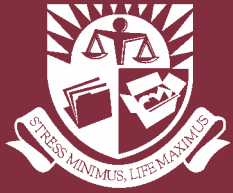


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ORGADI-100

Organizing for Administrators – Part I

1-day

Overview

Administrators are the solid foundation of any organization. They need an in-depth knowledge of communication procedures, efficient systems and processes and management and leadership skills to support their team. Some administrators are new to the organization and arrive without sufficient knowledge or skills. Others could benefit from a refresher course to upgrade their skills. All administrators need a non-threatening environment to vent their concerns and share information. In this course, administrators will thrive in an interactive learning environment, learn to communicate and apply organizing and time management skills to improve their productivity and efficiency.

You Will Learn How To...

- √ Define your values and goals
- √ Influence your team by communicating effectively
- √ Apply general organizing principles to declutter and organize your environment
- √ Streamline your processes and systems to manage your time

You Should Attend If You Are...

- √ An executive assistant
- √ An office administrator
- √ An administrative professional
- √ A clerical supervisor
- √ A business administrator
- √ Administrative support staff
- √ An office manager

Prerequisite

Frustration with current responsibilities; overloaded with paper, systems, forms and clutter; difficulty juggling multiple priorities; inability to focus on important tasks; lack of control; feelings of isolation; struggling with self-worth or just to take some time off to share challenges with others in the profession.

Ph: 613-594-4533

Fax: 613-722-5647

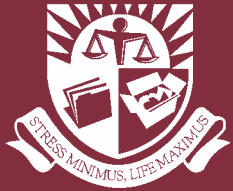
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Program Content

- √ Defining yourself and your values
 - Determine what you want
 - Plan where you are going
 - Identify your role
- √ Learning to set, prioritize and achieve goals
- √ Incorporating proper communication skills and techniques
- √ Dealing with conflict
- √ Managing difficult people
- √ Learning to say no
- √ Integrating negotiation skills
- √ Upgrading your writing and editing skills
- √ Learning how make presentations
- √ Organizing your space
 - Understand disorganization
 - Modify your behavior
- √ Decluttering and organizing space, files, papers, e-mails and electronic files
- √ Creating information and workflow process
- √ Managing your e-mail
- √ Maintaining an organized environment
- √ Organizing your time
 - Appreciate your time management personality
 - Analyze where your time goes
 - Plan properly
 - Schedule well

Complementary Courses

ORGAD2-100 – Organizing for Administrators – Part 2

Building on Part 1, this course helps administrators further their career through advanced efficiency and productivity techniques that can bring recognition from within their organization.

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