Managing Multiple Tasks Priorities Deadlines

Laboratory and Research

Course Overview

Managing Multiple Tasks Priorities Deadlines: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Managing Multiple Tasks Priorities Deadlines
- Apply practical tools and techniques for Managing Multiple Tasks Priorities Deadlines in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Multiple Tasks Priorities Deadlines in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Professionals, specialists and managers at every level who want to strengthen this capability and apply it with confidence at work.

Course Outline

1. Foundations of Managing Multiple Tasks Priorities Deadlines: principles, terminology and context
2. The business case: why Managing Multiple Tasks Priorities Deadlines matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Cape Town	**$1,395**
9 to 13 Nov 2026	Lusaka	**$1,550**
16 to 20 Nov 2026	Maputo	**$1,650**
23 to 27 Nov 2026	Johannesburg	**$1,395**
30 Nov to 4 Dec 2026	Nairobi	**$1,650**
7 to 11 Dec 2026	Kampala	**$1,450**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.