€TRAINING

Task Management Skills

1 - 5 September 2024
Istanbul (Turkey)
Sheraton Istanbul Levent

Task Management Skills

Introduction:

Maintaining a high level of productivity in today's successful businesses takes work and continuous learning in a variety of management skills and techniques. To be successful in daily work tasks, knowledge, and skills in management techniques must be learned, practiced, and implemented. People in all types of organizations find themselves needing to find more productive methods of planning work and tasks, setting appropriate goals, using good interpersonal skills, and using effective means of making decisions. A focus on using productive practices allows for effective and efficient management of work and making changes in the organization.

In this conference, we will assist in furthering one's ability to set goals, plan work and tasks, manage time, make good decisions, and work more productively with others. The program offers a range of practical and highly effective techniques and tools that can be implemented in any workplace. It will build confidence in one's ability, increase the ability to lead people, and build skills to apply management concepts and techniques.

Conference Objectives:

At the end of this conference the participants will be able to:

- Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively and project planning
- Learn leadership techniques to do work planning and establish priorities
- Learn management techniques to plan, establish priorities and set and maintain goals
- Understand and develop the skills necessary to get assigned work completed on time.
- Use basic planning project tools to plan a work strategy
- Set goals and targets effectively and efficiently
- Learn how to establish and maintain task deadlines
- Understand the characteristics of colleagues who assist in our work assignments
- Develop positive interpersonal techniques for better management of our work
- Learn how to plan work balancing the constraints of time, cost, scope and quality
- Understand the role of stakeholders in a project and learn techniques of stakeholder management
- Develop techniques to deal with organizational change, including delegation and empowerment
- Develop communication and human interaction skills with others
- Understand and develop skills necessary to set goals in a strategic and organizational context
- Consider methods of improving decision making

Targeted Audience:

- Head of departments
- Managers
- Supervisors
- Team leaders
- Project managers
- Employees who are the potential for promoting to a managerial or supervisory position

Conference Outlines:

Unit 1: Effective Time, Task & Work Planning:

- Our changing world - personal assessment
- What do I hope to achieve?
- How will I achieve it?
- What has changed in work and life?
- What other changes can we expect?
- How do we manage this?
- What are the implications for me and others?
- Balancing life and work

Unit 2: Why Time Matters and How Your Use of Time Affects Others:

- How am I using my time?
- What are my time wasters?
- Time logging
- Why do I put things off?
- Ways that other people use time
- Timelines - how do I view time?
- How does my use of time affect others?

Unit 3: Work Planning and Project Management:

- Work management methods diagnostic
- Pressures on work plans - time, quality, cost
- The planning process
- Planning work in progress
- Analyzing and managing risk
- Contingency planning
- Problem-solving techniques

Unit 4: Practical Techniques for Managing Time Wasters

- Managing paperwork, real and virtual
- Managing travel
- Managing meetings
- Making the best use of the phone.
- Using the diary - the key time management tool.
- Managing Interruptions

Unit 5: Making It All Work:

- Work planning practical
- Debrief
- Testing your plan
- Analyzing your strengths and needs
- Developing your development plan