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بروجاكس للتدريب والتطوير
Projacs Training and Development

Managing Workload: How to Prioritize When Everything is important

إدارة أعباء الاعمال: كيفية تحديد الأولويات عندما يكون كل شيء مهم

11 – 15 July 2021

Dubai / UAE



ProjacsAcademy.com



Introduction

When there's too much on our plate work. When we try to tackle our tasks by priority, but we feel like *everything's* important? Don't get overwhelmed—it's a problem that everyone faces at some point or another, and while it's difficult to skillfully juggle multiple priorities and competing responsibilities, it's not impossible. Here's how.

This course will focus on how can we learn number of helpful tricks that can help us to manage our workload at the office as well as our ever-growing list of to-do. It just so happens when we have a career that focuses specifically on juggling competing tasks and priorities

This course will explain how we can apply some of the effective and efficient tools and techniques to improve our wok performance toward achieving our highly goals and objectives.

Objectives

By the end of this course practitioners shall learn to:

- Understand the importance of determining clear goals.
- Explain how we can determine important things.
- Discuss some important tools and techniques for how to prioritize important tasks at work.
- Explain the role of critical thinking and teambuilding in helping to prioritize and achieve important tasks.
- Understand the role of using effective time management tools to manage important work efficiently.

Who Should Attend?

All employees who have important tasks in their jobs and need to increase the effectiveness in performance by learning how to manage through using different tools and techniques in prioritization and other managerial techniques.

Course Outline

DAY 1:

- **Setting and prioritize goals and objectives at work.**
- **How to determine things are important and the priority of their importance.**

DAY 2:

- **Effective Communication process.**
 - **Communication model.**
 - **Communication methods.**
 - **Communication boundaries.**

DAY 3:

- **Time management and stress management.**
 - **How to do workload list.**
 - **Using rule 80/20.**
 - **Structuring workload.**

DAY 4:

- **Teambuilding role in facilitating workload.**
 - **Steps for teambuilding process.**
 - **Delegate-delegate technique.**

DAY 5:

- **Case studies.**
- **Workshop.**

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **2,950USD**
**VAT is Excluded If Applicable*

مقدمة

عندما يكون هناك الكثير من العمل لدينا و عندما نحاول ترتيب مهامنا حسب الأولوية، لكننا نرى مثل كل شيء هو مهم؟ لا لا يجب عليك ان تشعر بالضغط - يث مشك ت و الجمع زد أخرى وعلى الرغم من ن صب أن توفق بم ترتيب ويد متعددة والمسؤوليات ، كذ ليست مستحيلة .وليك الطريقة .
سوف نركز هذه الدورة رف د من الحيل و المهارات المفيدة التي يمكن أن تساعدنا على عبء العمل لدينا في المكتب ، حيث يحدث ذلك فقط حتى عندما يكون لدينا وظيفه تركز تحديدا على م الأولويات المتعددة و بالطبع سوف يتم شرح كيف طبق ب ض التقنيات الفعالة تحسين تحقيق درجة عالية من الأهداف والغايات .

أهداف البرنامج

في نهاية هذه الدورة المتدربين سوف يتمكن المتدربون من:

- م أهمية تحديد د . ح .
- اشرح كيف يمكننا تحديد و .
- ش ب ض والتقنيات كيفية تحديد أولويات المهام ما .
- ز التفكير النقدي وبناء فريق العمل مس د تحديد الأولويات وتحقيق م .
- التعرف عليه كيفية استخدام أدوات و ذت ما بكا .

الحضور

جميع الموظفين الذين لديهم م وظائفهم، و الذين يحدث و : = ن تعلم كيفية ا ن عن طريق تخد تاني تحديد الأولويات مختا الأساليب الإدارية رى .