

## Organizational Skills

Developing good Organizational Skill is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of your participants professional and personal lives. Throughout this workshop your participants will be given the tools necessary in developing better Organizational Skills. Through Organizational Skills your participants will encounter improved productivity, better management, and an overall increase in professional growth. Every day people waste numerous amounts of time looking for items. So stop looking for those important items, and start knowing where they are by getting organized.

### Course Outline

- New Hire
- Prioritize
- Scheduling Your Time
- To Do Lists
- Paper and Paperless Storage
- Organization Your Work Area
- Tools to Fight Procrastination
- Organizing your Inbox
- Avoid the Causes of Disorganization
- Discipline is the Key to Stay Organized

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Examine current habits and routines that are not organized
- Learn to prioritize time schedule and daily tasks
- Determine ways of storing information and supplies
- Learn to organize personal and work space
- Learn to resist procrastination
- Make plans to stay organized in the future.

### Course Duration

The standard duration of this course is 12 contact hours.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Who Should Attend

Middle to high level staff such as:

- Administrators
- Team Leaders
- Supervisor

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain  
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh