

€ TRAINING

Mastering Workload Management



25 - 29 November 2024
Kuala Lumpur (Malaysia)



Mastering Workload Management

REF: K1348 DATE: 25 - 29 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

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.