



Task Execution & Adaptability Workshop

Overall Description:

This course is designed to help managers and all professionals who want to improve their productivity and self-management to meet the deadlines.

Course Objectives:

- Become more productive by reordering priorities and establishing realistic deadlines.
- Establish a solid foundation for effective and efficient task and self-management.
- Apply and effectively use the systematic process of planning
- Use basic planning project tools to plan a work strategy.
- Learn how to establish & maintain project deadlines.
- Learn systematic tracking techniques to keep tasks running smoothly.
- Understand personal work style & how to work interdependently with others.
- Utilize methods for leading change project status meetings, celebrating a successful change implementation, and sharing the results and benefits.

Course Outline (Content):

- Overcoming Procrastination
- Removing Distractions
- Setting Realistic Deadlines
- Prioritization
- Time Management
- Progress Tracking
- Effective Planning
- Using SMART Goals
- Useful Rules, Tools and Techniques for Breaking Down Large Tasks into Smaller Ones
- Utilizing Technology
- Leading Organization Change
- Change Management and Adaptability
- Workplace Adaptability

OUTLINE (Cont.)

Who Should Attend?

Managers and employees who want to improve their productivity and self-management to meet the deadlines.

Competencies Covered:

- Time Management
- Project Management
- Adaptability
- Effective Collaboration

