



## Organising Work Priorities Training

One of the tasks that you and your team should focus on is organizing work priorities. To achieve goals efficiently it's important for employees and their teams to understand their strengths and weaknesses coordinate accordingly and establish agreed upon criteria. How teams handle objectives not determines their success but also impacts the overall success of the company in a competitive market.

This training session, which spans a day is specifically designed to assist teams in organizing their priorities and achieving their plans effectively. It will cover topics such as time management, teamwork essentials and organizational systems within the work environment. Whether you need guidance on improving organization at a team level or even, on a level this training course is tailored for your needs.

## **Overview of the Course**

The initial part of the session will involve familiarizing participants with each other and discussing what will be covered during the workshop. Additionally, participants will have an opportunity to identify their learning objectives.

**In this one-day workshop participants will gain knowledge and skills in the following areas;**

- Learn effective workplace organization
- Know about key communication skills
- Learn about the basics of time management
- Learn effective task delegation skills
- Learn to create effective plans on both the short and long terms

### **Enhancing workplace organization;**

Participants will learn techniques to organize their work environment. They will understand how to place things in their locations promoting adaptability and boosting energy levels.

### **Mastering key communication skills;**

This session focuses on saving time through communication. Participants will learn how to convey orders and remember them while leaders will develop ways of communicating with their team members. Topics covered include memo writing, body language and the importance of language.

### **Understanding the fundamentals of time management;**

Time management is a skill, for professionals. During this session participants will acquire a foundation, in time management principles. They will receive training aimed at empowering them to maintain control over all their tasks. By completing this workshop individuals can enhance organization improve communication effectiveness and develop strong time management abilities.

### **Enhancing Task Delegation Skills**

The primary objective, in this session is to equip participants with perceptiveness that enables them to effectively solve problems and capitalize on opportunities by leveraging their learning capabilities.

### **Developing Plans ( Long Term)**

During this session participants will master planning skills through engaging activities that go above and beyond, in order to emphasize discussions and enhanced memory retention.

### **Summary of the Workshop**

Towards the end of the day participants will have an opportunity to ask questions and create an action plan.

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