

€ TRAINING

Managing Multiple Tasks Professionally





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Introduction:

This training program equips participants with essential skills to effectively navigate and prioritize various tasks and deadlines. By mastering these skills, individuals can enhance their efficiency, reduce stress, and meet organizational goals with confidence.

Program Objectives:

At the end of this program, the participants will be able to:

- Understand and develop skills necessary to complete assigned work on time, fostering efficiency and productivity.
- Recognize the internal and external influences impacting daily work processes, enabling proactive management of challenges.
- Demonstrate effective communication in task management, ensuring clarity and alignment among team members.
- Understand the characteristics of colleagues who contribute to work assignments, facilitating collaborative and cohesive teamwork.
- Develop positive interpersonal techniques for improved work management, promoting a supportive and harmonious work environment.
- Learn to manage change resulting from innovation and improvements, fostering adaptability and resilience within the organization.

Targeted Audience:

- Managers.
- Supervisors.
- Team Leaders.
- All professionals among all departments and managerial levels.

Program Outlines:

Unit 1:

Introduction of Work Task Concepts:

- Understanding the role of self-management in managing tasks.
- Overview and context of management of tasks.
- Identifying some reasons for the current focus on managing tasks.
- Understand 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.

Unit 2:

Importance of Planning in Management of Tasks:

- 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 in purpose and objectives in task assignments.
- Identifying the skills necessary to lead and manage work tasks.

Unit 3:

Setting Priorities and 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 the 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.

Unit 4:

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 the accomplishment of tasks.
- Identifying interpersonal work styles of self and other.
- Understanding task flexibility and versatility in people leadership.

Unit 5:

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.