



**4D Group**

## **Managing: Tasks**

### **Who would benefit?**

The purpose of this programme is to support delegates in managing specific tasks within the workplace. It will focus on the practical selection and prioritisation of tasks in order to achieve effective results.

### **Objective**

This interactive workshop allows participants to examine and review the process of task management, however, for handling major tasks please consider undertaking a project management programme.

### **Content**

- Consider workflow in order to identify and manage your tasks effectively (active/reactive tasks)
- Plan and set objectives using the SMART criteria
- Distinguish between urgent and important tasks
- Set appropriate SMART goals
- Examine and use some basic problem solving methodologies to assist with appropriate decision making

### **Duration**

Half day