



JUGGLES MULTIPLE TASKS WITH EXPERTISE

"Effective leadership is not about doing more tasks, it's about prioritising and delegating tasks to meet deadlines." - John C. Maxwell

Effective leadership is crucial for any organisation to thrive, and it demands the ability to juggle multiple tasks simultaneously while meeting strict deadlines. In this training course, you will learn the essential skills required to effectively manage and prioritise tasks, ensuring that deadlines are consistently met. This requires a high level of skill and organisation, which can be challenging in the face of bottlenecks within the organisation/ Participants will learn how to streamline processes, delegate responsibilities, and communicate effectively to overcome obstacles and drive forward progress. Join us to master the art of effective leadership and take your organisation to new heights.

Key Course Content:

- Understanding the importance of managing multiple tasks simultaneously in effective leadership
- Developing skills to prioritise tasks and manage time effectively
- Recognising the impact of meeting deadlines on overall team productivity and success
- Learning how to delegate tasks and responsibilities to team members
- Developing communication and coordination skills to ensure efficient task management
- Understanding the concept of bottlenecks and their potential to hinder organisational progress
- Mastering the art of multitasking without compromising quality or efficiency
- Realising the importance of setting realistic 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 1/2 -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.