Effective Task Leadership Skills Training Course

4 – 15 April 2027
Doha (Qatar)



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Effective Task Leadership Skills Training Course

Ref: 1040_1082872 **Date:** 4 – 15 April 2027 **Location:** Doha (Qatar) **Fees:** 9900 Euro

Introduction

Demands for building skills of effective managers and leaders in today's business environment are more prevalent than ever before. Still, a person can only become more effective if they have high self-confidence and skills in leadership of people and tasks. These types of management and leadership principles and skills do not come naturally. A person learns and develops skills in these areas through self-study, education, training, and experience. Building task leadership skills and practicing self-confidence are effective exercises a leader and manager should complete to sharpen the ability to carry out responsibilities and accomplish goals.

This task leadership skills course aims to present a program to assist persons in developing self-confidence and building skills in task leadership with others. Leading with Confidence is a course that will impact a person's business success and increase one's credibility in dealing with others. The second part presents a focus on the use of productive leadership practices in completing and prioritizing tasks. Both parts provide practical skills to take to the job, along with insights needed to adapt principles to specific work environments.

Enhancing Leadership Practice with Practical Skills

This leadership training aims to heighten the learning objectives for leadership development, particularly in acquiring practical leadership skills. Throughout this course, participants will engage in leadership workshop exercises to clearly outline the learning objectives of leadership training. The training aims to impart theoretical knowledge and emphasize leadership practical skills that attendees can apply directly to their work environments.

Our leadership course outline is meticulously designed to encompass all critical aspects of training on leadership skills so that participants can leave with a comprehensive set of leadership training skills that will prove instrumental in their professional growth.

By engaging in this course, participants will fulfill crucial learning objectives for leadership and management. The detailed leadership training description within the leadership course objectives ensures a rich experience that encourages professional and personal development. The impact of this training for leadership skills is not limited to the present but is a stepping stone towards a continuous journey of growth and excellence.

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Targeted Groups

- Head of departments
- Managers among all the managerial levels
- Supervisors
- Team leaders
- Human resources department
- Employees who aim to get critical skills and knowledge to enhance their career

Course Objectives

At the end of this task leadership skills course, the participants will be able to:

- Understand and develop skills necessary to get assigned work completed on time
- Learn to project Confidence and credibility to colleagues
- Speak to groups in a way that will inspire and motivate
- Use essential planning project tools to plan a work strategy
- Develop strategic management techniques to implement change
- Speak with passion and Confidence
- Express proper communications in task management
- Understand personal work style and how to work interdependently with others
- Recognize a dramatic increase in a unique level of self-confidence
- Understand the characteristics of colleagues who assist in our work assignments
- Conduct more efficient meetings
- Learn to say NO with Confidence
- Develop positive interpersonal techniques for better management of their work
- Use basic management knowledge and skills to manage stakeholders
- Learn management techniques to plan and organize change
- Manage change that results from innovation and improvements
- Learn to design a message that is delivered assertively in meetings
- Get people to be involved in and buy into ideas
- Learn to develop effective task planning for individuals and teams
- Learn how and why to be willing to take more risks
- Sell their ideas more easily

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Targeted Competencies

- Leadership skills
- Management skills
- Change management
- Time management
- Self-confidence
- Communication skills
- Body language skills

Course Content

Unit 1: Creating a Confident and Credible Image

- What does it mean to be strong, confident, assertive,
- Where does self-confidence come from
- The comfort zone and its impact on business success
- Banishing the fear of speaking in public
- Self-perception and its effect on Confidence
- How being confident can help you raise your profile
- Body language and its impact on credibility
- Dress and grooming everything matters

Unit 2: Confident Communication to Groups

- How to run efficient and effective meetings
- How to prepare for and structure a business presentation
- How to get over the nerves of giving a business presentation
- Effective questioning skills
- Dealing with questions from senior leaders
- How to sell yourself and your organization and your ideas
- Building rapport in business presentations

Unit 3: Confident Communicating to Get Results

- The power of using stories to get messages across
- Using analogies effectively
- Using evidence to win people over to your way of thinking
- Increasing your energy and charisma
- When to be strong and when to play weak
- Inclusive/exclusive language and its effect on people

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Unit 4: Communicating Passion

- The importance of passion
- Developing courage and Confidence in conflict situations
- Beating your comfort zone and taking more risks
- How not to be afraid of speaking strongly in meetings and presentations
- Using our full range of communication
- Powerful closes that move people to action
- Become a magnetic personality

Unit 5: Enhancing Your Profile Within the Business

- How to conduct yourself to senior people
- How to sell change to people who don't want to change
- How to sell unpopular policies to the team
- How to make yourself memorable
- Be a radiator, not a drain
- The speaking challenge

Unit 6: Introduction of Work Task Concepts

- Understanding the role of self-management in managing tasks
- Overview and context of management of tasks
- Identifying some reasons for the current focus on managing tasks
- Understand how work is accomplished in organizations
- Recognizing the role of strategic management in leadership of tasks
- Understanding the role of organization type in task management

Unit 7: Importance of Planning in the Management of Tasks

- Integrating a scope, work structure, and management plan in assignments
- Learning to identify and manage stakeholders
- Identifying risk techniques that affect tasks, priorities, and deadlines
- Understanding how to develop clarity in purpose and objectives in task assignments
- Identifying the skills necessary to lead and manage work tasks

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Unit 8: Setting Priorities and Deadlines in our Time Management

- Using the manner we approach work as an initial time management plan
- Planning for time management, scheduling, and meeting deadlines
- Integrating time management into the development of priorities
- Making the most of meetings, e-mails, interruptions, and transition time
- Develop a personal plan with a “to-do” list and prioritize
- Dealing with time wasters, procrastination, and bosses

Unit 9: Skills Required to Deal with People in Our Work Assignments

- Identifying skills required to obtain the help of others on tasks
- The importance of understanding our ways of working with others
- The importance of interpersonal skills in the accomplishment of tasks
- Identifying interpersonal work styles of self and other
- Understanding task flexibility and versatility in people leadership

Unit 10: Personally Managing Tasks to Implement Change

- Learning techniques to use communication for success in tasks
- Understand the characteristics of proper communication
- Identifying methods to deal with human change patterns
- Developing a personal plan to become more effective with self-management
- Dealing with some people who struggle with change