



**Workshop on Managing Multiple Tasks, Priorities & Deadlines:  
Achieving Results through Task Management**

April 14 – 18, 2025, 1<sup>st</sup> Run: Lagos & Abuja

October 6 – 10, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

**Program Overview:**

You want to achieve results on time, with less stress, through planning, prioritizing and delegating work. Organize your work day, workflow and work systems; achieve job success and satisfaction by setting and reaching short and long-term goals linked to personal and corporate goals, the essence of this course. This program will help participants assess their present situation, in terms of work and personal life – focusing on concepts essential to effective time/task management and work planning. It will help participants manage themselves effectively within their own time constraints, be better organized and prioritize their work/life tasks, as well as manage the people around them. They will develop skills to be more effective and motivated, thus enabling increased outputs and productivity in the organization.

**For whom:**

This workshop is designed for executives, managers, supervisors who desire to learn practical management techniques that will assist them in task management, establishing priorities and meeting deadlines for work and projects. This training program is beneficial to all professionals who want to be more productive in their day to day activities.

**Learning objectives:**

At the end of the course, participants will be able to:

- develop and apply the skills necessary to get work done and on time;
- effectively use basic planning tools to plan and schedule work;
- list key stakeholders and understand how to gain their support and input in their work process;
- apply positive communication & influencing techniques to ensure work is completed on time; and
- engage colleagues to gain their commitment and support.

**Course outline:**

**Day 1: Introduction to tasks Management**

- Overview of task management
- Task management and the business environment
- Organizational perspective on work accomplishment
- Building value mind-set in every task
- Impact of company strategy on task management
- Role of self-management in managing tasks

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Role of organizational structures in getting tasks done

#### **Day 2: Importance of planning in task management**

- Managerial functions and tasks
- Task management skills, dealing with task constraints
- Goals, objectives and tasks: From SMART objectives to SMART tasks
- Scopes of work and task assignments, Task related risks
- Identifying and managing task stakeholders

#### **Day 3: Setting task priorities and managing deadlines**

- Task management and work
- Planning, scheduling and meeting deadlines
- Task management and the development of priorities
- Managing meetings, e-mails, and interruptions
- 'To do' lists and managing priorities
- Time wasters, procrastination and immediate demands
- Task management and stress

#### **Day 4: Tasks and shared responsibilities Management**

- Skills needed when assistance is needed, the four rights of delegation
- Working effectively with others
- Interpersonal skills and task accomplishment
- Personal work styles and task accomplishment
- Improving task productivity

#### **Day 5: Managing Changed Tasks Effectively**

- Communicating changes to task assignments
- Employee reactions to changes in task assignments
- The importance of engagement and ownership
- Overcoming resistance and managing changes to tasks effectively
- Personal plans and self-management, Action plan

#### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
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### **Training Methodology**

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

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