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بروجاكس للتدريب والتطوير  
Projacs Training and Development

## Managing Multiple Tasks, Priorities and Deadlines

إدارة مهام متعددة وتحديد الأولويات والالتزام  
بالمواعيد النهائية

25 – 29 October 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

This course will focus on the use of excellent 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 very important since the level of competition in current business environments requires an emphasis on practices that assist in management of personal and work group tasks and projects.

## Objectives

To develop skills necessary to get work completed on time and to identify how to establish and maintain task deadline.

## Who Should Attend?

Managers and professionals who want to learn techniques to work with other colleague and managers who want to become a leader in their work role.

## Course Outline

### Day One

#### Introduction

- Understanding the role of self-management in managing tasks
- Overview and context of task management
- Reasons for the current focus in business on managing tasks
- How work is accomplished in organizations
- Role of strategic management in leadership

### Day Two

#### Planning in Management of Tasks

- Objectives, assumptions and constraints at work
- Integrating a scope, work structure and management plan in assignments
- Learning to manage stakeholders
- Risk techniques that affect tasks, priorities and deadlines
- Skills necessary to lead and manage work tasks

### Day Three

#### Setting Priorities & Deadlines in Time Management

- Using the manner we approach work as an initial time management plan
- Planning for time management
- Meeting deadlines
- Integrating time management into development of priorities
- 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

- Skills required to obtain the help of others on tasks
- Ways of working with others
- Skill in accomplishment of tasks
- Interpersonal work styles of self and other
- Task flexibility and versatility in people leadership

### Day Five

#### Personally Managing Tasks

- Communication for success in tasks
- Characteristics of proper communication
- How to deal with human change patterns
- How to be more effective with self-management

## 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, 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

سوف تركز هذه الدورة على استخدام الممارسات الممتازة التي ستسلم إدارة فعالة وكفاءة لعمل المشروع وكذلك وضع الأولويات والالتزام بالمواعيد النهائية للوصول إلى أرضاء العملاء. وهذا أمر مهم للغاية نظرا لمستوى المنافسة في بيئة الأعمال الراهنة والذي يتطلب التركيز على الممارسات التي تساعد في إدارة المهام الجماعية والعمل والمشاريع.

## الاهداف

تطوير المهارات اللازمة للحصول على العمل المنجز في الوقت المحدد وتحديد كيفية إنشاء والحفاظ على الموعد النهائي لإتمام او تسليم المهمة..

## الحضور

المديرين والمهنيين الذين يرغبون في تعلم تقنيات للعمل مع زملاء العمل والمديرين الذين يريدون أن يصبحوا رواد في عملهم.