TASK MANAGEMENT SKILLS

"A goal without a plan is just a wish." - Antoine de Saint-Exupéry

This training course provides essential knowledge and skills to help you become a more effective task manager. You will learn key concepts such as project planning, resource allocation, monitoring progress, and identifying any obstacles that may arise. Through interactive discussions and practical exercises, we'll cover how to manage tasks effectively and work efficiently with teams and stakeholders. You will also explore the various tools and frameworks available and how to apply them to your own unique context. By the end of this course, you will have the confidence to think strategically, plan appropriately and successfully complete projects on time and within budget.

Key Course Content:
- Plan each day and be more in control of the daily activities.
- Prioritise activities to complete critical tasks and achieve organisational objectives
- Scan the technological/app options
- Resist the temptation of managing tasks by running pillar to post
- Manage daily interruptions in the form of phone, email or drop-in visitors
- Use effective delegation techniques at the workplace.
- Manage meetings more effectively.
- Allow time for creativity and problem solving
- Manage emails more effectively
- Manage customer expectations and reset

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.

GET IN TOUCH: ☎ 1300 323 752 | Deborah: ddear@preftrain.com ✉ | ⊕ preftrain.com