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TOP ORGANIZATIONAL SKILLS

ORGANIZATION TRAINING MODULE



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1. Introduction



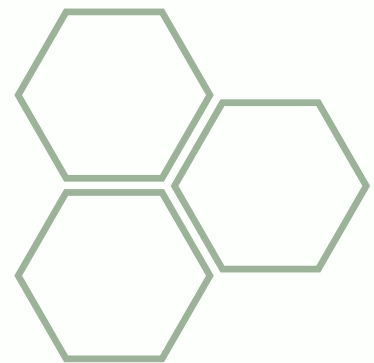
Soft skills are defined as "skills, abilities, and traits that pertain to personality, attitude, and behaviour rather than formal or technical knowledge," and they are an essential component of employability for jobs at both the top and bottom of the labour market.

According to Nickson et al., qualifications tend to play a minor role in employers' perceptions of employability, whereas interpersonal skills tend to be more significant.

Organisation Skills are soft skills that can assist you in managing your daily duties and responsibilities, staying on top of things, and completing everything on time. It is one of the most valuable assets an employee can possess. Being organised allows you to meet deadlines, experience less tension, and complete various tasks efficiently and effectively.

Organisational skills are the foundation of soft skills, as they are essential to achieving higher-level employment proficiencies and developing crucial soft skills such as time management, flexibility, problem solving, and teamwork.

Organisational skills are exceptionally important for managers; without them, you will struggle in the workplace. But they are also equally important for employees, as they help them balance their responsibilities accordingly. Moreover, they support work life balance.



2. The module in the professional environment



Despite the fact that all soft skills are important in the workplace, there are some specific skills that are more important for females, that fit their special challenges they have to face in their everyday life.

Organizational soft skills are very important for female leaders as they can assist them in using their resources effectively and efficiently and achieve balance.

These are the top organizational skills for the workplace for female leaders and employees:

1. **Setting Goals;** Setting objectives is crucial for both personal and professional development. To achieve success with these objectives, they must be specific, measurable, achievable, pertinent, and time-bound. Additionally, it would be beneficial to put together an Action Plan, establish priorities that will aid in achieving these objectives, and monitor progress.
2. **Planning Skills;** planning skills goes hand in hand with setting goals. In order to achieve your goals you must break them down into smaller steps and tasks, on daily, weekly, monthly and yearly basis. When being a female leader it is also important to get ahead of situations and conflicts.
3. **Time Management;** all managers and employees may believe that there is not enough time in the day to complete all work tasks. A method to improve this would be to complete energy-intensive tasks first thing in the morning, followed by less demanding tasks after lunch break.
4. **Work-Life Balance and Self-Care;** Female managers are frequently subject to additional pressures and expectations pertaining to work-life balance. Self-care, establishing boundaries, and promoting a healthy work-life balance are essential skills for female leaders who wish to maintain their health and set a positive example.
5. **Resource & task allocation;** This competency relates not only to budget allocation but also to human resources. Success in proper duties is possible for individuals with varying abilities. If you discover the right person for the right position, you will be able to reduce employee stress amongst other benefits.



3. Impacts recognized through gender stereotypes



It takes a combination of individual effort and the backing of one's organisation in order to break gender stereotypes in the workplace. The ability to challenge and overcome gender stereotypes is significantly aided by having strong organisational soft skills.

There is a substantial difference in the professional and personal growth that might result from the acquisition of organisational soft skills. In the first place, it can help enhance communication skills by encouraging individuals to share their views, ideas, and problems in an open and honest manner. In addition to this, it can assist them in becoming more resilient, in accepting greater challenges, and in effectively adjusting to changes. This will offer them the ability to find solutions to problems and disputes, as well as the bravery to take advantage of new chances.

The ability for women to achieve a healthy balance between their personal and professional lives is an extremely vital quality for them to possess, particularly given the fact that they are held to not just their professional responsibilities but also those of a mother and wife. Proper organisation and assistance in managing their time and activities is necessary in order to prevent burnout and attrition among employees.

Women have the potential to gain professional and personal autonomy through the acquisition of organisational soft skills since these abilities provide women with the tools necessary to achieve success in a variety of areas of life.

4. Good practices and tips



As previously stated, excellent planning and organisation can help you become more efficient and effective at work and save you a great deal of time and effort. In addition, you set an excellent example for other women to follow.

Tips to successfully become more organized on the long term.

1. **Focus on what is most essential and what must be completed first;** Set daily priorities and small duties that will help you achieve your long-term objectives.
2. **Make to-do lists;** Each morning, develop to-do lists with daily priorities and tick off each completed task.
3. **Schedule duties and responsibilities in accordance with the amount of time they may consume;** When a task requires more time and may be more energy-intensive, attempt to schedule it when your schedule is less demanding. Consequently, you will feel lighter and your daily activities will operate more smoothly.
4. **Use digital calendar & planners;** Use planning and meeting software to ensure that everything is scheduled without relying on your memory to avoid scheduling conflicts.
5. Try to **delegate tasks to others** based on their skills and knowledge when your workload exceeds your capacity. Try to train them accordingly and be supportive throughout the task implementation phase.
6. **Utilise your phone or computer to consolidate all of your duties and responsibilities on a single device;** This way, you will not need to consult multiple devices and notebooks in order to remember your schedule.



5. Conclusions



The term "soft skills" refers to "skills, abilities, and traits that pertain to personality, attitude, and behaviour rather than formal or technical knowledge." These skills are an essential component of employability for jobs at both the top and bottom of the labour market.

There are a few particular abilities that are more vital for females, despite the fact that all soft skills are essential in the workplace, because they fit the distinct challenges that females have to confront on a daily basis in their lives.

These include setting goals, planning ahead, managing time, planning ahead, managing time, planning ahead, planning ahead, and managing resources and staff in a wise manner. Taking care of oneself, planning ahead, managing time, creating a healthy work-life balance, planning ahead, managing time, planning ahead, managing time, and creating a healthy work-life balance are also included.

In order to overcome gender stereotypes in the workplace, it is necessary for there to be both individual efforts and the support of the organisation that an individual works for. Having strong organisational soft skills is a significant help when it comes to being able to challenge and overcome gender stereotypes.

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