

## BE ORGANIZED AT WORK

ONE DAY TRAINING COURSE

### COURSE OVERVIEW

The golden rule to excel in the corporate world is to acquire relevant skills and be organized specially at work. Without being organized in your professional / work life we may not be able to deliver the best.

Therefore, this is an important skill to be acquired by all professional staff working in any discipline in any office in any industrial segment. We will teach you and train you in this session to use the most effective tools to stay organized.

### COURSE OVERVIEW

Learning to prioritize your tasks, handling yours and other people's tasks, being able to take the best advantage of the available working hours with maximum output is the most important skill if you learn will help you to grow in your career.

In this course we will introduce you to some of the time tested and proven work methodologies which will help you to be more organized at your work and even in your personal life.

ONE DAY | 0900 - 1700 HRS

USD 1,100.0 / SESSION

15 PARTICIPANTS

### COURSE CONTENT

- Making / managing to do list digitally.
  - Creating to do list professionally
  - Recording and planning
  - Executing and follow-up
  - Digital tools to make to do list.
- Monkey Management-Time Management
  - What is monkey management
  - How to take control of available time
  - Managing your own tasks first

### COURSE CONTENT

- Managing your calendar & email
  - Creating appointments via calendar
- Integration of email and calendar
  - Recording / tracking tasks & events
- Impression Management
  - Personality development
  - Making lasting impressions on up-line
  - Offline & online personality