

High-Level Organizational Skills

Duration: 5 Days

Language: en

Course Code: MG2 - 222

Objective

By the end of this course, participants will be able to:

- Apply advanced organisational principles to optimise workflow and resource allocation.
- Prioritise tasks and projects based on strategic impact and deadlines.
- Build systems for managing complex projects with multiple stakeholders.
- Delegate effectively while maintaining oversight and accountability.
- Monitor and evaluate progress to ensure objectives are met on time and within scope.
- Create structures that foster team alignment and sustained high performance.

Audience

This course is ideal for:

- Senior Executives and Managers.
- Project and Programme Leaders.
- Operations Managers.
- Team Leaders and Supervisors.
- Professionals handling multiple high-priority projects.
- Anyone seeking to improve strategic organisation and execution.

Training Methodology

The course incorporates practical frameworks, real-world case studies, interactive discussions, and self-assessment tools. Participants will engage in strategic planning exercises, prioritisation simulations, and collaborative problem-solving to reinforce learning outcomes.

Summary

This advanced training course equips leaders, managers, and professionals with the organisational mastery needed to excel in complex, fast-paced environments. Participants will explore strategies for structuring workflows, prioritising critical tasks, managing competing demands, and aligning resources to organisational goals.

The course goes beyond basic time management to focus on high-level strategic organisation—integrating planning, delegation, process optimisation, and performance monitoring to enhance both individual and team productivity. With a strong emphasis on adaptability, participants will learn how to maintain clarity and control even under high pressure

and shifting priorities.

Course Content & Outline

Section 1: Foundations of High-Level Organisation

- Defining high-level organisational skills in the modern workplace.
- The relationship between organisation, productivity, and leadership effectiveness.
- Common organisational challenges in fast-paced environments.

Section 2: Strategic Planning and Prioritisation

- Building strategic roadmaps for projects and objectives.
- Prioritisation frameworks (Eisenhower Matrix, MoSCoW method, RICE scoring).
- Balancing urgent tasks with long-term goals.
- Aligning team efforts with organisational vision and KPIs.

Section 3: Structuring Workflows and Processes

- Designing efficient systems for task and project management.
- Process mapping and optimisation techniques.
- Leveraging digital tools for organisation and collaboration.
- Creating clear communication and accountability structures.

Section 4: Delegation and Resource Management

- Principles of effective delegation for maximum productivity.
- Matching tasks to team members’ strengths and capacity.
- Balancing autonomy and oversight.
- Managing budgets, time, and other critical resources.

Section 5: Monitoring, Evaluation, and Continuous Improvement

- Setting measurable targets and tracking progress.
- Identifying bottlenecks and implementing corrective actions.
- Using data and feedback for organisational improvement.
- Final Activity: Developing a personalised high-level organisational system for immediate

application.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership, Project Management

Tags

Organisational Excellence, high-level skills, organisational skills

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