



Consulting and Training | Reach New Heights

Course Name

Managing Multiple Functions, Tasks and Priorities

Sector Name

Administration and Office Efficiency

Document Type

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Managing Multiple Functions, Tasks and Priorities

Course Introduction

Running a business or managing a company demands a big part of one's attention. More so, there are professionals in the higher ladder who are performing functions that are beyond their capacity. To stay relevant in this automated workforce, multitasking has become a required skill. By learning how to multitask effectively amid distractions, you can stay on top of your work and increase productivity.

This training course is designed to provide participants with relevant practices and techniques to effectively manage diverse tasks and proactively accomplish tasks, deliver priorities, and meet deadlines. This course will allow participants to develop skills in managing pressure in the working environment.

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Target Audience

- ✓ Office managers.
- ✓ Executive secretaries.
- ✓ Administrators and assistants.

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Learning Objectives

- ✓ Gain an understanding of how to effectively establish and maintain task deadlines
- ✓ Develop and apply the skills necessary to accomplish various tasks and deadlines on time.
- ✓ Identify and use effective, basic project planning tools to plan and schedule work
- ✓ Use interpersonal and influencing techniques to ensure better management of work and on-time completion of tasks and deadlines.
- ✓ Integrate the characteristics of colleagues who assist in our work

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Course Outline

✓ **01 Day One**

Introduction to Work Task Concepts

- ✓ Role of self-management in managing tasks
- ✓ Overview and context of task management
- ✓ Reasons for the current focus in business on managing tasks
- ✓ Ways of accomplishing work in organizations
- ✓ Role of strategic management in the leadership of tasks
- ✓ Role of organization type in task management

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Course Outline

✓ **02 Day Two**

Importance of Planning in the 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
- ✓ Risk techniques that affect tasks, priorities, and deadlines
- ✓ How to develop clarity in purpose and objectives in task assignments
- ✓ Skills necessary to lead and manage work tasks

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Course Outline

✓ **03 Day Three**

Setting Priorities and Deadlines (Time Management)

- ✓ Work approach 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

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Course Outline

✓ **04 Day Four**

Dealing with People in Work Assignments

- ✓ Skills to obtain the help of others on tasks
- ✓ The importance of understanding our ways of working with others
- ✓ The importance of interpersonal skills in the accomplishment of tasks
- ✓ Interpersonal work styles of self and other
- ✓ Task flexibility and versatility in people leadership
- ✓ Working better = Productive work

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Course Outline

✓ **05 Day Five**

Managing Tasks to Implement Change

- ✓ Communication techniques to create success in tasks
- ✓ Characteristics of proper communication
- ✓ Methods in dealing 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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Texas
April 26, 2027	April 30, 2027	5 days	4250.00 \$	UAE , Dubai
July 20, 2026	July 24, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 18, 2026	Oct. 22, 2026	5 days	4250.00 \$	KSA , Riyadh

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