PROFESSIONAL DEVELOPMENT TRAINING

Time Management for Managing Projects and Complex Tasks

REQUEST QUOTE

1.0 DAY COURSE

Managing complex tasks, like projects, requires a range of time management skills. Most important is the estimation process for costs and timings. Most project estimations are difficult to forecast, hence a large number of projects that are delivered over-time and over-budget.

The new PD Training Signature series course, Time Management for Managing Projects and Complex Tasks, incorporates best practices from a range of professional frameworks like Agile SCRUM, to create a real-world time management training course for the real-world project manager.

We introduce course participants to a range of modern tools including mobile apps, online counters, and timers, which allow you to better leverage your time while at work. Mobile devices can now be important tools when improved productivity is the primary goal.

Learn essential skills like how your personality type can actually impact your personal time management, multiple estimation techniques, delegation of tasks, meeting management, managing a crises situation and much more!

Click the "Group Training Quote" button for a free quote for your internal team training or click the "Register Now" button to view the current public schedule.

What You'll Gain:

Time Management for Managing Projects and Complex Tasks course will help you learn how to manage and maximise your time. It will also guide participants how to use different applications and modern tools to track your time. Good time management enables you to work smarter - not harder - so you can save time, effort, energy and get more done in less time.

Outcomes

In this course you will learn to:

- How to use your Personality Traits to improve your Time Management
- Learn to Organise the Workspace for Efficiency

- Making the Most of Planning Styles and Approaches
- Estimating Time for Tasks – using PERT and Planning Poker
- What to do if you're not a "Planner"
- Master the Art of Staying Focused
- Discover How and When to Say "No"
- Master when and how to delegate for maximum productivity
- Gain Skills to Instil Good Habits and Eliminate Bad Ones
- Gain insightful skills to better manage meetings
- Manage Email
- Handle high pressure, crisis situations with ease
- Discover alternatives to in-person meetings

Modules

Lesson 1: My Personality And Time Management

- Using My Awareness of Personality Profiles to Improve Time Management
- Reflection

Lesson 2: Laying The Foundations For You And Your Team

- The 5s System
- What is 5s?
- 5s Terminology
- 5s in the Digital Workspace
- Why is 5s Necessary
- Benefits of Undertaking 5s
- Reflection

Lesson 3: Now Plan

- Planning Styles
- Which Planning Style is Better?
- Planning Approaches - Top Down or Bottom Up
- Planning at Work
- Plan Work and Time - Avoid Oops, Use Your Oppas!
- Estimating Time for Tasks – Using PERT and Planning Poker
- Project Evaluation and Review Technique (PERT) (from PMBOK Project Management)
- Planning Poker (from SCRUM project management)
- Maximise the Value – Ritualise this Process!

Lesson 4: Keeping on Schedule

- How to Use Parkinson's Law to Your Advantage.
- Artificial Deadlines
- Feeling Challenged? Win with Power-Plays,
- What is Power-Play?
- Your Power-Play Coach Says To Remember To Include S.T.I.N.G. In Every Power-Play
- How to Deal with Interruptions
- Interruptions – Take Control When You Can
- Handling Interruptions Efficiently
- How to Say No… and Be Loved for It!
- The "Direct No" Approach
- The "Indirect No" Approach

- Stay ‘Switched On’ and Creative – use Fiba
- Planning for Non-Planners – “Planning by Questioning”
- Reflection

- Exercise: Indirect "No"
- Reflection

Lesson 5: The Art Of Delegation

- The Art Of Delegation
- Think Laterally to be More Productive
- One Person, Can’t Achieve Much On Their Own
- When to Delegate
- Delegation Types
- Delegation check List
- To Whom Should You Delegate?
- Keeping Control
- The Importance of Full Acceptance
- When Delegating, Remember
- Reflection

Lesson 6: Managing Your Habits

- Definition
- Why Do We Develop a Bad Habit?
- How to Be Disciplined
- 6-Steps to Eliminate Bad Habit
- How to Beat the Urge
- Reflection

Lesson 7: Meeting Management

- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Building the Agenda
- Time:
- Making Sure the Meeting Was Worthwhile
- Alternatives to Meetings
- Reflection

Lesson 8: Technology

- Email
- Manage Your Emails – Don’t Let Email Manage You
- Archiving
- Frequency
- Manage Your Inbox with Flags and Rules
- Always connected
- Your own personal assistant? Yes, you can!
- Universal Note Taking Apps
- Reflection

Lesson 9: Reflections

- Create an Action Plan
- Accountability = Action

Talk to our expert team

Phone:

Email: