€ TRAINING

Advanced Task Management Skills

13 - 24 May 2024
Kuala Lumpur (Malaysia)

Advanced Task Management Skills

REF: Z42 DATE: 13 - 24 May 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 7950 Euro

Introduction:

This training program provides participants with advanced methodologies and tools to streamline task handling and boost productivity. Through interactive sessions and practical exercises, participants learn sophisticated techniques that will help them achieve remarkable outcomes in their professional pursuits.

Program Objectives:

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

- Utilize simple frameworks for planning, encompassing priority allocation, proactive and reactive work strategies, and project planning.

- Acquire and refine skills for timely completion of assigned tasks.

- Implement basic project planning tools to formulate effective work strategies.

- Establish and manage goals and targets efficiently.

- Effectively establish and adhere to task deadlines.

- Recognize the attributes of colleagues who contribute to work assignments.

- Cultivate positive interpersonal techniques to enhance work management.

Targeted Audience:

- Head of departments.

- Managers.

- Supervisors.

- Team leaders.

- Project managers.

- Employees who are the potential for promoting to a managerial or supervisory position.

Program Outlines:

Unit 1:

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 for 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 And Testing your plan.

- Analyzing your strengths and needs.

- Developing your personal development plan.

Unit 6:

Current Status of Setting Goals, Planning, and Decision Making:

- Introductions.

- Course purpose, goals, and objectives.

- Overview and context of organizational change and the impact on goals, planning, and decision making.

- Understanding the current status of the organization, team, and personal work.

- Review of management processes and skill areas.

- Using a planning process to set goals and get work started.

Unit 7:

Importance of Goal Setting and 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 8:

Setting Priorities and Making Decisions in the Planning Process:

- Using planning to ensure task priorities are established.

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

- Integrating the functions into a final work plan.

- Improving communications and listening skills.

- Planning for delegation responsibility and authority.

- Techniques for making good decisions.

Unit 9:

Working 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 delegation and decision making.

- The importance of effective communication in team relations.

Unit 10:

Developing Personal and Team Change Action 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.