



ORGANISATIONAL SKILLS TRAINING

"Organize, don't agonize." - Robert Townsend

This course will provide insights and practical strategies for effective organisation. You will learn to optimise workflows, plan and prioritise tasks, and use tools to keep track of tasks and projects. Understand and utilise techniques that aid in the development of good organisational habits and discover how to create order out of chaos. Learn to break down projects into achievable steps and devise strategies for successful delegation. By end of this course, you will be able to effectively organise your workload and ensure efficient completion of tasks.

Key Course Content:

- Match your self-organisation with what the organisation needs
- Develop time management skills
- Make a commitment to always be on time
- Omit wasteful procrastination habits
- Figure out what is expected of your role
- Discuss delegation techniques
- Demonstrate effective planning and decision-making techniques
- Plan and prioritise tasks
- Discuss ways to improve meetings
- Arrange your work space to maximise productivity
- Devise ways to stay disciplined and on task



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.