the
Management Development
Institute
business and management education since 1981

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Organisational Skills

Code: CT92-501   **Duration:**   1 day

Series: Personal Development

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

Organising time
Getting organised
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

By completing this course, participants will learn how to:

- Prevent information overload, and manage information by using the INFO process.
- Manage written, oral, and electronic information; use memory more effectively.
- Manage outgoing information, and identify when it's best to use written, oral, or electronic information.
- Identify characteristics and myths related to time, and manage time-related problems.
- Get organised, plan and prioritize, and identify the causes of and remedies for procrastination.
- Handle visitors, handle office interruptions, and delegate effectively.
- Manage team time, communicate & plan within a team; use team time effectively.

Prerequisites: None