ARCAN ACADEMY

COURSE NAME

Managing Multiple Tasks, Priority and Deadlines

COURSE DURATION

Five days

COURSE DESCRIPTION

This course is designed to help participants manage their workload more effectively. Participants will learn techniques for prioritizing tasks, managing deadlines, and avoiding procrastination. The course also covers time management strategies, delegation, and effective communication.

COURSE OBJECTIVES

To help participants manage their workload more effectively and increase their productivity, management process for multiple tasks, time management, priority management, and meeting deadlines.

COURSE OUTLINES

DAY ONE

Introduction

- • Understanding the role of self-management in managing tasks
- • Overview and context of task management
- • Reasons for the current focus in business on managing tasks
- • How work is accomplished in organizations
- • Role of strategic management in leadership

DAY TWO

Planning in Management of Tasks

- • Objectives, assumptions and constraints at work
- • Integrating a scope, work structure and management plan in assignments

- Learning to manage stakeholders
- Risk techniques that affect tasks, priorities and deadlines
- Skills necessary to lead and manage work tasks

DAY THREE

Setting Priorities & Deadlines in Time Management

- Using the manner we approach work as an initial time management plan
- Planning for time management
- Meeting deadlines
- Integrating time management into development of priorities
- 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

- Skills required to obtain the help of others on tasks
- Ways of working with others
- Skill in accomplishment of tasks

Interpersonal work styles of self and other

- Task flexibility and versatility in people leadership

DAY FIVE

Personally Managing Tasks

- Communication for success in tasks
- Characteristics of proper communication
- How to deal with human change patterns
- How to be more effective with self-management

TRAINING METHODOLOGY:

- Pre-assessment
- Use of real-world examples, case studies and exercises

- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

DELIVERY METHOD:

- In person
- Online