PowerPoint Presentation Notes – Productivity

Slide One

Title: Productivity Report
Subtitle: Are we getting the most out of employees?

Slide Two

Title – How many hours surfing the internet per day?

Graph:

Middle management	3.45	minutes
Lower management	2.10	minutes
Supervisors	1.36	minutes
Staff taking calls	37	minutes

Notes
Graph is a 3D Column chart. Hours run along the Y Axis, employment group along the X Axis

Slide Three

Title – Average Call Handling Time (in minutes)

Graph:

Evening	12	minutes
Afternoon	6	minutes
Morning	8	minutes

Notes
Graph is a Pie Chart showing how long each member of the call-centre staff spends talking to a customer.

Slide Four

Title – Average time spent on breaks (Minutes under/over 1 hour)

Graph:

Middle management	20	minutes
Lower management	5	minutes
Supervisors	-5	minutes
Staff taking calls	2	minutes

Notes

Graph is a 2D Column chart. Shows how long, on average, each group is taking on their breaks. Supervisors are 5 minutes under their allotted hour, while all the others are over, with Middle management taking 20 minutes too long.

Slide Five

Title – Call-Structure Discussion Meetings

Flow Chart

Box One - Supervisor meets with Lower Manager
Box Two - Lower Manager meets with Middle Manager
Box Three - Middle Manager meets with Upper Manager

Textbox

How do we Save Time?

Notes

Flow Chart is three horizontal boxes with arrows. This slide is a Custom Animation. Each box is revealed with the click of a mouse. The text box is revealed last

Slide Six

Title – Call-Structure Discussion Meeting

Flow Chart

Circle in the middle, with four rectangles around it. Arrows from each box to the circle. Each box has an employment group. Circle says "One Meeting!"

Notes

This slide answers the question raised from the previous one, and shows how time could be saved if meetings were reduced.

Slide Seven

Title – How happy are you in your job?

Table Data

	Overall	With Managers	Pay	Holidays
Middle management	7	7	6	7
Lower management	7	4	3	6
Supervisors	7	4	5	5
Staff taking calls	2	2	1	4

Notes

Table shows results of an anonymous survey into how happy each employment group said they were in four different categories.

Slide Eight

Title – Conclusion

Bulleted List

- Managers are spending too much on the Internet
- Managers are spending too much time on breaks
- Too many meetings!
- Warning! Staff taking calls are not happy

Notes

Bulleted list is a Custom Animation of type **Appear**.