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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Managing Multiple Tasks, Priorities & Deadlines

Code	City	hotel	Start	End	price	Language - Hours
MT-378SA	Jeddah	Hotel Meeting Room	2027-11-14	2027-11-18	9950 SR	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 Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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