PARTNERS IN KNOWLEDGE UK LTD
Suite No. 129
295 Chiswick High Road
LONDON W4 4HH



Managing Multiple Tasks, Priorities & Deadlines

PIK835-0827 TRK-IST-1

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Place	: Istanbul	**Venue**	: Levni Hotel (Hoca Pa?a, Mahallesi, Ankara Cd. No:12, 34110 Fatih/?stanbul, TURKEY) - TBC		
Start Date	: 30-08-2027	**End Date**	: 03-09-2027	**PPP**	: £4550

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If you can't train them, you can't blame them!

Short Description:

In today's competitive business landscape, organisations must prioritise effective management practices that enhance the handling of personal and work group tasks, priorities, and projects. To remain relevant, all types of organisations are seeking more productive methods to deliver their products and services. This involves setting clear goals and assigning specific tasks to ensure that customer and stakeholder needs are adequately met. By adopting such practices, companies can streamline their operations and foster a more responsive environment. Moreover, focusing on productive practices is crucial for the effective management of project work. This approach facilitates the establishment of priorities and the ability to meet deadlines, which are essential components of customer service. Efficient project management not only enhances organizational performance but also contributes significantly to customer satisfaction. Therefore, integrating these practices into daily operations is vital for organisations aiming to thrive in a competitive market.

Course Overview:

COURSE OBJECTIVES

- 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

TARGET AUDIENCE

- Project Managers.
- Executive Assistants/Administrative Professionals.
- Team Leaders/Supervisors.
- Customer Service Managers.
- IT Support Staff.
- Entrepreneurs/Small Business Owners.

Program Outline:

PROGRAM CONTENT

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DAY 1: Introduction to Task Management Concepts

1. Grasping the significance of self-management in task handling
2. Contextual overview of task management
3. Comprehending how work is executed within organisations
4. Recognising the importance of strategic management in task leadership
5. Understanding how organisational types influence task management

DAY 2: The Significance of Planning in Task Management

1. Merging scope, work structure, and management strategies in projects
2. Learning to recognise & engage stakeholders
3. Identifying risk management strategies that impact tasks, priorities, & deadlines
4. Developing clarity in purpose & objectives for task assignments
5. Recognising essential skills for leading & managing work tasks

DAY 3: Prioritising & Meeting Deadlines in Time Management

1. Strategizing time management, scheduling, & deadline adherence
2. Incorporating time management into priority development
3. Maximizing efficiency during meetings, emails, interruptions, & transitions
4. Creating a personal plan with a "to-do" list and prioritised tasks
5. Addressing time wasters, procrastination, & challenging supervisors

DAY 4: Essential Skills for Collaborating in Work Assignments

1. Identifying the skills needed to seek assistance on tasks
2. Recognising the importance of understanding collaboration styles
3. Valuing interpersonal skills in achieving task completion
4. Identifying personal & others' interpersonal work styles
5. Understanding flexibility & adaptability in leading people

DAY 5: Personal Task Management for Implementing Change

1. Learning communication strategies for successful task execution
2. Understanding the traits of effective communication
3. Identifying approaches to manage human change behaviours
4. Developing a personal strategy for improved self-management
5. Addressing challenges faced by individuals who resist change