



Administration and Office Efficiency

Managing Multiple Functions, Tasks and Priorities

Course Introduction

Running a business or managing a company demands a big part of one's attention. More so, there are professionals in the higher ladder who are performing functions that are beyond their capacity. To stay relevant in this automated workforce, multitasking has become a required skill. By learning how to multitask effectively amid distractions, you can stay on top of your work and increase productivity.

This training course is designed to provide participants with relevant practices and techniques to effectively manage diverse tasks and proactively accomplish tasks, deliver priorities and deadlines. This course will allow participants to develop skills in managing pressure in the working environment

Target Audience

- Office managers.
- Executive secretaries.
- Administrators and assistants.

Learning Objectives

- Gain an understanding of how to effectively establish and maintain task deadlines
- Develop and apply the skills necessary to accomplish various tasks and deadlines on time.
- Identify and use effective, basic project planning tools to plan and schedule work
- Use interpersonal and influencing techniques to ensure better management of work and on-time completion of tasks and deadlines.
- Integrate the characteristics of colleagues who assist in our work

Course Outline

- **01 Day One**

- Introduction to Work Task Concepts**

- Role of self-management in managing tasks
 - Overview and context of task management
 - Reasons for the current focus in business on managing tasks
 - Ways of accomplishing work in organizations
 - Role of strategic management in leadership of tasks
 - Role of organization type in task management

- **02 Day Two**

- Importance of Planning in Management of Tasks**

- Clarifying goals, objectives, assumptions and constraints in work
 - Integrating a scope, work structure and management plan in assignments
 - Learning to identify and manage stakeholders
 - Risk techniques that affect tasks, priorities and deadlines
 - How to develop clarity in purpose and objectives in task assignments
 - Skills necessary to lead and manage work tasks

- **03 Day Three**

- Setting Priorities and Deadlines (Time Management)**

- Work approach as an initial time management plan
 - Planning for time management, scheduling and meeting deadlines
 - Integrating time management into development of priorities
 - Making the most from meetings, e-mails, interruptions and transition time
 - Developing a personal plan, with a 'to do' list and priorities
 - Dealing with time wasters, procrastination and bosses

- **04 Day Four**

- Dealing with People in Work Assignments**

- Skills to obtain the help of others on tasks
- The importance of understanding our ways of working with others
- The importance of interpersonal skills in the accomplishment of tasks
- Interpersonal work styles of self and other
- Task flexibility and versatility in people leadership
- Working better = Productive work

• **05 Day Five**

Managing Tasks to Implement Change

- Communication techniques to create success in tasks
- Characteristics of proper communication
- Methods in dealing with human change patterns
- Developing a personal plan to become more effective with self-management
- Dealing with some people who struggle with change
- Practicing techniques to help colleagues with change

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 14, 2025	April 16, 2025	3 days	4250.00 \$	UAE - Dubai
July 14, 2025	July 18, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Oct. 12, 2025	Oct. 16, 2025	5 days	4250.00 \$	KSA - Riyadh