

<b>Workshop Title</b>	<b>Organising</b>
<b>Workshop Description</b>	A well organised firm is able to effectively and efficiently complete projects in a timely manner whilst being cost effective. This workshop will introduce delegates to the five basic steps involved in creating well organised departments and teams. Delegates will learn the meaning and interrelationship between authority, responsibility, accountability and delegation. Delegates will learn how to develop an organogram and organise the workforce. Delegates will also learn how to analyse group formation and manage formal and informal groups.
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Must be at least twenty three years of age.</li> <li>• Must be in possession of a matric certificate or the mature age exemption procedure will apply.</li> </ul>
<b>Delivery Method</b>	Contact Session
<b>Duration</b>	1 day/ 8 hours
<b>Price</b>	Refer to BSU Fee Schedule
<b>Enquiry Contact</b>	bsuenquiries@dut.ac.za / 031 -373 5710/5762