



Conference:
Managing Multiple Tasks, Priorities & Deadlines
Workshop

5 - 9 April 2027
Kuala Lumpur (Malaysia)

Conference: Managing Multiple Tasks, Priorities & Deadlines Workshop

Conference code: CO235483 From: 5 - 9 April 2027 Venue: Kuala Lumpur (Malaysia) - Conference Fees: 6300 € Euro

Introduction

The workshop focuses on improving task and project management skills to enhance productivity. It covers management principles, techniques for setting priorities and meeting deadlines, and methods for efficient project execution. Participants will learn ways to interact effectively with others to complete tasks. Practical exercises provide hands-on experience with key management techniques. This ensures better alignment with organizational goals and customer satisfaction.

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

- Team Leaders and Supervisors
- Project Coordinators and Project Support Staff
- Administrative and Office Professionals
- Operations and Planning Personnel
- Department Coordinators and Team Members
- Professionals responsible for managing tasks, schedules, and priorities
- Employees involved in project execution and workflow coordination
- Junior and Mid-Level Managers seeking to improve productivity and task management skills

- Professionals involved in stakeholder communication and team collaboration
- Anyone seeking to enhance personal effectiveness, time management, and workplace productivity

Outlines

Day 1: 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 the leadership of tasks
- Understanding the role of organization type in task management

Day 2: 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 3: 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 4: 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 the accomplishment of tasks
- Identifying interpersonal work styles of self and other
- Understanding task flexibility and versatility in people leadership

Day 5: 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

Registration form on the Conference: Managing Multiple Tasks, Priorities & Deadlines Workshop

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