



## “EFFECTIVE TASK MANAGEMENT” (4 HOURS)

Do you or your Managers or Supervisors experience any of the following challenges:-

- An excessive workload that reduces your effectiveness and leaves you/them unfocused, less efficient, stressed, strained and lacking job satisfaction?
- Attempting to delegate tasks but have them come back to you because they weren't done in time or to the standard desired?
- Team members who bounce between admin tasks and serving customers, perform neither role well enough, and end up annoyed and exhausted from the strain of it all?
- Missing out on quality time in doing the things that will make the biggest difference to your business?

Would you like a cost-effective solution to these?

**"Effective Task Management"** is a compact, powerful program that will assist Managers, Service Coordinators and Senior Team Members manage the multitude of tasks in a busy organisation more efficiently and with less stress. It empowers the participants to more effectively plan and execute tasks according to type, so as to maintain focus, minimise the effect of interruptions, and maximise productivity. It covers the traps of over-managing and under-managing, particularly in relation to task delegation.

### Topics Covered

- The importance of planning
- Blocking tasks by type for greater productivity and less stress
- The effective delegation of tasks
- Empowerment and disempowerment

Participation in this module as a 'one-off' or 'paired' with **“Effective Time Management”** is a very valuable learning experience that is significantly enhanced if participants are able to complete the whole Leadership and Management Program Series. This series is run in capital cities and various regions for proprietors, managers and senior staff.

A two-hour, team-level version of this program can also be run exclusively for your business. This version will not only assist the leaders in your organisation in effectively assigning and monitoring tasks but also the team members in effectively receiving and completing tasks.

### TESTIMONIAL

“I learned of exciting changes that I can implement which will improve our focus and productivity, reduce stress levels and increase job satisfaction for all.”

Pharmacy Owner/Manager, Waroona, WA