Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less

Management and Leadership

Course Overview

Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less: a 5-day professional training course from LTC Consultants...

What You Will Achieve

- Explain the core principles and current good practice in Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less
- Apply practical tools and techniques for Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less 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: Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less in today's organisation
2. Key concepts and the language of Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less
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 Maximizing Personal Productivity and Managing Multiple Tasks The Art of Doing More with Less 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 6 Nov 2026	Pretoria	**$1,550**
9 to 13 Nov 2026	Harare	**$1,395**

16 to 20 Nov 2026	Cairo	**$1,450**
23 to 27 Nov 2026	Windhoek	**$1,395**
30 Nov to 4 Dec 2026	Dar es Salaam	**$1,650**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.