



MULTISKILLING TRAINING COURSE

"The ability to learn and master multiple skills is the best asset anyone can possess." - Unknown

Multi-Skilling is an innovative and invaluable work skill. It enables you to diversify your expertise and increase your overall employability. In this course, you'll gain valuable knowledge to help you become a multi-skilled professional. You will learn effective ways to acquire new skills, manage your workload, and stay organized. You will also learn how to prioritize tasks to best utilize your skills and increase productivity. With the right guidance, you're sure to develop the essential tools required to become a highly valued multi-skilled employee.

Key Course Content:

- 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.



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.