



International Training
Center Paris

TRAINING SCHEDULE



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ADVANCED ORGANIZATIONAL SKILLS FOR THE WORKPLACE

Overview:

The Advanced Organizational Skills for the Workplace training program is designed to help participants enhance their organizational skills and abilities to manage their workload efficiently. The program will cover topics such as time management, task prioritization, goal setting, delegating effectively, and developing effective systems for organizing and managing information.

Objectives:

- Understand the importance of organizational skills in the workplace
- Enhance time management skills to increase productivity
- Develop effective systems for organizing and managing information
- Improve task prioritization and delegation skills to meet deadlines
- Achieve personal and professional goals through effective goal setting

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world organizational challenges. By the end of the training program, participants will have enhanced their organizational skills, improved time management abilities, developed effective systems for managing information, and achieved personal and professional goals through effective goal setting.

Targeted Groups:

- Office managers
- Administrative supervisors
- Team leads

- Project managers
- Professionals seeking to optimize workplace efficiency

Planning:

Day 1: Introduction to Organizational Skills

- Importance of organizational skills in the workplace
- Benefits of effective organizational skills
- Self-assessment of organizational skills

Day 2: Time Management Strategies

- Common time wasters and how to avoid them
- Time management tools and techniques
- Prioritizing tasks to meet deadlines

Day 3: Effective Systems for Organizing Information

- Methods for organizing and storing information
- Developing effective filing systems
- Utilizing technology to manage information

Day 4: Task Prioritization and Delegation

- Techniques for setting priorities and managing competing demands
- Effective delegation strategies
- Overcoming delegation challenges

Day 5: Goal Setting for Personal and Professional Success

- Benefits of setting goals
- Techniques for setting and achieving goals
- Strategies for maintaining motivation and momentum