Course Overview:

The level of competition in current business environments requires a focus on practices that assist in management of personal and work group tasks, priorities and projects. All types of organizations need to find more productive means to offer their products and/or services, so goals are established and tasks assigned to better meet customer and stakeholder needs. A focus on the use of productive practices allows for effective and efficient management of project work, establishing priorities and meeting deadlines and is an important part of customer service.

Course Objective:

- Have learned techniques and process to be able to manage multiple tasks
- Be able to prioritise their workload in a way that contributes to thel business goals of the organisation and supports their bosses.
- Recognize the internal and external influences on our daily work
- Use basic planning project tools to plan work strategy
- Develop strategic management techniques to implement change
- Learn how to establish and maintain task deadlines
- Demonstrate proper communications in task management
- Understand personal work style and how to work interdependently with others

Course Outline:

- INTRODUCTION OF WORK TASK CONCEPTS
- UNDERSTANDING THE FULL SCOPE OF YOUR ROLE
- IMPORTANCE OF PLANNING IN MANAGEMENT OF TASKS
- THE IMPORTANCE OF PRIORITISATION
- THE COMPLICATION OF THE INDIVIDUAL
- MANAGING MY TIME
- PLANNING AND ORGANISATION
- DEVELOP THE RESOURCE PLAN
- ESTABLISHING THE PROJECT TEAM
- RISK MANAGEMENT PLAN
- RESOURCE MANAGEMENT

Who Should Attend:

This course is designed for persons who desire to learn practical management techniques that will assist them in completing work tasks, establishing and maintaining priorities and meeting deadlines for work and projects. The course is appropriate for new management professionals and for anyone who have an interest in management position in any type of organization or industry

Training Language:

EN / AR

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

Venue | Date | Fees

Khobar | 10-12-2023 | 10,350 SAR
ONLINE | 10-12-2023 | 7,475 SAR
Riyadh | 17-12-2023 | 10,350 SAR