



“EFFECTIVE TASK MANAGEMENT – FOR TEAM MEMBERS” (2 HOURS)

Audience: Whole team can benefit from understanding what constitutes effective task delegation and completion.

Venue: Either in an external training venue or in workplace when not trading.

"Effective Task Management" is a compact, powerful program that will assist Managers, Supervisors and Senior Team Members manage the multitude of tasks in a busy organisation more efficiently and with less stress. And it will assist and develop team members in effectively receiving tasks from their managers and supervisors, completing them to the desired standards and being able to assign tasks to other team members.

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.

Developed by AW's Lyall Jones, it contains a number of practical activities to support the implementation of the knowledge gained.

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 program as a 'one-off' or 'paired' with **“Effective Time Management”** is a very valuable learning experience.

There is a more in-depth 4-hour version of this program for Managers and Supervisors as part of the Leadership and Management Series. This series is run in capital cities and various regions for proprietors, managers and senior staff.