€TRAINING

Effective Time and Task Management

4 - 8 August 2024
Cairo (Egypt)

Effective Time and Task Management

REF: M1426 DATE: 4 - 8 August 2024 Venue: Cairo (Egypt) - Fee: 3520 Euro

Introduction:

The Effective Time and Task Management training program is designed to equip participants with the skills and techniques necessary to optimize their use of time and resources. Through practical strategies and tools, participants will learn to prioritize tasks, manage deadlines, and increase productivity.

Program Objectives:

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

- Achieve results on time with less stress through planning, prioritizing and delegating work.
- Organize their workday, workflow and work systems to have an effective and efficient office.
- Manage and motivate others around them to achieve the synergy of a great team.
- Analyze situations and habits that hinder their performance and identify techniques to overcome them.
- Achieve job success and satisfaction by setting and reaching short and long term goals linked to personal and company aims.

Targeted Audience:

- Line and Functional Managers.
- Team Leaders and Supervisors in organizations of all sizes.
- Intermediate and advanced level Managers.
- Team Leaders and Supervisors within all sectors, private and public, profit and not-for-profit.
- Professionals who need to become more effective and efficient in time management and planning.

Program Outlines:

Unit 1:

Creating an Attitude to Change How We Plan and Organize Work:

- Purpose, goals, and objectives.
- New systems & strategic thinking.

- Overview and context of organizational change and the impact on planning and organization.
- Identifying a standard of excellence in the organization, team, and personal work.
- Review of management processes and skill areas.
- Using a planning process to set goals and get projects started.

Unit 2:

Importance of Planning Management:

- Integrating goals, scope, work structure, and management planning.
- Identifying initial resource requirements.
- Identifying risk techniques that affect work assignments, priorities, and deadlines.
- Communication that responds to who, what where, when, how, why.
- Understanding the importance of quality planning in work assignments.

Unit 3:

The delegation, Personal Organization, and Setting Priorities:

- Understanding how people approach their work.
- Planning for time management, scheduling, and meeting deadlines.
- Using proper delegation skills to empower staff.
- Improving the prioritizing of work and work tasks.
- Planning for delegation responsibility and authority.

Unit 4:

Planning Effectively with Your Team:

- Identifying the skills required to obtain the help of others.
- The importance of group skills to achieve team success.
- The importance of interpersonal skills in making personal and team decisions.
- Empowering the team through the development of interpersonal skills.
- The importance of versatility in team relations.

Unit 5:

Developing Personal and Team Change Plans:

- Innovation and improvement for personal and team change.
- Identification of change processes and human change.
- Techniques to set personal and team change goals.
- Dealing with people who do not want to change.
- Developing an action plan for personal and team change.