

# € TRAINING

Task Mastery



18 - 22 November 2024  
Kuala Lumpur (Malaysia)



# Task Mastery

REF: Z266 DATE: 18 - 22 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

## Introduction:

This training program is designed to equip sales professionals with the skills necessary to effectively juggle various tasks, prioritize competing demands, and meet tight deadlines. It empowers sales professionals to achieve their targets efficiently while maintaining a high level of performance and customer satisfaction.

## Program Objectives:

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

- Efficiently manage multiple tasks, priorities, and deadlines within the sales context.
- Utilize effective prioritization techniques to allocate time and resources strategically.
- Meet or exceed sales targets while maintaining a high level of productivity and quality of work.
- Adapt to changing circumstances and prioritize tasks based on their impact on sales performance.
- Implement time management strategies to minimize stress and maintain work-life balance.

## Targeted Audience:

- Managers.
- Supervisors.
- Team Leaders.
- 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 the 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.