



## Managing Your Time, Priorities and Workload

People, Time and Task Management

### ► Training Details

#### Online 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 online 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.

#### Online Training Course Objectives

**By attending this Anderson online 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 online training course is suitable for:**

- Professionals who want 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

#### Online Training Course Outline

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

- Managing assigned tasks effectively
- Evaluating and establishing priorities to meet crucial deadlines
- Effective planning and project management techniques
- Task leadership and collaboration skills
- Excellence in delegation
- Influencing and stakeholder management skills
- Giving feedback
- Developing team members

- ▶ Motivating and inspiring others to high performance
- ▶ Effective communication skills

## ▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
<b>11:00 - 12:30</b>	:	<b>First Session</b>
12:30 - 12:45	:	Break (15 minutes)
<b>12:45 - 14:15</b>	:	<b>Second Session</b>
14:15 - 14:30	:	Break (15 minutes)
<b>14:30 - 16:00</b>	:	<b>Third Session</b>

## ▶ The Certificate

An Anderson e-Certificate will be provided to delegates who attend and complete the online training course

## ▶ INFO & IN-HOUSE SOLUTION

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

Call us: [+971 4 365 8363](tel:+97143658363)

Email: [info@anderson.ae](mailto:info@anderson.ae)

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

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