



# ORGANIZATIONAL SKILLS

Course Code: 100929

# ORGANIZATIONAL SKILLS

Course Code: 100929

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

May 2 - 2, 2025 | 10:00 AM - 4:00 PM EDT

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



# ORGANIZATIONAL SKILLS

Course Code: 100929

PRIVATE GROUP TRAINING

1 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

Date created: 4/26/2025 8:48:53 PM

Copyright © 2025 Global Knowledge Training LLC. All Rights Reserved.