€TRAINING

Mastering Workload Management

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Introduction:

This training program is designed to equip participants with the skills necessary to effectively handle diverse workloads and time-sensitive responsibilities. By honing these essential competencies, individuals are empowered to enhance productivity, streamline workflow, and achieve optimal results in their professional endeavors.

Program Objectives:

At the end of this program, participants will be able to:

- Apply the skills necessary to get work completed on time.

- Use effectively, basic project planning tools to plan and schedule work.

- Identify key stakeholders and understand how to gain their support and input.

- Use positive communication & influencing techniques to ensure work is completed on time.

- Appreciate & engage colleagues to gain their commitment and support.

Targeted Audience:

- Professionals who want to learn techniques to work with other colleagues.

- Team leaders, supervisors, section heads, and managers.

- Professionals who have an interest in a management position.

- Project, purchasing, finance & production officers and personnel.

- Technical professionals including those in Maintenance, Engineering & Production.

- Secretaries, clerks, administrative and support staff.

- Employees who juggle multiple tasks and deadlines.

Program Outlines:

Unit 1:

Introduction of Work Task Concepts:

- Understanding the role of self-management in managing tasks.

- Overview and context of task management.

- Identifying reasons for the current focus in business on managing tasks.

- Understanding how work is accomplished in organizations.

- Identifying the role of strategic management in the leadership of tasks.

- Understanding the role of organization type in task management.

Unit 2:

Importance of Planning in Management of Tasks:

- Clarifying goals, objectives, assumptions, and constraints in work.

- Integrating a scope, work structure, and management plan in assignments.

- Learning to identify and manage stakeholders.

- Identifying risk techniques that affect tasks, priorities, and deadlines.

- Understanding how to develop clarity of purpose and objectives in task assignments.

- Identifying the skills necessary to lead and manage work tasks.

Unit 3:

Setting Priorities & Deadlines in our Time Management:

- Using the manner we approach work as an initial time management plan.

- Planning for time management, scheduling, and meeting deadlines.

- Integrating time management into the development of priorities.

- Making the most from meetings, e-mails, interruptions, and transition time.

- Developing a personal plan, with a to do list and priorities.

- Dealing with time wasters, procrastination, and bosses.

Unit 4:

Skills Required to Deal with People in our Work Assignments:

- Identifying the skills required to obtain the help of others on tasks.

- The importance of understanding our ways of working with others.

- The importance of interpersonal skills in the accomplishment of tasks.

- Identifying interpersonal work styles of self and others.

- Understanding task flexibility and versatility in people leadership.

- Learning how to work better with others to have productive work.

Unit 5:

Personally Managing Tasks to Implement Change:

- Learning techniques to use communication for success in tasks.

- Understand the characteristics of proper communication.

- Identifying methods to deal with human change patterns.

- Developing a personal plan to become more effective with self-management.

- Dealing with some people who struggle with change.

- Practicing techniques to help colleagues with change.