



Effective Time, Task & Plan and Organize Work



20 - 31 October 2024



Kuala Lumpur (Malaysia)

# Effective Time, Task & Plan and Organize Work

course code: M1018 From: 20 - 31 October 2024 Venue: Kuala Lumpur (Malaysia) - Royale chulan hotel course Fees: 4500 Euro

## The Course

With the accelerating change of the twenty-first century, time management skills are at the top of the personal development tool kit. Know where you're going? What you want from work and life? Concerned how time slips through your fingers and another day, week, month, year goes by without achieving all you wanted?

This seminar will help you assess your present situation, in terms of work and personal life. It will enable you to manage yourself more effectively within your own time constraints and show you how to better organize and prioritize your work / life tasks.

## Objective

Plans and Organize own work; organizes and prioritizes work activities for self and others; involves others appropriately; considers staffing and resourcing limitations when planning work; creates specific actions steps to execute work.

- Effectively plans work.
- Sequences and determines timing of activities to coordinate issues across functions, departments, locations, etc.
- Involves others (e.g., cross-functional peers or units) in appropriate activities and stages.
- Establishes specific action planning.
- Anticipates obstacles and identifies staffing and resource contingencies.
- Establishes mechanisms for measuring progress (e.g., timelines and deadlines).

## The Goals

### *By attending this seminar you will learn how to:*

- Explain why managing time really matters to our work and health, in our changing world
- Identify task that should be a) completed in relation to their key objectives, b) managed away.
- Analyse situations that hinder their performance and identify techniques to overcome them.
- Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively and project planning.
- Set, monitor and measure the success of objectives.
- Analyse your own strengths and development needs and prepare a personal development plan for the next twelve months.

## The Process

The seminar is based on a combination of interactive activities - group and individual exercises, case studies, role plays and discussions - along with formal inputs.

The environment will be a supportive one in which individuals with varying degrees of experience will be encouraged to share the approaches they currently use as well as try out new ones that they encounter on the course. The course Tutor will be on hand to answer any questions a delegate may have and to act as a facilitator for building and applying new approaches.

We aim for this to be an enjoyable as well as a learning experience and feel that the mix of style and learning techniques will prove valuable to those that attend.

## The Benefits

Attendance at the program will result in individuals being exposed to a wide range of interpersonal and organisational techniques required to operate effectively in a their role. They will be able to identify and implement techniques to manage themselves more effectively under the constraints of today's busy lifestyles.

Delegates will be introduced to different techniques and approaches for operating effectively within the role. They will be coached on techniques that suit them as individuals and will have practiced such techniques with a view to applying them effectively in the workplace.

## The Results

Staff attending this event will appreciate the range of skills and competencies required to fulfil their tasks on a daily basis. These skills will develop a more efficient and motivated workforce enabling increased outputs and productivity in any are of the business.

## The Core Competencies

- How to assess where time is going
- How to set and manage priorities
- How to use a variety of time tools effectively
- How and when to delegate
- How to manage pressure effectively
- How to analyse personal strengths and development needs

## The Programme Content

### Day One

#### *Our changing world - personal assessment*

- What do I hope to achieve?
- How will I achieve it?
- What has changed in work and life?
- What other changes can we expect?
- How do we manage this?
- What are the implications for me and for others?

- Balancing life and work

## **Day Two**

### ***Why time matters and how your use of time affects others***

- How am I using my time?
- What are my time wasters?
- Time logging
- Why do I put things off?
- Ways that other people use time
- Time lines - how do I view time?
- How does my use of time affect others?

## **Day Three**

### ***Work planning and project management***

- Work management methods diagnostic
- Pressures on work plans - time, quality, cost
- The planning process
- Planning work in progress
- Analysing and managing risk
- Contingency planning
- Problem solving techniques

## **Day Four**

### ***Practical techniques for managing time wasters***

- Managing paperwork, real and virtual
- Managing travel
- Managing meetings
- Making the best use of the phone.
- Using the diary - the key time management tool.
- Managing Interruptions

## **Day Five**

### ***Making it all work***

- Work planning practical
- Debrief
- Testing your plan
- Analysing your strengths and needs
- Developing your personal development plan