PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Organizational Skills Training

Developing good organizational 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.

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 Hong Kong.

This Organizational training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

What You'll Gain:

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 organization and productivity such as procrastination.

Outcomes

This extensive training course helps participants to develop essential skills in organizing 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: Organization 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 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: Prioritize

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

Lesson 6: Organizing Your Inbox

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

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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 Disorganization

- 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 Organized

- Stay Within Your Systems
- Learn to Say No
- Have Organization 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

Talk to our expert team

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