€TRAINING

Managing Multiple Tasks, Meetings & Priorities & Deadlines

21 - 25 July 2024
Online

Managing Multiple Tasks, Meetings & Priorities & Deadlines

Introduction:

The level of competition in current business environments requires a focus on practices that assist in the management of personal and workgroup tasks, priorities, and projects. All types of organizations need to find more productive means to offer their products and/or services, so goals are established and tasks assigned to better meet customer and stakeholder needs. A focus on the use of productive practices allows for effective and efficient management of project work, establishing priorities and meeting deadlines, and is an important part of customer service.

Conference Objectives:

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

- Understand and develop skills necessary to get assigned work completed on time
- Recognize the internal and external influences on our daily work
- Use basic planning project tools to plan a work strategy
- Develop strategic management techniques to implement change
- Learn how to establish and maintain task deadlines
- Demonstrate proper communications in task management
- Understand personal work style and how to work interdependently with others
- Understand the characteristics of colleagues who assist in our work assignments
- Develop positive interpersonal techniques for better management of our work
- Use basic management knowledge and skills to manage stakeholders
- Manage change which results from innovation and improvements
- Improve individual leadership performance by identifying productive, effective, and efficient task concepts
- Learn to develop effective task planning for individuals and teams
- Develop skills in time management principles
- Demonstrate the ability to interact positively in interpersonal situations
- Acquire useful planning, organization, and people management skills
- Adds personal value and competency to an organization

Targeted Audience:

- Managers, Supervisors, and Team Leaders
- Also, this course is suitable for all professionals among all departments and managerial levels

Conference Outlines:

Unit 1: Introduction of Work Task Concepts:

- Understanding the role of self-management in managing tasks
- Overview and context of management of tasks
- Identifying some reasons for the current focus on managing tasks
- Understand 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:

- 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 in purpose and objectives in task assignments
- Identifying the skills necessary to lead and manage work tasks

Unit 3: Setting Priorities and 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 skills required to obtain the help of others on tasks
- The importance of understanding our ways of working with others
- The importance of interpersonal skill in the accomplishment of tasks
- Identifying interpersonal work styles of self and other
- Understanding task flexibility and versatility in people leadership

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