PROFESSIONAL DEVELOPMENT TRAINING

# Time Management for Managing Projects and Complex Tasks - 3hours

1300 121 400

REQUEST QUOTE

0.5 DAY COURSE

**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.**

**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 why a large number of projects end up being delivered over-time and over-budget.**

**Learn essential skills like how to conduct multiple estimation techniques, delegation of tasks, meeting management, managing a crisis situation and much more! You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved time management skills.**

**PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training needs analysis, so contact us today to learn more!**

**Click the "Group Booking Quote" button for a free quote for your internal team training at your preferred location or contact us to attend live courses delivered in-person or live online. Courses are available in Sydney, Melbourne, Brisbane, Perth Canberra, and Adelaide, or via virtual or hybrid training.**

## What You'll Gain:

The Time Management for Managing Projects and Complex Tasks course will help you learn how to manage and maximise your time in a more efficient manner. Good time management enables you to work smarter - not harder - so you can save time, effort, energy and be more productive.

This course was developed specifically for project managers, or anyone charged with managing large projects or complicated tasks, and uses the most modern tools and skills available today to assist you to become more efficient and valuable in the marketplace.

# 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"

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# 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

- 5s Counting Game My Scores
- "First, 5s and Get Clear"
    - The 5s System
    - What is 5s?
- 5s Terminology
    - 5s in the Digital Workspace
    - Why is 5s Necessary
    - Benefits of Undertaking 5s
- Reflection
    - My 5s Take-Aways:

### Lesson 3: Keeping on Schedule

- 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)

### Lesson 4: Now Plan

- The Rule of Deadlines – Parkinson's Law
    - How to Use Parkinson's Law to Your Advantage.
- Feeling Challenged? Win with Power-Plays,
    - (A Variation On The Pomodoro Technique, Also Known As Time Boxing)!
    - 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

    - Planning Poker (from scrum project management)
    - Why Fibonacci Series is Used
    - Maximise the Value – Ritualise this Process!
- Stay 'Switched On' and Creative – use Fiba
    - Ask the Fiba Questions
- Planning for Non-Planners – "Planning by Questioning"
- Reflection

## Lesson 5: 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
    - Handling Interruptions Efficiently
- How to Say No… and Be Loved for It!
    - The "Direct No" Approach
    - Exercise: Saying Direct No
    - The "Indirect No" Approach
- Reflection

**Talk to our expert team**

**Phone: 1300 121 400**

Email: enquiries@pdtraining.com.au