Anderson
Executive Development Centre

Effective Time Task & Work Planning

Enhancing Key Skills Towards Effective Administration

Date	Venue	Fees
06 - 10 Jul 2020	Istanbul	$5,950
25 - 29 Oct 2020	Dubai	$5,950

This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT

Training Course Overview

Being more effective and efficient at work increases your confidence and motivation to greater levels of success. This Anderson training course will give you the opportunity to step back and get clear about what you want to achieve in the long and short term. It will then help you assess your present effectiveness and map out a plan to reach your professional and personal goals. This training course will focus on concepts essential to effective time, task management and work planning, enabling you to manage yourself effectively within your own time constraints, be better organised and prioritise your work/life tasks, as well as the people you manage.

Training Course Objectives

By attending this Anderson training course, you should achieve these goals:

- Organise your work day, work flow and work systems, to have an effective, and efficient office
- Achieve job success and satisfaction by setting and reaching short and long-term goals linked to personal and company aims
- Big picture thinking, short and long-term planning, prioritising and scheduling your work
- Mastering yourself and your life through work/life balance, self-awareness and self-discipline
- Working with others to achieve results through teamwork, effective delegation and running productive meetings
- Overcome common time management mistakes and obstacles

Designed for

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- Line and functional Managers, Team Leaders and Supervisors in organisations 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 needs to become more effective and efficient in time management and planning

Training Course Outline

Among a range of valuable topics, the following will be given high priority:

- Assessing your present productiveness and areas for improvement
- Using time management tools such as activity logs, to-do lists and schedules to organise your time effectively
- Using urgent/important matrix and leveraging your time – achieving much more with the same effort
- Mind-mapping and Gantt charts for project planning, problem solving and decision making at work
- Overcoming time management issues such as interruptions, distractions, procrastination and conflicting priorities
- Dealing with late, disorganised or difficult people
- Team Leadership and improving team effectiveness, team meetings and group decisions
- Emotional Intelligence and Effective Communication skills
- Managing your stress, achieving work-life balance and keeping yourself motivated
- Increasing self-discipline, breaking bad habits and negative behaviours

The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course.

REGISTER NOW

+971 4 365 8363 info@anderson.ae
+971 4 360 4759 www.anderson.ae

An ISO 9001:2015 & ISO 29990:2010 Certified Company