

Organizational Skills

1 day

Description

This ILT Series course introduces students to the basics of information and time management. Students will learn how to assimilate and make the best use of the stream of the daily information flow. Students will also learn how to process, retain, prioritize, and preserve messages and data that are vital for productivity and effectiveness. Course activities will also cover discussing time management techniques and developing time management skills.

Prerequisites

- *None*

Course Outline

Unit 1: Information management

Topic A: Managing information

Topic B: The INFO process

Unit 2: Managing incoming information

Topic A: Managing written information

Topic B: Managing oral information

Topic C: Managing electronic information

Topic D: Managing your memory

Unit 3: Managing outgoing information

Topic A: Fundamentals

Topic B: Modes of sending information

Unit 4: Time management

Topic A: Time management

Topic B: Time management problems

Unit 5: Organizing time

Topic A: Getting organized

Topic B: Planning and prioritizing

Topic C: Procrastination

Unit 6: Coordinating time with others

Topic A: Interpersonal communication

Topic B: Office interruptions

Topic C: Effective delegation

Unit 7: Team time management

Topic A: Managing team time

Topic B: Team communication and planning

Topic C: Effective use of team time