



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

► Training Details

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, 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 needs to become more effective and efficient in time management and

► 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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