



Effective Time, Task & Work Planning

Enhancing Key Skills Towards Effective Administration

► Upcoming Sessions

15-19 Jul 2024	Istanbul - Turkey	\$5,950
19-23 Aug 2024	Dubai - UAE	\$5,950
28 Oct-01 Nov 2024	Dubai - UAE	\$5,950
09-13 Dec 2024	London - UK	\$5,950
27-31 Jan 2025	London - UK	\$5,950
14-18 Jul 2025	Istanbul - Turkey	\$5,950
27-31 Oct 2025	Dubai - UAE	\$5,950
08-12 Dec 2025	London - UK	\$5,950

► Training Details

Training Course Overview

Increasing your effectiveness and efficiency at work boosts your confidence and motivates you toward greater success. This Anderson training course offers a chance to pause and define both your short-term and long-term goals clearly. It will guide you in evaluating your current effectiveness and crafting a strategic plan to achieve your professional and personal aspirations.

Focused on essential concepts of effective time management, task prioritization, and work planning, this course equips you to manage yourself efficiently within your time constraints. You'll learn to enhance organization skills, prioritize tasks effectively across both work and personal life, and manage people more efficiently.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- 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 need to become more effective and efficient in time management and planning

▶ Training Details

Day One: Getting Organised with Your Time, Tasks and Office Systems

- ▶ Assess your productivity and identify areas for improvement
- ▶ Activity logs, effective to-do lists and action programs
- ▶ Managing your workflow, files, emails and office effectively
- ▶ Prioritising events using the urgent/important matrix
- ▶ Using leverage to get a greater return from your effort

Day Two: Achieving Results through Planning, Prioritizing and Delegation

- ▶ Multiple applications for Mind mapping, and creating your first one
- ▶ Utilising Gantt charts for sequencing events in project work
- ▶ Effective scheduling – planning to make the best use of your time
- ▶ Goal setting and meeting multiple deadlines
- ▶ Assessing your delegating skills and improving effectiveness

Day Three: Overcoming Challenges in Time, Task, Work Planning

- ▶ Managing interruptions and minimizing distractions
- ▶ Dealing with late, disorganized or difficult people
- ▶ Managing conflicting priorities and last-minute changes
- ▶ Understand procrastination and develop strategies to overcome it
- ▶ Running productive team meetings and making group decisions

Day Four: Achieving Results through Collaboration

- ▶ Leading teams and improving their effectiveness
- ▶ Develop vital, effective communication skills
- ▶ Applying Emotional Intelligence to improve relationships
- ▶ The art of concise clear conversations
- ▶ Listening and giving feedback

Day Five: Successful Self-Management

- ▶ How to energise and motivate yourself
- ▶ Managing your stress and achieving work-life balance
- ▶ Improving your concentration and focus
- ▶ Increasing self-discipline, breaking bad habits and negative behaviours
- ▶ The effective habits of a good time task manager

▶ The Certificate

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

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

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