GLOBAL TRAINING INSTITUTE

Mastering the Art of Multitasking, Priorities and Deadlines



GTI - Coordination Office and International Relations (Accredited Programs)

Course Description

The Mastering the Art of Multitasking, Priorities, and Deadlines training course is designed to empower participants to effectively handle an ever-expanding list of tasks, conflicting demands, and shifting priorities. In today's competitive landscape, the ability to organize time efficiently and collaborate with others is essential for achieving organizational goals and meeting customer needs. This course helps attendees develop proactive practices and techniques to manage pressure, meet deadlines, and foster successful teamwork.

Who Should Attend

This course is ideal for individuals seeking practical management techniques to enhance their ability to manage tasks, set priorities, and meet deadlines. It is particularly beneficial for:

- Project Management Professionals
- Team Leaders, Supervisors, and Managers
- Aspiring Managers
- Project, Purchasing, Finance, and Production Personnel
- Technical Professionals in Maintenance, Engineering, and Production
- Administrative and Support Staff
- Anyone managing multiple tasks and deadlines

Course Objectives

By the end of this training course, participants will be able to:

• Utilize skills to ensure timely completion of tasks.
• Effectively use basic project planning tools for scheduling.
• Identify key stakeholders and strategies to secure their support.
• Implement positive communication and influencing techniques for timely task completion.
• Engage colleagues to foster commitment and collaboration.

Course Content

Task Management Techniques
- Strategies for effectively managing and prioritizing tasks.

Establishing Priorities
- Methods for evaluating and setting priorities based on urgency and importance.

Planning and Scheduling Tools
- Overview of tools and techniques for effective project planning.

Collaboration and Team Dynamics
- Skills for fostering teamwork and leading collaborative efforts.

Influencing Stakeholders
- Techniques for positively influencing others and managing stakeholder relationships.

Time Management Strategies
- Best practices for managing time and minimizing procrastination.

Stress Management Techniques
- Approaches to handle stress and maintain productivity under pressure.

Goal Setting and Tracking
- Techniques for setting realistic goals and monitoring progress.

Effective Communication Skills
- Enhancing communication for clearer and more impactful interactions.

Practical Application through Case Studies
- Analyzing real-world scenarios to apply learned concepts and techniques effectively.