

retail training



MANAGING MULTIPLE PRIORITIES

DURATION: 2 days

OVERVIEW:

Are job pressures and workloads increasing? Is the boss expecting more and more from you? Do you feel unable to maximise productivity for yourself and your teams? Are your teams running on autopilot? You need to react now before things really get out of hand.

Managing multiple priorities will assist you to take back control of your time and the team, and teach you to manage expectations.

EXPECTED OUTCOMES:

Delegates will learn to use pro-active planning tools and techniques designed to assist them with managing busy schedules, which will lead to better time management. These tools will ensure that they focus their energy on the activities that will add value to themselves and their organisations. Meetings will become more productive and delegating will become their new "best buddy".

CONTENT:

- The skill of self, time and team management
- Setting individual and team objectives
- Efficient handling of paper work and electronic overload.
- Overcoming procrastination
- Individual and team scheduling
- Effective delegation
- Managing change and conflicting priorities
- Effectively managing meetings