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# Course: Managing Multiple Tasks, Priorities & Deadlines

Code	City	Hotel	Start	End	Price	Language - Hours
378	Zurich (Switzerland)	Hotel Meeting Room	2025-03-10	2025-03-14	5450 €	En - 25

## Why Choose this Course?

This well-received course will focus on the use of productive practices that would deliver an effective and efficient management of project work, establishing priorities and meeting deadlines and is an important part of customer service. This is crucial because the level of competition in current business environments requires an emphasis 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.

### This course will feature:

- 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

## What are the Goals?



## **By the end of this course participants will be able to:**

- Develop skills necessary to get work completed on time
- Apply basic planning project tools to plan work strategy
- Identify how to establish and maintain task deadlines
- Integrate the characteristics of colleagues who assist in our work
- Develop positive interpersonal techniques for better management of work

## **Who is this Course for?**

The course is designed for persons who desire to learn practical management techniques that will assist them in tasks, establishing priorities and meeting deadlines for work and projects.

## **The course is suitable to a wide range of professionals but will greatly benefit:**

- Professional who has an interest in a management position
- Professional who is a new Manager
- Professional who is a new Manager in their department
- Professional who wants to learn techniques to work with other colleagues
- Manager who wants to become a leader in their work role

## **How will this be Presented?**

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes learning with presentations, discussion, practical activities, videos, team practice exercises and case studies.

## **The Course Content**



## **Day One**

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

- Understanding the role of self-management in managing tasks
- Overview and context of task management
- Identifying reasons for the current focus in business on managing tasks
- Understanding 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**

- Clarifying goals, objectives, assumptions and constraints in work
- 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 & 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
- Learning how to work better with others to have productive work

#### **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
- Practicing techniques to help colleagues with change



**The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.