MERCURY

Advanced Task Management Skills Training Course

5 – 16 April 2027
Milan (Italy)



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Ref: 1041_331475 **Date:** 5 – 16 April 2027 **Location:** Milan (Italy) **Fees:** 11100 Euro

Introduction:

Maintaining high productivity in todays successful businesses requires diligent work and continuous learning in various management skills and techniques. To excel in daily work task management skills, one must possess knowledge and apply skills in management techniques.

Professionals across multiple industries must adopt more productive methods for planning work and tasks, setting appropriate goals, using sound interpersonal skills, and employing effective decision-making strategies. Focusing on productive practices is critical for effective and efficient task management and facilitates organizational changes.

In our task management courses, participants will gain insights into setting goals, planning work and tasks, managing time, making sound decisions, and collaborating productively with others.

The program delivers a suite of practical and impactful techniques and tools that can easily be incorporated into any professional setting. It is designed to bolster confidence in your management abilities and enhance the skills required to effectively apply management concepts and techniques.

The initial module delves into the concepts, principles, and challenges of planning tasks and work while covering topics such as the importance of time management, stress management, task management, project management, and how interpersonal skills affect efficacy. The second module focuses on essential management skills including goal-setting, performance standards, decision-making processes, and change management.

Understanding Task Management:

Task management is the process of managing a task through its life cycle. It involves planning, testing, tracking, and reporting.

Task management can help individuals achieve goals, or groups collaborate and share knowledge to accomplish collective goals. Tasks are also differentiated by complexity, from low to high.

Effective task management requires managing all aspects of a task, including its status, priority, time, human and financial resources assignments, recurrence, dependency, and notifications. These can be lumped together broadly into the basic activities of task management.

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What is Task Management?

In the **advanced task management skills training course**, we develop robust management skills, ensuring professionals are well-equipped to handle their tasks effectively by using various management skills training, including time management courses and task management courses; participants are taught the importance of time management and provided with the technical skills necessary to excel.

Our management skills training course highlights why time management is essential and how to perfect the task management process.

We include insights on project management skills that are pivotal in task execution and control. For those seeking more specialized guidance, we provide information on project management training and options for face-to-face learning experiences.

Furthermore, options for a time management course near me are also discussed for those interested in enhancing their time management skills specifically.

Overall, our course aims to foster a thorough understanding of task management and equip attendees with the knowledge and tools to master task management skills.

Whether you are a project manager, a leader in your organization, or an individual striving to improve your productivity, this course provides valuable insights and actionable strategies for managing work effectively.

Targeted Groups:

- Head of departments
- Managers
- Supervisors
- Team leaders
- Project managers
- Employees poised for promotion to a managerial or supervisory role

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Course Objectives:

By the end of this advanced task management skills course, participants will be able to:

- Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively, and project planning
- Learn leadership techniques to do work planning and establish priorities
- Learn management techniques to plan, establish priorities, and set and maintain goals
- Understand and develop the skills necessary to get assigned work completed on time.
- Use essential planning project tools to design a work strategy
- Set goals and targets effectively and efficiently
- Learn how to establish and maintain task deadlines
- Understand the characteristics of colleagues who assist in our work assignments
- Develop positive interpersonal techniques for better management of our work
- Learn how to plan work, balancing the constraints of time, cost, scope, and quality
- Understand the role of stakeholders in a project and learn techniques of stakeholder management
- Develop techniques to deal with organizational change, including delegation and empowerment
- Develop communication and human interaction skills with others
- Understand and develop skills necessary to set goals in a strategic and organizational context
- Consider methods of improving decision-making
- Understand how delegation can be used in the setting of goals and planning
- Identify decision-making processes and how they impact organizations
- Develop the ability to make higher-quality decisions as individuals and teams
- Build and maintain effective and efficient planning procedures and processes
- Integrate planning management functions into the overall mission of the organization
- Develop skills for leaders that will raise their capability, skill, and morale
- Improve preparedness to deal with task and work contingencies
- Improve performance in setting and completing work objectives
- Allow teams and leaders to meet the challenges of dynamic, constant change better
- Establish organizational and personal decision-making capabilities

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Targeted Competencies:

- Project management skills
- Task planning and monitoring
- Task management
- Prioritizing
- Time management
- Human interaction skill
- Creative imagination
- Decision making
- Advanced management skills
- Change management
- Communication skills

Course Content:

Unit 1: Effective Time, Task & 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?
- Balancing 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?

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Unit 3: Work Planning and Project Management:

- Work management methods diagnostic
- Pressures on work plans - time, quality, cost
- The planning process
- Planning work in progress
- Analyzing and managing risk
- Contingency planning
- Problem-solving techniques

Unit 4: Practical Techniques for Managing Time Wasters:

- Managing paperwork, real and virtual
- Managing travel
- Managing meetings
- Making the best use of the phone.
- Using the diary - the critical time management tool.
- Managing Interruptions

Unit 5: Making It All Work:

- Work planning practical
- Debrief
- Testing your plan
- Analyzing your strengths and needs
- Developing your development plan

Unit 6: Current Status of Setting Goals, Planning, and Decision Making:

- Overview and context of organizational change and the impact on goals, planning, and decision-making
- Understanding the current status of the organization, team, and personal work
- Review of management processes and skill areas
- Using a planning process to set goals and initiate work

Unit 7: Importance of Goal Setting and Planning Management:

- Integrating goals, scope, work structure, and management planning
- Identifying initial resource requirements
- Recognizing risk techniques that impact work assignments, priorities, and deadlines
- Communication that addresses who, what, where, when, how, why
- Understanding the importance of quality planning in work assignments

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Unit 8: Setting Priorities and Making Decisions in the Planning Process:

- Utilizing planning to confirm that task priorities are established
- Planning for time management, scheduling, and adherence to deadlines
- Integrating functions into a conclusive work plan
- Enhancing communication and listening skills
- Planning for responsible delegation of authority
- Techniques for informed decision-making

Unit 9: Working with Your Team:

- Identifying the skills needed to enlist the help of others
- The significance of group skills in achieving team success
- The importance of interpersonal skills in personal and team decision-making
- Empowering the team through delegation and informed decision-making
- The importance of effective communication in fostering team relationships

Unit 10: Developing Personal and Team Change Action Plans:

- Innovation and improvement for personal and team adaptations
- Identification of change processes and human response to change
- Methods to set personal and team goals for change
- Tackling resistance to change
- Crafting an action plan for individual and team progression