



Organisation and Time Management

Whether day to day operations or special projects being done by the organization most corporate work ends up the same; big, complicated, and usually done in many stages. It requires a lot of different people doing a lot of different things at different times, usually conducted over long periods of time which may take days, months, even years to finish. Tasks like these are much more common than you would think and in fact form the backbone of most work done in a workplace. Dividing labor, working on multiple facets of a project at once, all working toward a common goal are staples of any workplace.

As with most things however, there are some large and scary pitfalls and large and complicated processes are no exception; in fact due to the number of people involved and the number of jobs being done at the exact same time, the chances of something or other going wrong is increased exponentially even if looked at from a purely statistical point of view. And that's just on the micro level of the work, on the macro level it gets even worse as managing it all is a tremendous effort in itself.

Our session is to help participants to learn new methods to streamline their organisation and time management to handle the heavy workloads or tasks they are allocated. Great for teams under the pump as we also assist with building resilience.

Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Becoming organised

In this session, participants will learn more about how they can be more organised within a project or their individual roles.

Study and evaluate their project

In this session, participants will learn what the project is supposed to be, what its intended goals are, and how it is to be executed.

Organize and allocate resources

This session will focus on what participants have most and therefore what they can focus on, what their deficiencies are, and what they need to overcome these deficiencies.

Apply all modules and lessons on a macro and micro level

In this session, participants are encouraged to see how these very same lessons can be applied on the individual level and therefore boost overall productivity in their personal lives as well as the workplace.

Time Management Techniques

This session will focus on existing time management restraints and provide methods and techniques in improving efficiency and planning.

Building Resilience

This session will focus on what participants require to be able to handle the workload and tasks provided to them. We show some simple methods to improve mindset and motivation levels.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramounttraining.com.au> for more information or call 1300 810 725