

Effective Workload Management for Events and Projects

Duration: 1 day

This course will provide delegates with the skills and practical experience of using popular planning and time management tools for projects and events.

Who should attend this course?

Project Officers, Project Managers, Event Co-ordinators

Course Objectives

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

- Understand the benefits of using planning tools in projects.
- Set goals and priorities to enable you to effectively manage your time.
- Learn and develop practical skills in producing different project planning methods.
- Monitor daily work habits to determine areas for improvement
- Develop effective and achievable project plans that align with your project mission statement and objectives
- Increase the contribution of others involved in your project.

Course Outline

- Benefits of using project planning tools
- Work breakdown structures
- Gantt charts
- Responsibility and output matrices
- Critical path analysis
- Goal and objective setting
- Time and priority management approaches
- Profiling current time-usage patterns
- Combating procrastination
- Overcoming obstacles to prioritisation