



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Organizing Your Work Space (Revised Edition)

Course Number: AX084-075ig

Days: 1 day

Description: This training program is designed to help you acquaint others with work space organization principles. In this course, participants will learn the benefits of organization, how to manage paperwork and organize their desks, and where items should be kept.

Topic-Level Outline

Introduction

Welcome and Introductions
Learning Objectives and Agenda

Module 1: Why Get Organized?

Benefits of Getting Organized
Where Are You Now?
What Is Clutter?
Two Common Mental Blocks

Module 2: Getting Started

Decide on Your Goal
Where to Begin
The Bookcases

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Module 4: Managing Your Desk and Your Papers

The Top of Your Desk
Out of Sight Is Out of Mind
Delegating
Tying Up Loose Ends
Maintaining Organization
Sorting Incoming Mail
Managing the Reading
In-Box Activity
Managing E-Mail
Day Planners and Personal Organizers
Getting Started

Module 3: Your Work Area

Your Work Area
Filing It and Finding It
Labeling
Alphabetizing and Filing by Subject

Conclusion

Learning Objectives Review
Course Evaluation

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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