Project & Contract Management

Managing Multiple Projects - The Truth about Multi-Tasking

Course Introduction

Business goals and objectives are surely achieved when projects are understood, priorities are established and deadlines are properly set. This course is designed to help participants develop the right capabilities to manage projects, evaluate and establish the right priorities, and schedule activities based on clearly established deadlines. The course covers different methods and techniques to encourage project ownership while coordinating with other team members. It also covers how to influence those around us by properly setting expectations and seeing projects through to successful completion.

Target Audience

- Project Manager
- Business Administrator
- Account Executive
- Chief Operating Officer
- Operations Manager
- Risk Manager
- Program Manager

Learning Objectives

- Gain a comprehensive understanding of the link between strategic planning and project accomplishment
- Identify project objectives, constraints and stakeholders
- Establish and effectively follow project priorities and deadlines
- Enhance project outcomes when working in groups and teams
- Communicate, justify and persuade others when it comes to changes to project assignments

Course Outline

- **Day 01**

  Introduction to Project in a business environment

  - Role of self-management in managing projects
  - Overview of project management
  - The project PTTR lifecycle
  - Project management principles
  - Project management and the business environment
  - Organizational perspective on work accomplishment
  - Building value mindset in every project
  - Impact of company strategy on project management
  - Role of organizational structures in getting projects done

- **Day 02**

  Importance of planning in project management

  - Managerial functions and projects
  - Project management skills
  - Dealing with project constraints
  - Goals, objectives and projects
  - From SMART objectives to SMART projects
  - Scopes of work and project assignments

◦ Identifying and managing project stakeholders

　　◦ Project related risks

• **Day 03**

　Setting Project priorities and deadlines

　　◦ How we deal with projects - an assessment

　　◦ Project management and work

　　◦ Planning, scheduling and meeting deadlines

　　◦ Project management and the development of priorities

　　◦ Managing meetings, e-mails, and interruptions

　　◦ 'To do' lists and managing priorities

　　◦ Time wasters, procrastination and immediate demands

　　◦ Projects and automation

　　◦ Project management and stress

• **Day 04**

　Projects and shared responsibilities

　　◦ Skills needed when assistance is needed

　　◦ The four rights of delegation

　　◦ Working effectively with others

　　◦ Interpersonal skills and project accomplishment

　　◦ Personal work styles and project accomplishment

　　◦ Flexibility and versatility

　　◦ Improving project productivity

• **Day 05**

　Changing projects effectively

　　◦ Improving project learning and understanding

　　◦ Communicating changes to project assignments

　　◦ Employee reactions to changes in project assignments

　　◦ The importance of engagement and ownership

　　◦ Overcoming natural resistance to changing projects

　　◦ Managing changes to projects effectively

　　◦ Personal plans and self-management

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 4, 2025	May 8, 2025	5 days	4250.00 $	Qatar - El Doha
July 14, 2025	July 18, 2025	5 days	4950.00 $	Ireland - Galway
Sept. 28, 2025	Oct. 2, 2025	5 days	2150.00 $	Virtual - Online
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 $	UAE - Dubai
July 6, 2025	July 10, 2025	5 days	4250.00 $	Oman - Muscat