



# Organizational Effectiveness Skills

Length: 1hr

Delivery modes: Onsite & Virtual Presentations; Pre-recorded tutorials.

Details: These sessions share key organizational skills for improved performance, boosted productivity, and stress prevention. Strong organizational skills can improve effectiveness, adaptability and resilience.

This introductory seminar shares the principles of:

- Time Management
- Goal Setting
- Prioritizing & Planning
- Communication
- Emotional Intelligence

Connect with WORKBLIS to discuss requirements - [hi@workblis.com](mailto:hi@workblis.com)