Managing Multiple Tasks, Priorities and Deadlines Bootcamp

(5 Days Training Course)

ACS REGISTRARS ISO 29990
ACS REGISTRARS ISO 9001
ilm Approved Centre
PMI Project Management Institute Registered Education Provider
bci Business Continuity Institute Corporate Partnership

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Why Attend

Visions and goals are achieved when tasks are understood, priorities are established and deadlines are properly set. This course is designed to help participants develop the right capabilities to manage tasks, evaluate and establish the right priorities, and schedule activities based on clearly established deadlines. The course covers different methods and techniques to encourage task ownership while coordinating with other team members; it also covers how to influence those around us by properly setting expectations and seeing tasks through to successful completion.

Course Methodology

The course uses self-assessments and a wide mix of business cases that promote healthy discussions around the importance of managing multiple tasks, deadlines and priorities. Participants will benefit from role plays covering workplace challenges related to handling tasks, deadlines and priorities. They will learn how to deal with conflicts that may arise as a result. Interactive team exercises are also used with each team presenting their findings and comments.

Course Objectives

By the end of the course, participants will be able to:

Establish a solid foundation for effective and efficient task and self-management
Plan and manage work-related tasks and constraints
Prioritize tasks and related activities and learn how to handle associated stress points
Influence people and improve task outcomes through practical interpersonal skills
Work professionally with task-related changes and associated behaviors

Target Audience

This course targets professionals, from all industries, who want to acquire essential skills to create and develop an effective and efficient workplace environment. It is designed for team leaders, supervisors, managers and section heads who are interested in improving their personal productivity or that of the people they manage or work with, whether on a project or within a department. The course also serves as a solid foundation for those who are keen on assuming a supervisory or managerial role as the next step in their career.

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Course Outline

Introduction to tasks in a business environment

Self and task management
A contextual view of task management
Task management and the business environment
Organizational perspective on work accomplishment
Impact of strategic management on task management
How organization type influences task management

Task management and importance of planning

Skills needed to lead and manage tasks
Dealing with task constraints
Goals, objectives and tasks
Integrating scopes, work structures and plans in task assignments
Managing Tasks and stakeholders
Task management and risk

Setting priorities and deadlines

Task management and work
Planning, scheduling and meeting deadlines
Task management and the development of priorities
Effective management of meetings, e-mails, and interruptions
'To Do' Lists and managing priorities
Time wasters, procrastination and immediate demands
Stress and task management

Dealing with people while working on time-sensitive tasks

Skills needed when assistance is needed
The four rights of delegation
Working effectively with others
Interpersonal skills and task accomplishment
Impact of interpersonal work styles on task accomplishment
Being flexible and versatile
Improving productivity at work

Task management and change

Techniques to improve task outputs
Communicating task assignments and associated changes
Understanding employee behavior when dealing with change
Dealing with resistance to change
Critical techniques in managing change
Personal plans and self-management