PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Organisational Skills Training

In order to be better organized, enroll in PD Training's Organizational training course. The course provides you with the knowledge and application of necessary skills on how to utilize your time more resourcefully and achieve higher productivity in the least amount of time. After attending the training, you will be able to manage your daily duties more proficiently, cope with unforeseen events in a professional approach, and free your workspace of clutter and messy documents.

This highly valuable and practical training course is now available throughout Singapore.

This Organizational training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

Developing good organisational skills is a great investment and is a crucial skill for most professionals. A well-organized employee projects professionalism and builds trust with clients and colleagues, while having an organized workspace reduces hassle and stress.

During this training course, participants develop an understanding and use of examining their habits and routines, prioritizing, organizing the workspace, and make plans to stay organized. 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 organiing 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
- Prioritize 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
- Organize work area
- Fight procrastination
- Organize inbox
- Use discipline to stay organized

Modules

Lesson 1: Getting Started

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

Lesson 2: 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 3: Prioritize

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

Lesson 4: 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 5: To Do Lists

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

Lesson 6: Paper and Paperless Storage

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

Lesson 7: Organisation in Your Work Area

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

Lesson 8: Tools to Fight Procrastination

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

Lesson 9: Organizing Your Inbox

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

Lesson 10: Avoid the Causes of Disorganiation

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

Lesson 11: Discipline is the Key to Stay Organized

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

Lesson 12: Wrapping Up

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

Talk to our expert team

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