MORE WITH LESS

"Simplicity is the ultimate sophistication." - Leonardo da Vinci

This training course will teach you how to effectively manage your workload. You will learn the basics of planning, organizing, and completing tasks in a timely manner. You'll discover ways to prioritize tasks, minimize wasted time and energy, and use stress management techniques to stay on track. You'll also learn how to maximize efficiency when managing multiple projects at once. We'll equip you with the skills needed to tackle large-scale workloads and keep them under control. By the end of the course, you'll have the confidence and knowledge to confidently manage any workload.

Key Course Content:

- Plan each day and be more in control of the daily activities.
- Improve processes and remove inefficiencies.
- Prioritise activities to complete critical tasks and achieve organisational objectives.
- Meet KPI's and KRA's.
- Organise desk/office space more efficiently.
- Manage "emergencies" more seamlessly.
- Use effective delegation techniques at the workplace.
- Manage meetings more effectively.
- Allow time for creativity and problem solving.
- Manage emails more effectively.
- Meet customer and client expectations.

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.