



Managing Multiple Tasks, Priorities & Deadlines



20 - 24 January 2025



Geneva (Switzerland)

# Managing Multiple Tasks, Priorities & Deadlines

course code: P4024 From: 20 - 24 January 2025 Venue: Geneva (Switzerland) - course Fees: 4500 Euro

## The Course

The level of competition in current business environments requires a focus on practices that assist in management of personal and work group tasks, priorities and projects. All types of organizations need to find more productive means to offer their products and/or services, so goals are established and tasks assigned to better meet customer and stakeholder needs. A focus on the use of productive practices allows for effective and efficient management of project work, establishing priorities and meeting deadlines and is an important part of customer service.

### *This course presents:*

- Management principles and concepts which allow participants to learn techniques to better manage assigned tasks
- Techniques to establish priorities for work and be able to meet crucial deadlines
- Management methods, processes and procedures to be more productive when working on projects
- Techniques on how to interact better with others to complete tasks
- Opportunities to practice on several key task and project management techniques

## The Goals

- Understand and develop skills necessary to get assigned work completed on time
- Recognize the internal and external influences on our daily work
- Use basic planning project tools to plan work strategy
- Develop strategic management techniques to implement change
- Learn how to establish and maintain task deadlines
- Demonstrate proper communications in task management
- Understand personal work style and how to work interdependently with others
- Understand the characteristics of colleagues who assist in our work assignments
- Develop positive interpersonal techniques for better management of our work
- Use basic management knowledge and skills to manage stakeholders
- Manage change which results from innovation and improvements

## The Process

The program enhances learning with practical activities so participants can develop knowledge and skills to manage their work more effectively and efficiently.

- Discussion on the latest techniques for leadership, change, time and task management
- Team exercises to build task planning processes
- Video that demonstrate concepts and techniques
- Interaction using the experiences of the group's colleagues
- Practice on key concepts to learn techniques of task planning

## The Benefits

- Improve individual leadership performance by identifying productive, effective and efficient task concepts
- Learn to develop effective task planning for individuals and teams
- Learn management techniques to plan and organize change
- Develop skills in time management principles
- Demonstrate ability to interact positively in interpersonal situations
- Acquire useful planning, organization and people management skills
- Adds personal value and competency to an organization

### **The Results**

- Build and maintain effective and efficient leadership in the organization
- Complete tasks on time, on budget and exceeding customer expectations
- Develop skills in managers which will raise the capability, skill and morale of themselves and colleagues
- Improve preparedness to deal with change task contingencies
- Establish organizational and personal planning capabilities
- Improved performance in personal and team interactions

### **The Core Competencies**

- Strategic Leadership
- Performance Management
- Communication Management
- Human Interaction Skill
- Change Management

### **The Programme Content**

#### **Day One**

##### ***Introduction of Work Task Concepts***

- Introductions, course purpose, goals and objectives
- 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

#### **Day Two**

##### ***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

## Day Three

### *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 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

## Day Four

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

## Day Five

### *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