



Consulting and Training | Reach New Heights

Course Name

Managing Multiple Projects - The Truth about Multi-Tasking

Sector Name

Project & Contract Management

Document Type

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Managing Multiple Projects - The Truth about Multi-Tasking

Course Introduction

Business goals and objectives are surely achieved when projects are understood, priorities are established, and deadlines are properly set. This course is designed to help participants develop the right capabilities to manage projects, evaluate and establish the right priorities, and schedule activities based on clearly established deadlines. The course covers different methods and techniques to encourage project ownership while coordinating with other team members. It also covers how to influence those around us by properly setting expectations and seeing projects through to successful completion.

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Target Audience

- ✓ Project Manager
- ✓ Business Administrator
- ✓ Account Executive
- ✓ Chief Operating Officer
- ✓ Operations Manager
- ✓ Risk Manager
- ✓ Program Manager

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Learning Objectives

- ✓ Gain a comprehensive understanding of the link between strategic planning and project accomplishment
- ✓ Identify project objectives, constraints, and stakeholders
- ✓ Establish and effectively follow project priorities and deadlines
- ✓ Enhance project outcomes when working in groups and teams
- ✓ Communicate, justify, and persuade others when it comes to changes to project assignments

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Course Outline

✓ Day 01

Introduction to Project in a Business Environment

- ✓ Role of self-management in managing projects
- ✓ Overview of project management
- ✓ The project PTTR lifecycle
- ✓ Project management principles
- ✓ Project management and the business environment
- ✓ Organizational perspective on work accomplishment
- ✓ Building a value mindset in every project
- ✓ Impact of company strategy on project management
- ✓ Role of organizational structures in getting projects done

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Course Outline

✓ Day 02

Importance of planning in project management

- ✓ Managerial functions and projects
- ✓ Project management skills
- ✓ Dealing with project constraints
- ✓ Goals, objectives, and projects
- ✓ From SMART objectives to SMART projects
- ✓ Scopes of work and project assignments
- ✓ Identifying and managing project stakeholders
- ✓ Project-related risks

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Course Outline

✓ Day 03

Setting Project priorities and deadlines

- ✓ How we deal with projects - an assessment
- ✓ Project management and work
- ✓ Planning, scheduling, and meeting deadlines
- ✓ Project management and the development of priorities
- ✓ Managing meetings, e-mails, and interruptions
- ✓ 'To-do' lists and managing priorities
- ✓ Time wasters, procrastination, and immediate demands
- ✓ Projects and automation
- ✓ Project management and stress

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Course Outline

✓ Day 04

Projects and shared responsibilities

- ✓ Skills needed when assistance is needed
- ✓ The four rights of delegation
- ✓ Working effectively with others
- ✓ Interpersonal skills and project accomplishment
- ✓ Personal work styles and project accomplishment
- ✓ Flexibility and versatility
- ✓ Improving project productivity

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Course Outline

✓ Day 05

Changing projects effectively

- ✓ Improving project learning and understanding
- ✓ Communicating changes to project assignments
- ✓ Employee reactions to changes in project assignments
- ✓ The importance of engagement and ownership
- ✓ Overcoming natural resistance to changing projects
- ✓ Managing changes to projects effectively
- ✓ Personal plans and self-management

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Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|----------------|----------------|----------|------------|------------------|
| Dec. 21, 2026 | Dec. 25, 2026 | 5 days | 4250.00 \$ | UAE , Dubai |
| April 4, 2027 | April 8, 2027 | 5 days | 4250.00 \$ | KSA , Riyadh |
| May 10, 2026 | May 14, 2026 | 5 days | 4250.00 \$ | Qatar , Doha |
| July 12, 2026 | July 16, 2026 | 5 days | 4250.00 \$ | Oman , Muscat |
| July 20, 2026 | July 24, 2026 | 5 days | 4950.00 \$ | Ireland , Galway |
| April 12, 2026 | April 16, 2026 | 5 days | 4250.00 \$ | KSA , Riyadh |
| Oct. 4, 2026 | Oct. 8, 2026 | 5 days | 2150.00 \$ | Virtual , Online |

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