Managing Multiple Tasks Workshop

Business Process Management (BPM)

Course Overview

Managing Multiple Tasks Workshop: a 3-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
- Apply practical tools and techniques for Managing Multiple Tasks in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Multiple Tasks in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Managing Multiple Tasks in today's organisation
2. Key concepts and the language of Managing Multiple Tasks
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Managing Multiple Tasks with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 4 Nov 2026	Online	**$450**
9 to 11 Nov 2026	Pretoria	**$900**
16 to 18 Nov 2026	Gaborone	**$950**
30 Nov to 2 Dec 2026	Kigali	**$900**
7 to 9 Dec 2026	Cape Town	**$950**

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