

ORGANISATIONAL SKILLS

DAYS OF TRAINING: 1

PREREQUISITES: None

INFORMATION MANAGEMENT

Managing information
The INFO process

MANAGING INCOMING INFORMATION

Managing written information
Managing oral information
Managing electronic information
Managing your memory

MANAGING OUTGOING INFORMATION

Fundamentals
Modes of sending information

TIME MANAGEMENT

Time management
Time management problems

ORGANIZING TIME

Getting organized
Planning and prioritizing
Procrastination

COORDINATING TIME WITH OTHERS

Interpersonal communication
Office interruptions
Effective delegation

TEAM TIME MANAGEMENT

Managing team time
Team communication and planning
Effective use of team time

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