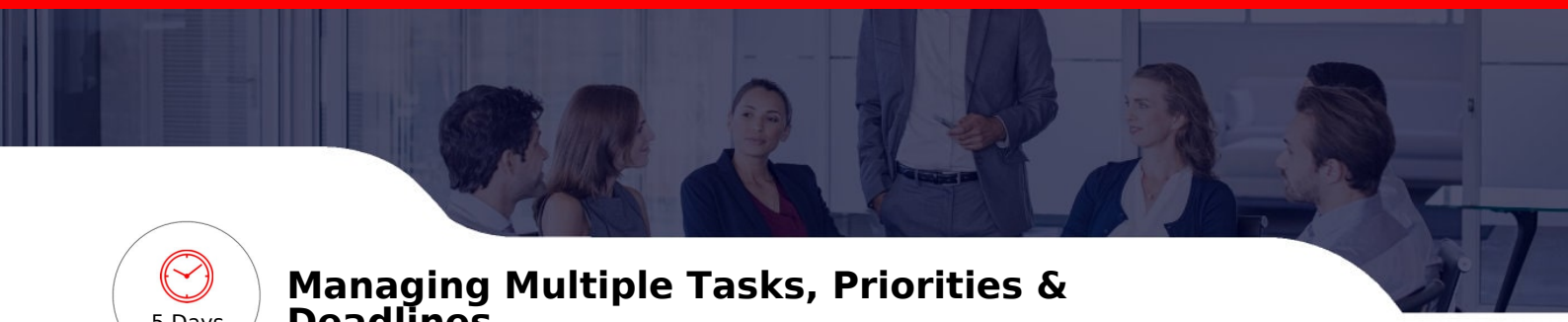


5 Days

Managing Multiple Tasks, Priorities & Deadlines

Achieving Results through Task Management

Upcoming Sessions

13-17 May 2024	Barcelona - Spain	$5,950
26-30 Aug 2024	Dubai - UAE	$5,950
23-27 Sep 2024	London - UK	$5,950
25-29 Nov 2024	Dubai - UAE	$5,950
10-14 Feb 2025	Dubai - UAE	$5,950

Training Details

Training Course Overview

Are you under pressure from an ever-growing task list, conflicting demands and constantly changing priorities? Productive working practices are valuable skills in today's work environment. Competition is intense and companies need people who can organize their time effectively, collaborate with others to achieve goals, and who constantly strive to better meet customer and stakeholder needs.

This popular Anderson training course will support you to develop practices and techniques to manage this pressure proactively, allowing you to meet deadlines and deliver against your objectives. You will also develop skills in working well with others to ensure success.

This training course will challenge your thinking about your future and your time. And give you practical ways to regain your life and relationships. By showing you practical techniques that will help you handle multiple tasks, priorities and deadlines as well as showing you how, through emotional intelligence, and phycological techniques you can set realistic deadlines with your manager, your colleagues, and your workforce. You will leave the course more assertive, more able to negotiate deadlines, more productive in you daily tasks. And most importantly of all, more able to focus on the things you love.

Training Course Objectives

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

- Apply the skills necessary to get work completed on time
- Effectively utilize basic project planning tools to plan and schedule work
- Identify key stakeholders and understand how to gain their support and input
- Motivate and engage colleagues to gain their commitment and support
- Use positive communication and influencing techniques to ensure work is completed on time

Designed For

This Anderson training course is suitable for:

- Professionals who wants to learn techniques to work with other colleagues
- Team leaders, supervisors, section heads and managers
- Professionals who have an interest in a management position
- Anyone who wants to become a leader in their work role
- Project, purchasing, finance & production officers and personnel
- Technical professionals including those in Maintenance, Engineering & Production
- Secretaries, clerks, administrative and support staff
- Anyone who juggles multiple tasks and deadlines

Training Details

Day One: Introduction of Work Task Concepts

- Understanding the role of self-management in managing tasks
- Gain insight into the psychological effects of workload on well being
- Identifying reasons for the current focus in business on managing tasks
- Understanding how work is accomplished in organizations
- Identifying the role of strategic management in leadership of tasks
- Understanding the role of organization type in task management

Day Two: Importance of Planning in Management of Tasks

- Clarifying goals, objectives, assumptions and constraints in work
- 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 of purpose and objectives in task assignments
- Identifying the skills necessary to lead and manage work tasks

Day Three: Setting Priorities & 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 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

Day Four: 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 accomplishment of tasks
- Identifying interpersonal work styles of self and other
- Understanding task flexibility and versatility in people leadership
- Learning how to work better with others to have productive work

Day Five: 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
- Practicing techniques to help colleagues with change

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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