

ORGANIZATIONAL SKILLS

Course Code: 100929

Take back control of your tasks and work life.

Devote a full day into taking a deep dive towards managing the scores of emails you have to answer, as well as managing impossible deadlines looming and numerous projects on your ever-expanding to-do list. Possessing organizational skills enables you to get back control of your tasks when you're feeling overwhelmed and perform better at work. They can make you more productive, more efficient, and of course, more organized. Course activities will also cover discussing time management techniques and developing time management skills.

What You'll Learn

- Manage incoming and outgoing information
- Manage your time, prioritize activities, and prevent procrastination
- Organize your time
- Communicate with others to plan time, handle interruptions, and delegate
- Team time management
- 10 Organizational Skills Techniques

Who Needs to Attend

Any business professional interested in gaining efficiency and effectiveness at work.

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VIRTUAL CLASSROOM LIVE

\$695 USD

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



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PRIVATE GROUP TRAINING

1 Day

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

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