aractech

Global Learning for Operational Leaders

INTERPERSONAL SKILLS AND SELF DEVELOPMENT

CMI Recognized Managing Multiple Tasks, Priorities and Deadlines

Contact

+31 85 7444446
info@aractech.com
https://aractech.eu

Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

aractech

Global Learning for Operational Leaders

Course content

Why Attend

Visions and goals are achieved when tasks are understood, priorities are established and deadlines are properly set. This course is designed to help participants develop the right capabilities to manage tasks, evaluate and establish the right priorities, and schedule activities based on clearly established deadlines. The course covers different methods and techniques to encourage task ownership while coordinating with other team members. It also covers how to influence those around us by properly setting expectations and seeing tasks through to successful completion.

Course Methodology

• The course uses self-assessments and a wide mix of business cases that promote healthy discussions around the importance of managing multiple tasks, deadlines and priorities. Participants will benefit from role plays covering workplace challenges related to handling tasks, deadlines and priorities. They will learn how to deal with conflicts that may arise as a result. Interactive team exercises are also used with each team presenting their findings and comments.

Course Objectives

• Explain the link between strategic planning and task accomplishment

• Describe task objectives, constraints and stakeholders

• Set task priorities and deadlines

• Improve task outcomes when working in groups and teams

• Communicate, justify and persuade others when it comes to changes to task assignments

Target Audience

• This course targets professionals, from all industries, who want to acquire essential skills to create and develop an effective and efficient workplace environment. It is designed for team leaders, supervisors, managers and section heads who are interested in improving their personal productivity or that of the people they manage or work with, whether on a project or within a department. The course also serves as a solid foundation for those who are keen on assuming a supervisory or managerial role as the next step in their career.

• Target Competencies

• Self management

aractech

Global Learning for Operational Leaders

Course outline

Detailed course outline

Module-by-module outline for CMI Recognized Managing Multiple Tasks, Priorities and Deadlines.

Module 1 - Introduction to tasks in a business environment

• Role of self-management in managing tasks

• Overview of task management

• The task PTTR lifecycle

• Task management principles

• Task management and the business environment

• Organizational perspective on work accomplishment

Module 2 - Importance of planning in task management

• Managerial functions and tasks

• Task management skills

• Dealing with task constraints

• Goals, objectives and tasks

• From SMART objectives to SMART tasks

• Scopes of work and task assignments

aractech

Global Learning for Operational Leaders

Course outline

Detailed course outline

Module-by-module outline for CMI Recognized Managing Multiple Tasks, Priorities and Deadlines.

Module 3 - Setting task priorities and deadlines

• How we deal with tasks - an assessment

• Task management and work

• Planning, scheduling and meeting deadlines

• Task management and the development of priorities

• Managing meetings, e-mails, and interruptions

• ‘To do’ lists and managing priorities

Module 4 - Tasks and shared responsibilities

• Skills needed when assistance is needed

• The four rights of delegation

• Working effectively with others

• Interpersonal skills and task accomplishment

• Personal work styles and task accomplishment

• Flexibility and versatility

aractech

Global Learning for Operational Leaders

Course outline

Detailed course outline

Module-by-module outline for CMI Recognized Managing Multiple Tasks, Priorities and Deadlines.

Module 5 - Changing tasks effectively

• Improving task learning and understanding

• Communicating changes to task assignments

• Employee reactions to changes in task assignments

• The importance of engagement and ownership

• Overcoming natural resistance to changing tasks

• Managing changes to tasks effectively

aractech

Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for CMI Recognized Managing Multiple Tasks, Priorities and Deadlines generated from the course details page.

Date	Location	Format	Fee
11 - 15 May 2026	Amsterdam	Classroom	**€2,975**
8 - 12 June 2026	London	Classroom	**€2,940**
6 - 10 July 2026	Istanbul	Classroom	**€1,995**
10 - 14 August 2026	Vienna	Classroom	**€2,975**
14 - 18 September 2026	Barcelona	Classroom	**€2,695**
5 - 9 October 2026	Paris	Classroom	**€3,150**
16 - 20 November 2026	Frankfurt	Classroom	**€2,275**

Live online option	Online delivery is available at €1,250.