MERCURY

Time & Task Management Skills Training Workshop

11 – 15 January 2027
Cape Town (South Africa)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Time & Task Management Skills Training Workshop

Ref: 8071_1059236 **Date:** 11 – 15 January 2027 **Location:** Cape Town (South Africa) **Fees:** 5300 Euro

Introduction

Maintaining a high level of productivity in today's successful businesses requires diligence and a continuous learning curve in various management skills and techniques. In this time and task management skills workshop, knowledge and skills in management techniques must be mastered and consistently applied to thrive in daily work tasks.

Individuals across different organizations need more productive methods of planning work and tasks, setting goals, using interpersonal skills, and utilizing effective decision-making strategies. By focusing on productive practices, you can achieve effective and efficient work management and implement necessary organizational changes.

During this time management skills workshop, we will help participants enhance their ability to set goals, plan work and tasks, manage time, make informed decisions, and work productively with others. This time and task management skills program provides a range of practical and highly effective methods applicable in any professional setting.

The time and task management skills training workshop aims to boost confidence in one's abilities, increase leadership potential, and instill the knowledge necessary to deploy management concepts and techniques in real-life scenarios.

Time and Task Management Proficiency and Productivity

Building your proficiency in time and task management is essential to enhancing productivity in the workforce. Contemporary workplaces require constant skill upgrades, particularly in management areas. Our workshop provides an all-encompassing look at the tools and techniques that can be harnessed to manage time and tasks effectively, making you an invaluable member of your organization.

This time management training workshop enriches employees with advanced strategies for setting goals, planning and executing projects, and managing tasks seamlessly. The outline below details the structure of our comprehensive time management conference, highlighting the objectives, content, and targeted competencies for the participants.

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Targeted Groups

- Head of departments.
- Managers.
- Supervisors.
- Team leaders.
- Project managers.
- Employees are seeking potential candidates for promotion to managerial or supervisory positions.

Conference Objectives

By the end of this time management training workshop, participants will be able to:

- Utilize simple frameworks for planning, including allocating and managing priorities, scheduling work, and balancing proactive and reactive responses.
- Master leadership techniques for work planning and prioritization
- Employ management techniques to plan, establish priorities, and set and maintain goals.
- Develop the skills necessary to complete assigned work punctually.
- Apply essential project planning tools to devise a work strategy.
- Set meaningful goals and targets with effectiveness and efficiency.
- Learn to establish and maintain task deadlines reliably.
- Recognize the critical traits of colleagues who assist in task execution.
- Cultivate positive interpersonal skills for optimal work management.
- Plan work while navigating the constraints of time, cost, scope, and quality
- Comprehend stakeholder roles and learn strategic management techniques.
- Implement strategies to manage organizational change, including delegation and empowerment.
- Enhance communication skills and foster better interaction with others.
- Set strategic goals within an organizational context.
- Explore methods to refine decision-making processes.

Targeted Competencies

At the end of this time management training workshop, target competencies will be able to:

- Project Management.
- Task Planning and Monitoring.
- Prioritize.
- Time Management.
- Human Interaction Skills.
- Creative Imagination.
- Decision Making.
- Communication skills.

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Conference Content

Unit 1: Effective Time, Task and Work Planning

- Our changing world - personal assessment.
- What do I hope to achieve?
- How will I achieve it?
- What has changed in work and life?
- What other changes can we expect?
- How do we manage this?
- What are the implications for me and others?
- Balance life and work.

Unit 2: Why Time Matters and How Your Use of Time Affects Others

- How am I using my time?
- What are my time wasters?
- Time logging.
- Why do I put things off?
- Ways that other people use time.
- Timelines - how do I view time?
- How does my use of time affect others?

Unit 3: Work Planning and Project Management

- Work management methods diagnostic.
- Know about pressures on work plans - time, quality, and cost.
- The planning process.
- Planning work in progress.
- Analyze and manage risk.
- Contingency planning.
- Problem-solving techniques.

Unit 4: Practical Techniques for Managing Time Wasters

- Understand efficient paperwork management - both physical and digital.
- Time-saving travel strategies.
- Effective meeting management.
- Optimize phone usage.
- Diary management is a pivotal time management tool.
- Mitigate the impact of interruptions.

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Unit 5: Making It All Work

- Hands-on work planning exercise.
- Evaluation and feedback.
- Test and review your plan's effectiveness.
- Strengths and needs assessment.
- Craft a personal development plan.

Enhance your time task management skills and achieve profound productivity by attending our workshop, which offers a comprehensive time management workshop outline designed to drive work excellence. Whether you're looking for a time management workshop near me or aiming to improve your task management skills, our program is an exemplary task management training workshop catering to the dynamic skill sets required in today's ever-evolving work environment.