

ORGANISATIONAL SKILLS TRAINING

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COURSE LENGTH: 1.0 DAYS

Companies value employees with organisational skills because they perform or accomplish their tasks more efficiently. The Organisational Skills Training Course by PD Training provides you with the knowledge to develop the skills needed to improve your productivity and efficiency.

After completing this extensive Organisational Skills Training Course, you will have learned: how to organise a work area, how to set and write down priority tasks, use a master calendar and day planner, how to remove or limit time wasters, how to fight procrastination and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

ORGANISATIONAL SKILLS TRAINING COURSE OUTLINE

FOREWORD

During this training course, participants develop an understanding and use of examining their habits and routines, prioritising, organising the workspace, and make plans to stay organised. It also helps to identify and remove obstacles to organisation and productivity such as procrastination.

OUTCOMES

This extensive training course helps participants to develop essential skills in organising so that they increase their productivity, and reduce waste of their time and resources.

After completing this course, participants will have learned to:

- ▶ Remove the clutter
 - ▶ Place everything in its place
 - ▶ Write down priorities
 - ▶ Prioritise tasks
 - ▶ Use 80/20 rule
 - ▶ Use a master calendar
 - ▶ Set realistic deadlines
 - ▶ Remove or limit time wasters
 - ▶ Cope with things outside their control
 - ▶ Use a day planner
 - ▶ Be consistent
 - ▶ Use paper and paperless storage
 - ▶ Organise work area
 - ▶ Fight procrastination
 - ▶ Organise inbox
 - ▶ Use discipline to stay organised
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MODULES

Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

Lesson 2: Organisation in Your Work Area

- ▶ Keeping Items Within Arm's Reach
- ▶ Only Have Current Projects on Your Desk
- ▶ Arranging Your Drawers
- ▶ Organise to Match Your Workflow
- ▶ Case Study

Lesson 3: Remove the Clutter

- ▶ Just Do It
- ▶ You Don't Have to Keep Everything
- ▶ Three Boxes: Keep, Donate, and Trash
- ▶ A Place for Everything and Everything in its Place
- ▶ Case Study

Lesson 4: Tools to Fight Procrastination

- ▶ Eat That Frog!
- ▶ Remove Distractions
- ▶ Give Yourself a Reward
- ▶ Break Up Large Tasks
- ▶ Case Study

Lesson 5: Prioritise

- ▶ Write It Down
- ▶ Urgent/Important Matrix
- ▶ Divide Tasks
- ▶ 80/20 Rule
- ▶ Case Study

Lesson 6: Organising Your Inbox

- ▶ Setting Delivery Rules
- ▶ Folder and Message Hierarchy
- ▶ Deal With Email Right Away
- ▶ Flag and Highlight Important Items
- ▶ Case Study

Lesson 7: Scheduling Your Time

- ▶ Have a Master Calendar
- ▶ Setting Deadlines
- ▶ Remove or Limit the Time Wasters
- ▶ Coping With Things Outside of Your Control
- ▶ Case Study

Lesson 8: Avoid the Causes of Disorganisation

- ▶ Keeping Everything
- ▶ Not Being Consistent
- ▶ Not Following a Schedule
- ▶ Bad Habits
- ▶ Case Study

Lesson 9: To Do Lists

- ▶ Use a Day Planner
- ▶ Finish What You Start
- ▶ Focus on the Important
- ▶ Do Quick Tasks Immediately
- ▶ Case Study

Lesson 10: Discipline is the Key to Stay Organised

- ▶ Stay Within Your Systems
- ▶ Learn to Say No
- ▶ Have Organisation Be Part of Your Life
- ▶ Plan for Tomorrow, Today
- ▶ Case Study

Lesson 11: Paper and Paperless Storage

- ▶ Find a System that Works for You
- ▶ Make It Consistent
- ▶ Make It Time Sensitive
- ▶ Setting Up Archives
- ▶ Case Study

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

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- ▶ [View this course online](#)
 - ▶ [In-house Training Instant Quote](#)