skillsoft
global
knowledge™

ORGANIZATIONAL SKILLS

Course Code: 100929

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VIRTUAL CLASSROOM LIVE	$895 CAD	1 Day

Virtual Classroom Live Outline

Organizational skills techniques that can help you to get back control, focus on your tasks, and reduce stress-levels.

- Information Management
  - Managing Information
  - The INFO Process
- Managing Incoming Information
  - Managing Written Information
  - Managing Oral Information
  - Managing Electronic Information
  - Managing Your Memory
- Managing Outgoing Information
  - Fundamentals
  - Modes of Sending Information
- Time Management
  - Time Management
  - Time Management Problems
- Organizing Time
  - Getting Organized
  - Planning and Prioritizing
  - Procrastination
- Coordinating Time with Others
  - Interpersonal Communication
  - Office Interruptions
  - Effective Delegation
- Team Time Management
  - Managing Team Time
  - Team Communication and Planning
  - Effective Use of Team Time

Jul 2 - 2, 2025 | 10:00 AM - 4:00 PM EST

Sep 5 - 5, 2025 | 10:00 AM - 4:00 PM EST

Nov 5 - 5, 2025 | 10:00 AM - 4:00 PM EST

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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.