informatech




INTERPERSONAL SKILLS AND SELF DEVELOPMENT | COURSE

# CMI Recognized Managing Multiple Tasks, Priorities and Deadlines

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# 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.

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.

By the end of the course, participants will be able to:

• 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

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.

• Self management

• Goal setting

• Scheduling

• Task management



# Course content

## Why Attend

- Conflict management
- Communication
- Motivation
- Dealing with change

## Course outline

### 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
- Building value mindset in every task
- Impact of company strategy on task management
- Role of organizational structures in getting tasks done

### 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



# Course content

## Course outline

- Scopes of work and task assignments
- Identifying and managing task stakeholders
- Task related risks

### 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
- Time wasters, procrastination and immediate demands
- Tasks and automation
- Task management and stress

### 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
- Improving task productivity



# Course content

## Course outline

### 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
- Personal plans and self-management



# 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 |
|---|---|---|---|
| 16 - 20 November 2026 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 7 - 11 December 2026 | Barcelona - Spain | Classroom | **€3,080.-** |
| 11 - 15 January 2027 | London - U.K | Classroom | **€3,360.-** |
| 8 - 12 February 2027 | Istanbul - Turkey | Classroom | **€2,280.-** |
| 8 - 12 March 2027 | Cape Town - South Africa | Classroom | **€3,400.-** |
| 12 - 16 April 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 10 - 14 May 2027 | Paris - France | Classroom | **€3,600.-** |
| 14 - 18 June 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 12 - 16 July 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 9 - 13 August 2027 | London - U.K | Classroom | **€3,360.-** |
| 13 - 17 September 2027 | Istanbul - Turkey | Classroom | **€2,280.-** |
| 11 - 15 October 2027 | Vienna - Austria | Classroom | **€3,400.-** |
| 8 - 12 November 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 13 - 17 December 2027 | Paris - France | Classroom | **€3,600.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |