Developing Organizational Skills

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Developing good Organizational Skills is an investment that provides long-term benefits in your professional and personal life. You will learn how the value of being organized is directly tied to efficiency and ultimately productivity. Through active discussion and practice, you will learn how to use tools and techniques to organize your work and personal space. Expect to have ideas about how to be better organized, less stressed, and more resilient to change. This workshop will introduce you to tools and approaches to organizing all aspects of your work world, both physical and digital, to improve productivity and your day-to-day work experience. Interactive discussion and exercises provide opportunities to experiment with techniques to use immediately when you get back to your desk. This course has been approved for 7 PDUs | 7 CDUs

About This Course

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Who Should Attend

The course is for anyone who needs a core understanding of organizational skills and planning of tasks.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Apply organization fundamentals to workspace and personal space Understand the relationship between increased productivity and organization Leverage organization tools to maximize benefits and value Utilize techniques and tips to mitigate procrastination Sustain good organizational habits

Detailed Course Outline

1. The Fundamentals of Organization

- 4 pillars of organization
- Organization as a trust builder
- Barriers to getting organized

2. Organizing Your Physical Workspace

- The psychology of being organized
- Eliminating waste
- Keeping the environment tidy
- Enhancing visibility

3. Email and Digital Space Organization

- Inbox Zero
- Top digital space tips
- Managing files and folders
- Browser hygiene

4. Organizing the Day-to-Day

- Documenting and journaling
- Considering types of work
- Using checklists
- Defining the most important tasks
- The positive “no”

5. Visualizing Organization

- Visibility and organization
- Kanban/Team boards
- Calendaring

6. Tools to Fight Procrastination

- Assessing personal procrastination style
- 9 top procrastination stoppers
- Bonus tip

7. Building Sustainable Habits

- Personal productivity cycles
- Organizational cycles
- What we can and can not control
- Reward yourself

Upcoming Schedule

Available training dates for Developing Organizational Skills:

Start Date	End Date	Location	Delivery	Price
02 Dec 2026	02 Dec 2026	Online	Virtual	€795.00

Frequently Asked Questions

Q: What delivery options are available for Developing Organizational Skills?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Developing Organizational Skills course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Developing Organizational Skills training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Developing Organizational Skills?

Yes, we provide corporate training, dedicated training, and closed classes for Developing Organizational Skills. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Developing Organizational Skills?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Developing Organizational Skills training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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