PROFESSIONAL DEVELOPMENT TRAINING

Time Management for Managing Projects and Complex Tasks

1300 121 400

REQUEST QUOTE

1.0 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.

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 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. It will also guide participants on how to use different applications and modern tools to better track your time, set reminders and allocate time tp specific project tasks. 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"
- 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

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?

- 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!
- Stay 'Switched On' and Creative – use Fiba
- Planning for Non-Planners – "Planning by Questioning"
- 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 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

- 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
- Exercise: Indirect "No"
- 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 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

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