled date
Recording + reference sheet distribution	Within 24 hours of session

9. Team

Delivered live by Wlad Pierre-François, Ph.D.

10. What You Need to Provide

- Registration list (names/emails, up to 25 participants)
- Completed pre-seminar poll on current pain points

11. Investment

Line Item	Basis / What's Included	Cost
Tech-Driven Time Management & Productivity Seminar	90-minute live seminar, up to 25 participants, recording + reference sheet included	\$199 per session
Paired with M365 & Office 365 Efficiency Training	Booked as a two-part series, scoped and quoted together	Quoted on request

Generic productivity-coaching seminars in this format commonly run \$500 or more and are not grounded in the client's actual tech stack. This session is priced as an accessible, tool-specific alternative.

12. Why P-Bon Consulting

- Practical, M365-grounded approach from a firm that lives inside these clients' actual tech stack — not a generic productivity-coach seminar.
- Priced for teams to try without a big commitment.
- Pairs well with the other two training sessions as a light "tech habits" track.

13. Next Steps

Request the seminar through the solutions page or contact page. An invoice follows immediately at the listed price; the session is scheduled once payment clears.

Not sure this is the right fit? A short conversation is cheaper than the wrong toolkit — reach out at info@pbonconsulting.com or (516) 734-1515 before requesting this item.