

BASIC ORGANIZATIONAL SKILLS

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Outline

- Organizational Skills
- Organizational Ethics
- Skills for Effective Meeting
- Events Management

What do organizational skills

mean?

■ The **ability** to use your time, energy, resources, etc. in an effective way so that **you** achieve the things **you** want to achieve.

■ Self-discipline and **organizational skills are** crucial to success in any profession.

Some organizational skills

example

- **Delegation**
- Goal setting and meeting **goals**
- Decision making
- Managing appointments
- **Team management**
- **Project management**
- Making schedules
- Coordinating events
- Problem solving

9 ways to improve organization skills

- Be proactive
- Make a list
- Make a schedule
- Be an early bird
- Establish a filing system
- Make the most of your prime time
- Minimize interruptions
- Learn to delegate
- Organize your workplace

Organizational Ethics

- **Organizational ethics** is the ethics of an organization, and it is how an organization responds to an internal or external stimulus.
- Organizational ethics is interdependent with the organizational culture.

- Uniform Treatment
- Social Responsibility
- Financial Ethics
- Considerations

Why Ethics are important in an organization?

- **Ethics** concern an individual's moral judgements about right and wrong.
- Decisions taken within an **organization** may be made by individuals or groups, but whoever makes them will be influenced by the culture of the company.
- **Ethical** behavior and corporate social responsibility can bring significant benefits

5 Tips For Running Effective Meetings: Improve Meeting Management Skills

- Begin With A Purpose - Start On Time**
- Encourage Open Discussion For More Effective Meetings - Delegate The Leadership**
- Press For Closure**
- Summarize The Main Point - Have People Agree to Act**
- Keep A Record**

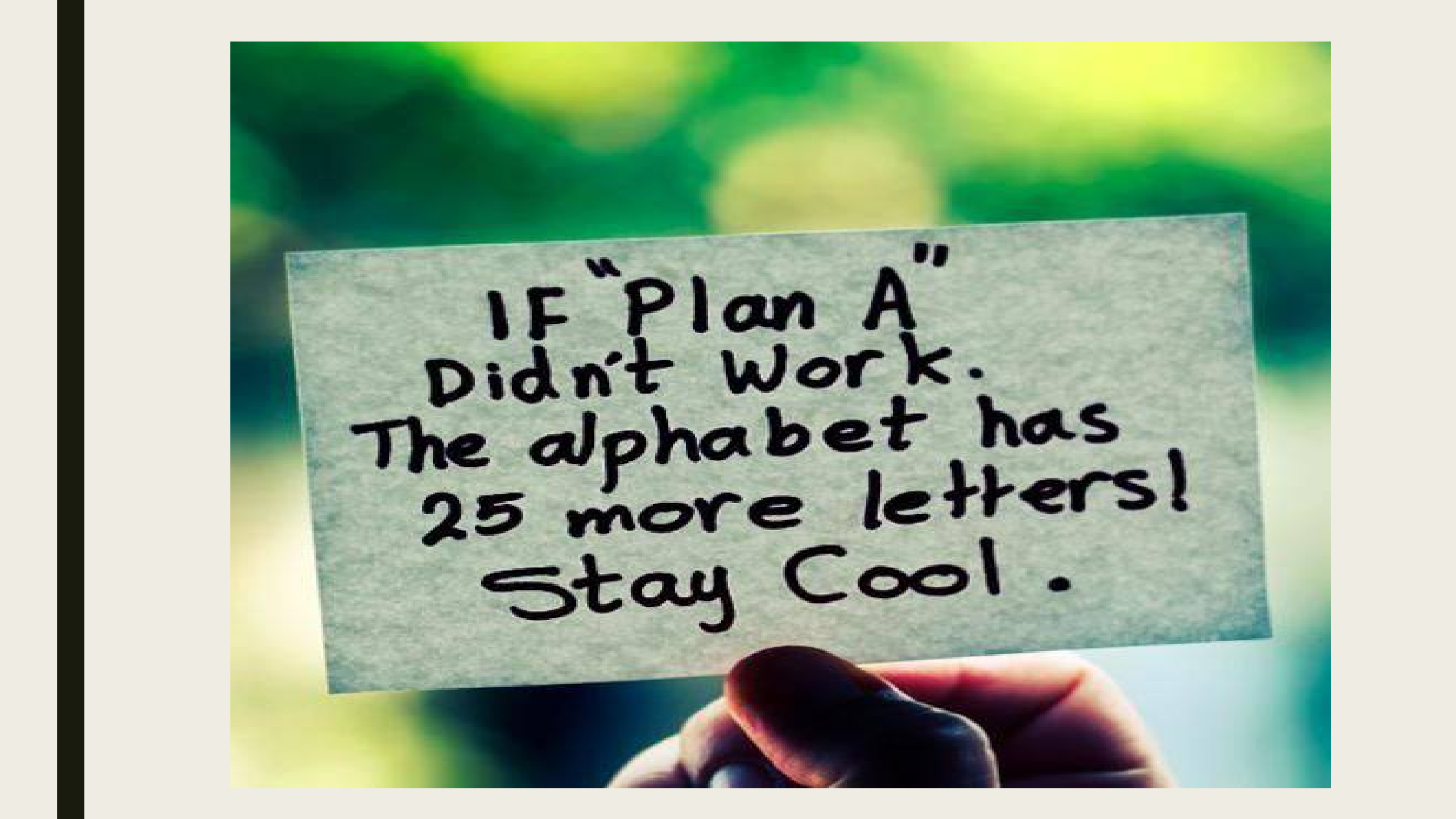
Event management

Event management is the application of project **management** to the creation and development of large-scale **events** such as festivals, conferences, ceremonies, weddings, formal parties, concerts, or conventions.

What skills are required for event management?

- excellent organization skills
- the ability to carry out a number of tasks at the same time
- good communication and people skills
- a creative approach to problem-solving
- a high level of attention to detail
- the ability to work under pressure and meet tight deadlines
- good negotiation, sales and marketing skills

Thank you.

A hand is holding a small, rectangular piece of light-colored paper. The paper has handwritten text in black ink. The background is a soft, out-of-focus green and yellow bokeh. The text on the paper reads:

IF "Plan A"
Didn't work.
The alphabet has
25 more letters!
Stay Cool.



BE THE CHANGE

- for the world -

Lead from the back


— and let others
believe they are
in front.

— Nelson Mandela



NEVER GIVE UP

- keep moving forward -



Be strong
because things will get better.
It may be stormy now, but it never
rains forever.

My Dear Valentine ♡