5 Tips for the Perfect Training Task List

Tackle Those Tasks!

When you're planning and running training events as part of your business, it's important to make sure things run as smoothly as possible. Just one mistake in the planning stage could lead to a negative experience for your students, which could lead to bad word-of-mouth and losing potential customers for you!

You really want to make sure that you set yourself up for success and take a little extra time to plan out and work through your task list in the best way possible.

We've got some tips on how you can plan and then execute a task list in the best way, to ensure every part of your training delivery is super organised.

1. Plan, Plan, Plan!

The first stage of working on a task list is to actually write a list of everything you need to do. When it comes to planning events, chances are you will have a standard list of activities which you will need to work through every time you run a training event. This could be things booking a venue, booking catering, printing course materials, etc.

There will also be a few one-off tasks for certain events, which are specific to some events, but don't fit on the general to-do list, such as making sure the first aid kit is stocked for your first aid training sessions.

When you are planning your task lists, it's important to consider both of these angles. You'll want to write one big list with all the general tasks, which can then be used across every event you run, and then note down all the specific tasks for each event as well, because all the tasks are as important as each other – they all need to be complete for that particular event to run successfully.

At this stage, it's really important to take the time to write the task list out, even if it seems like a lot of work. Once you've created this list, it will be really quick and easy in the future to know exactly what you need to do when running each event, and it ensures that everyone is working consistently across the entire business.

Include everyone in the planning session that needs to be there, as people from different parts of the business may do tasks that you didn't even think of, and you want to make sure that nothing vital is missed out.

You can also take the time periodically to review your task list and see if you need to make any changes, or add in any new tasks which may make your life even easier.

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2. Set Realistic Deadlines

Deadlines are important to make sure that you get everything done in time, and also to ensure that you don't overwhelm yourself and have 90% of the tasks for one event to do on the day before a course is due to start.

Think about the tasks which need to be done right at the start in order for the class to actually be scheduled, such as booking a venue and a tutor, so you can actually start to advertise the course. These need to be done most likely before you even start selling your course, because you need to have these things in place for the course to actually run.

Then think about tasks which will involve other people, so may take a bit longer to get sorted, such as ordering books for classes from a book shop, or booking catering. You want to give tasks like these a lot of notice to make sure that your external suppliers have enough time to complete the task. This could also apply to tasks which rely on other teams in the business as well, as you need to give them enough notice to make sure they have time to complete their tasks.

Finally, you need to look at all the tasks that you and your team need to complete, and decide the best timeline for them to be completed. You need to ensure you give yourself enough time to deal with any problems or mistakes that may crop up last minute, as well as ensuring your team has enough capacity to cover all the tasks you have for all the events you're running, as you're likely to have multiple events running at the same time, so that's going to take a bit of coordination.

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3. Keep Progress Up-To-Date

If you are working on a task list with multiple people, possibly across multiple teams in your business, it is so important to make sure you keep note of your progress at all times.

This is vital because:

- You don't want tasks to get missed.
- You don't want tasks to be done multiple times. Imagine if the catering was booked three different times? That would cause a lot of confusion and could cost you a lot of money as a business!
- You don't want to waste time with different people completing the same tasks.
- If people are off on holiday or are suddenly off sick, you know exactly what has been done and what hasn't been, and can then reassign any tasks to make sure everything is completed when it needs to be.
- It creates transparency between all the teams in your business involved in the task list without people having to waste time with lots of back and forth.

Using a tool like Administrate is a great way to do this, as everything is stored in one centralised system, and all the information is always updated in real-time, so everyone always see the most up-to-date version of the task list.

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4. Consider Timings

When writing a task list, don't just write down all the things that need done – you need to be really clear exactly how long each task will take, as this is a key element.

This is especially true if it's a task you usually complete yourself, but perhaps is going to be delegated to other members of the team, as you want to give them a clear picture of how long a task actually takes, so they don't underestimate how much time they will need to complete something.

This also allows you to paint a clear picture of whether you actually have enough resource within your team or not to get all the tasks done, when they need to be done, or whether you need to take on some additional resource.

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5. Plan Your Day

The last stage is to actually know which tasks you are going to be completing yourself, and to plan your day out accordingly.

Think about things like when suppliers close for business, as you'll want to make sure you book in time to deal with them when they are still open. Also, think about what times of day work best for you. You may want to work through all your online tasks and emails in the morning, and come back refreshed after lunchtime to make any phone calls you need to make.

Finally, make sure you give yourself a little buffer time every day to deal with ad-hoc tasks as well, as you don't want to plan out your whole day and not be able to handle anything that crops up during the course of the day.

Administrate's daily task list feature can give you a daily reminder of all the tasks you have due that day, so you're always aware of what you need to do.

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Contact Us

If you have any further questions about task workflows, or how Administrate could work for you, please don't hesitate to get in touch with us.

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