

Personal Organisation Skills for Secretaries & PAs

Training Description

This course is intended to complement *People Management Skills for Secretaries and PAs*, but can be taken alone. The focus here is on improving the organisational skills needed in changing times.

The Course Suits

Any secretary or PA, and particularly those who need to run small projects.

Training Benefits

- Knowledge of how to run a small project like events, conferences and office moves.
- How to prioritise projects and plan using a Gantt chart.
- Check out how they currently are using their time and identify areas of improvement.
- How to support the decision making process.
- Opportunity to discuss real situations.

Course Timetable

09:30 - 10:00	Coffee, Course Objectives & Personal Objectives
10:00 - 10:30	Syndicate work
10:30 - 11:00	Starting up a project
11:00 - 11:15	Coffee break
11:15 - 12:00	Prioritising a project & key documents
12:00 - 12:30	Using Gantt charts
12:30 - 13:30	Lunch break
13:30 - 14:00	Team exercise
14:00 - 14:30	Time management questionnaire
14:30 - 15:00	Minimising "lost" time
15.00 - 15:15	Tea

15:15 - 16:00 Making decisions
16:00 - 16:30 "Surgery" questions
16:30 Summary & Action Plans Agreed