



Course : Managing Multiple Tasks,Priorities & Deadlines

City :	Riyadh	Hotel :	Four Seasons Hotel Riyadh at Kingdom Centre
Start Date :	2025-10-26	End Date :	2025-10-30
Duration :	1 Week	Price :	3950 \$



Course Overview

This comprehensive training course equips managers with practical strategies and tools to effectively handle competing demands in today's fast-paced work environment. Participants will develop structured approaches to prioritization, task management, and deadline adherence, enhancing both productivity and leadership capabilities.

The course addresses the increasing complexity of managerial roles, where managing multiple priorities from diverse stakeholders is now standard. By exploring psychological barriers to effective prioritization and implementing concrete workflow systems, participants will build a personalized framework for decision-making under pressure.

Drawing from proven methodologies across industries and incorporating the latest research on organizational efficiency, cognitive performance, and leadership psychology, this training bridges theory and practice. Participants will leave with a comprehensive toolkit for managing their own workload and creating team environments that thrive amid complexity and change.

Course Objectives

Participants will gain skills that deliver measurable benefits for both individuals and organizations:

- **Improved Team Productivity:** Managers equipped with advanced time management skills can lead teams more efficiently, increasing overall productivity by 20-30%.
- **Reduction in Missed Deadlines:** Mastering prioritization and deadline management reduces missed deadlines by up to 40%.
- **Enhanced Project Completion Rates:** Effective management of multiple projects can improve completion rates by 25-35%, ensuring timely delivery of key initiatives.
- **Stronger Leadership Capabilities:** Delegating effectively fosters team empowerment, accountability, and overall leadership growth.
- **Increased Employee Satisfaction:** Streamlined workflows and reduced managerial stress improve team communication and support.
- **These outcomes directly contribute to achieving strategic business objectives while fostering a positive organizational culture.**

Target Audience



This course is ideal for:

- Mid-level and senior managers overseeing multiple projects and diverse teams.
- Newly promoted managers adapting to broader responsibilities.
- Project managers coordinating complex initiatives with interdependent timelines.
- Department heads aligning team priorities with organizational objectives.
- Leaders struggling with workload management or consistently facing competing demands.
- It is especially valuable for organizations undergoing change, rapid growth, or implementing strategic initiatives requiring resource realignment. The principles apply across corporate, nonprofit, educational, healthcare, and government sectors.

Methodology

The course uses interactive and experiential learning methods to ensure practical application:

Interactive Lectures: Expert-led sessions combining theoretical knowledge with real-world examples.

Group Discussions: Collaborative discussions to share experiences and best practices.

Hands-On Exercises: Simulated real-life scenarios for practicing prioritization, delegation, and deadline management.

Case Studies: Analysis of real-world business challenges and successful managerial strategies.

Personal Action Planning: Participants develop a tailored action plan to implement course concepts in their work environment.

Course Outline

Day 1: Introduction to Task Management

- Role of self-management in handling tasks
- Overview and context of task management in organizations
- Strategic management and leadership in task execution
- Understanding organizational context in task prioritization

Day 2: Problem Solving in the Workplace

- Identifying problems and their root causes
- Steps for problem-solving and decision-making
- Techniques for creative solutions

- Gathering and interpreting problem-related data

Day 3: Decision-Making Techniques

- Tools and techniques for effective decision-making
- Planning and communicating decisions
- Stakeholder communication
- Ethical and value-based decision-making
- Monitoring and reviewing decisions

Day 4: Working Effectively with People

- Skills to gain support from colleagues
- Understanding interpersonal work styles
- Task flexibility and leadership versatility
- Collaborating for productive outcomes

Day 5: Personal Task Management and Change Implementation

- Using communication techniques for successful task completion
- Managing human responses to change
- Developing a personal plan for effective self-management
- Supporting colleagues through change
- Practicing techniques for leading change successfully

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.