

# Multiskilling & not being *reliant on a narrow skill set*

**A MORE ADAPTABLE, MULTI SKILLED WORKFORCE CAPABLE OF KEEPING PACE WITH THE TIMES IS A COMPETITIVE ADVANTAGE FOR ORGANISATIONS.**

## Plan of action

A more adaptable, multi skilled workforce capable of keeping pace with the times is a competitive advantage for organisations. Too many people rely on their formidable abilities and pay scant attention to developing other skills. For example how many people do you know who are technically brilliant but have very few people skills?

Here is an example - 15 years ago CEO's of large organisations were unafraid of confrontation were content and industry experts. However, today's CEOs are far more approachable with enhanced interpersonal skills. If you overly rely on a narrow set of skills in a global economy you are not truly maximising your organisational opportunities. Learn how to expand your range of skills today.

- How to identify gaps in your skill levels
- How to understand capability frameworks
- How to value add
- How to multiskill
- How to understand the need to have a future focus
- How to build on current skill levels
- How to recognise and build on your strengths
- How to substitute your talents for other tasks
- How to future proof your career
- How to partner to increase capability

“

We know what we are, but know not what we  
may be.

”

## Key Learning Outcomes

At the conclusion of this program participants will possess the skills to:

- Break away from a myopic perception of any task
- Add value to tasks
- Apply a future focus to current tasks and assignments
- Juggle multiple tasks and shuffle expectations
- Set clear reporting structures
- Sail through multiple activities with ease
- Stay calm when under pressure
- Build capabilities
- Understand how to set new deadlines and expectations
- Understand the importance of setting accurate role descriptions
- Set clear instructions and expectations
- Understand the impact of Senge circles
- Use project management skills to manage multiple deadlines
- Synergise activities and multiskill
- Prioritise organisational activities to complete critical tasks and achieve organisational objectives.
- Practise multi purpose techniques
- Streamline processes and remove waste
- Develop a profile of extra curricular tasks the organisation requires

## Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size** 4 - 12 participants.
- **Venue** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration** This program can be adapted to meet your requirements.
- **Cost** Price on request.
- **Target Audience** Supervisors, Team Leaders and Management.

If you would like more information on this training program, please contact:

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or visit our website today

[www.preftrain.com](http://www.preftrain.com)