



*Training Course:
Managing Multiple Tasks, Priorities & Deadlines*

*22 - 26 March 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Managing Multiple Tasks, Priorities & Deadlines

Training Course code: PS1050 From: 22 - 26 March 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

The level of competition in current business environments requires a focus on practices that assist in the management of personal and workgroup 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. A focus on the use of productive practices allows for effective and efficient management of project work, establishing priorities, and meeting deadlines, and is an important part of customer service.

This course presents:

- 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

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 a 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

This program is designed for:

- Professionals responsible for managing daily tasks, deadlines, and workload priorities.
- Supervisors and team leaders who coordinate work assignments and ensure task completion.
- Project coordinators and support staff involved in planning, scheduling, and monitoring work activities.
- Administrative and operational staff seeking to improve organization and productivity skills.
- Employees working in fast-paced environments who need to manage time, priorities, and interruptions effectively.
- Managers aiming to strengthen delegation, stakeholder management, and team coordination skills.
- Individuals seeking to improve personal efficiency, planning ability, and work performance.

Course 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 the 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 leaders

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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 Training Course: Managing Multiple Tasks, Priorities & Deadlines

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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