PROFESSIONAL DEVELOPMENT TRAINING

Organizational Skills Training

REQUEST QUOTE

1.0 DAY COURSE

The Organizational Skills Training Course provides you with the knowledge, techniques and tools to help you plan and organize your time and tasks more efficiently and consequently improve your productivity and efficiencies in the workplace.

After completing this extensive PD Training Organizational Skills Course, you will have learned how to remove clutter and organize your work area, create daily planners that work, create your master calendar and use shared calenders, how to organize your inbox and how to stay in control.

We'll also explore collaborative tools that facilitate teamwork and task delegation, further enhancing your organizational abilities.

Our commitment to accessible professional development extends nationwide as this comprehensive training course is available across the United States, including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

Looking for a 3-hour Live Online version of the course? Click Here to View Our 3-Hour Virtual Organizational Skills Training Courses

What You'll Gain:

During this training course, participants develop an understanding and use of examining their habits and routines, organizing the workspace and setting plans to stay organized. It also helps to identify and remove obstacles to organization and productivity such as procrastination.

This extensive training course helps participants to develop essential skills in organizing their work lives, so that they increase their productivity, and reduce waste of their time and resources. Getting and staying organized is easy once you've learned the tricks.

Outcomes

After completing this course, participants will have learned :

- The benefits of being organized
- To create planners that work
- The use of a master calendar
- How to share Calendars
- How to be consistent
- How to manage emails
- The importance of organization when working remotley
- Different Apps to help you and your team stay organized

Modules

Lesson 1: Getting Started
- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: The Benefits of Being Organized
- Become More Productive
- Improve Team Experiences
- Save Time and Money
- Make Life Easier

Lesson 3: Why Being Organized Works
- The Daily Planner
- The Flight Plan
- Unwrap Your Office
- Schedule Your Day

Lesson 4: Organizational Styles
- Adjusting My Style

Lesson 5: The Remote World
- Challenges in the Remote World
- Personal and Practical Needs
- Virtual Communication

Lesson 6: Emails
- Inbox Zero
- Setting Delivery Rules
- Folder and Message Hierarchy
- Deal With Email Right Away
- Flag and Highlight Important Items

Lesson 7: Calendars
- Using Calendars

Lesson 8: Setting Boundaries
- Boundaries at Home
- Boundaries in the Workplace

Lesson 9: Tools and Hacks
- Project Management
- Online and Cloud Apps

Talk to our expert team

Phone:

Email: