

Managing Multiple Tasks, Priorities & Deadlines

2019 Schedule

11 – 15 Mar	Sandton
20 – 24 May	Johannesburg ORT
22 – 26 Jul	Sandton
23 – 27 Sept	Johannesburg ORT
25 – 29 Nov	Sandton



Achieving Results through Task Management

11 – 15 March 2019

**The Capital Hotel,
Sandton City, South Africa**



Introduction

Are you under pressure working in reactive mode from an ever-growing task list, conflicting demands and constantly changing priorities? Productive working practices are valuable skills in today's work environment. Competition is intense and companies need people who can organize their time effectively, collaborate with others to achieve goals, and who constantly strive to better meet customer and stakeholder needs.

This popular and Vital training Workshop will support you to develop practices and techniques to manage this pressure proactively, allowing you to meet deadlines and deliver against your objectives. You will also develop skills in working well with others to ensure success.

Aim of this Workshop

- Managing assigned tasks effectively
- Evaluating and establishing priorities to meet crucial deadlines
- Effective planning and project management techniques
- Task leadership and collaboration skills
- Influencing and stakeholder management skills

Objectives

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

- Apply the skills necessary to get work completed on time
- Use effectively, basic project planning tools to plan and schedule work
- Identify key stakeholders and understand how to gain their support and input
- Use positive communication & influencing techniques to ensure work is completed on time
- Appreciate & engage colleagues to gain their commitment and support

Who Should attend

- Professionals who wants to learn techniques to work with other colleagues
- Team leaders, supervisors, section heads and managers
- Professionals who have an interest in a management position
- Anyone who wants to become a leader in their work role
- Project, purchasing, finance & production officers and personnel
- Technical professionals including those in Maintenance, Engineering & Production
- Secretaries, clerks, administrative and support staff
- Anyone who juggles multiple tasks and deadlines

Training Methodology

Using the best mix of training and learning methodologies, this programme will be highly interactive and experiential. Besides formal presentations, activities include open discussions, group work, experiential learning journey and other learning methodologies. Participants will have adequate opportunity to share their experiences, learning points and challenges during the programme.

You can register for this training by submitting a downloadable registration form found on the last page of this program Or Kindly Contact us to confirm your booking

Email: registrations@acaeglobal.com
+2711 051 7282 / +27 11 051 3602
www.acaeglobal.com

TENTATIVE PROGRAM

DAY ONE

Introduction of Work Task Concepts

- Understanding the role of self-management in managing tasks
- Overview and context of task management
- Identifying reasons for the current focus in business on managing tasks
- Understanding how work is accomplished in organizations
- Identifying the role of strategic management in leadership of tasks
- Understanding the role of organization type in task management

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
- Identifying risk techniques that affect tasks, priorities and deadlines
- Understanding how to develop clarity of purpose and objectives in task assignments
- Identifying the skills necessary to lead and manage work tasks

DAY THREE

Setting Priorities & Deadlines in our Time Management

- Using the manner, we approach work 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

DAY FOUR

Skills Required to Deal with People in our Work Assignments

- Identifying skills required to obtain the help of others on tasks
- The importance of understanding our ways of working with others
- The importance of interpersonal skill in accomplishment of tasks
- Identifying interpersonal work styles of self and other
- Understanding task flexibility and versatility in people leadership
- Learning how to work better with others to have productive work

DAY FIVE

Personally, Managing Tasks to Implement Change

- Learning techniques to use communication for success in tasks
- Understand the characteristics of proper communication
- Identifying methods to deal 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

5 DAY GENERIC SCHEDULE

(Please Note A Full week-long program will be provided as part of welcome kit)

Sunday	All Day Event	Arrival and Airport Transfer to the Venue Hotel or Hotel of Client Choice. Airport transfer to be Organized and coordinated by ACAE Global
Training program schedule		
Monday	08:30 am 9:00 am to 3:30 pm	Opening Ceremony and Registration Training programs in Session
Tues to Thur	08:30 am 9:00 am to 3:30 pm	Training room arrival and networking Training programs in Session
Friday	08:30 am 9:00 am to 1:00 2:30pm to 3:30 pm	arrival and networking Training programs in Session Closing Ceremony and recap of expectations & feedback
Saturday	All Day Event	Departure of Delegates and Airport Transfer to the International Airport or departure deport of Client Choice Coordinator: ACAE Global

PERSONAL NOTE: South Africa is Rich in History and Heritage sites, A shuttle to these sites will be available, however some minimal entry fees are applicable.



MANAGING MULTIPLE TASKS, PRIORITIES & DEADLINES TRAINING WORKSHOP REGISTRATION FORM

To secure your booking, please complete, sign and email a scanned copy to registrations@acaeglobal.com

Approving Manager Details:

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position
 Organization Email
 Physical Address..... Signature.....

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

Participant Details:

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position Email

KINDLY CHOOSE YOUR CONVENIENT FEE OPTION

Date: _____

Fee Option 1:
5 day Workshop = **USD 3,550.00 per delegate** include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments

Fee Option 2:
5 day Workshop = **USD 2,500.00 per delegate** include, training material, lunch, limited refreshment

Group Rates of 3 and above

Fee Option 1:
5 day Workshop = **USD 3,350.00 per delegate** include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments

Fee Option 2:
5 day Workshop = **USD 2,200.00 per delegate** include, training material, lunch, limited refreshment

Would you like us to organize your hotel booking? Yes No

Payment Details

Payment Method (*Please choose one) Cash Direct Deposit Bank Transfer (EFT)

Our Banking Details

Bank:	STANDARD BANK	Account Name:	AFRICA CENTRE FOR ADMINISTRATIVE EXCELLENCE
Account Number:	303049537	Branch Code:	001255
Branch Name:	Rivonia	Swift Code:	SBZAZAJJ

IMPORTANT: PLEASE NOTE THAT CASH PAYMENT OR A BANK CERTIFIED PROOF OF TRANSFER IS THE BASIS FOR ADMISSION.

CANCELLATION AND POSTPONEMENT POLICY
 All cancellations or postponements must be confirmed in writing and e-mailed to info@acaeglobal.com. Cancellations 10 to 5 Business days prior to the event will attract a 25% cancellation fee. Cancellations received less than 5 Business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Maximum permissible interest will be levied on any outstanding invoices. You are however welcome to substitute your attendance with an appropriately qualified colleague. Postponement to a later date must be received in writing no less than 5 Business days prior to the initial event in order to waive the cancellation fee. This waiver will only be applicable once.

GENERAL NOTES
 In the event of unforeseen circumstances, ACAE reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than 5 Business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within 6 months, we however welcome donations to the organization for our cause of rural literacy campaign.