



Building Task Leadership Skills

Mastering Management of our Time, Tasks & Teams

► Upcoming Sessions

19-30 Aug 2024	Dubai - UAE	\$11,900
18-29 Nov 2024	Dubai - UAE	\$11,900
03-14 Feb 2025	Dubai - UAE	\$11,900
05-16 May 2025	Barcelona - Spain	\$11,900
18-29 Aug 2025	Dubai - UAE	\$11,900
17-28 Nov 2025	Dubai - UAE	\$11,900

► Training Details

Training Course Overview

There's no denying that the pace of the business world is accelerating.

Many of us find ourselves grappling daily with the daunting task of juggling numerous responsibilities, deadlines, and expectations, all while balancing quality with the demand for swift completion. This challenge becomes even more formidable for those tasked with leading a team, often leading to stress, conflicts, and demoralization among team members.

However, there is a beacon of hope.

Our intensive 10-day Anderson training course addresses the root causes of this mounting challenge head-on. Throughout the course, you will learn how to lead your teams with confidence, inspiring, motivating, and engaging your people in the process. You'll uncover strategies to earn your team's loyalty, transforming their work from a mere obligation to a belief in you as a trusted and capable leader.

Once your team is fully onboard with your vision and trusts you as their leader, you'll gain access to practical, real-life tools and systems that streamline the management of multiple tasks, priorities, and deadlines. This not only alleviates pressure on you and your team but also fosters increased motivation, engagement, and enjoyment in our working lives.

The Structure

This comprehensive Anderson training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - [Leading with Confidence](#)

Module 2 - [Managing Multiple Tasks, Priorities & Deadlines](#)

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- ▶ Lead your team with confidence
- ▶ Inspire, motivate, empower and engage others
- ▶ Sell your ideas & get others to buy into them
- ▶ Build a culture of personal responsibility
- ▶ Efficiently manage multiple tasks, priorities and deadlines
- ▶ Better manage your personal workload
- ▶ Reduce the level of pressure and stress in your work life

Designed For

This Anderson training course is suitable for anyone who wants to Lead others with confidence, by inspiring, engaging, and motivating them to achieve greater business results; also ideal for those who are having to deal with multiple tasks, priorities & deadlines whether you manage a team or just want to increase your personal efficiency

- ▶ Supervisors
- ▶ Team leaders
- ▶ Managers
- ▶ Administrators
- ▶ Engineers
- ▶ Human resources personnel

▶ Training Details

Module 1: Leading with Confidence

Day One: Creating a Confident and Credible Image

- ▶ 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 impact on confidence
- ▶ How being confident can help you raise your profile
- ▶ Body language and its impact on credibility

Day Two: 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
- ▶ Dealing with questions from senior leaders
- ▶ How to sell yourself and your organization and your ideas
- ▶ Building rapport in business presentations

Day Three: 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 personal power and charisma
- ▶ When to be strong and when to play weak
- ▶ Inclusive/exclusive language and its effect on people

Day Four: Communicating Passion

- ▶ The importance of passion
- ▶ Developing courage and confidence in conflict situations
- ▶ Beating your comfort zone and taking more risks
- ▶ Using our full range of communication
- ▶ Powerful closes that move people to action
- ▶ Become a magnetic personality

Day Five: 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 team
- ▶ How to make yourself memorable
- ▶ Be a radiator, not a drain
- ▶ The speaking challenge

Module 2: Managing Multiple Tasks, Priorities & Deadlines

Day Six: Introduction of Work Task Concepts

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

Day Seven: Importance of Planning in Management of Tasks

- ▶ Clarifying goals, objectives, assumptions and constraints in work
- ▶ 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

Day Eight: Setting Priorities & 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 development of priorities
- ▶ Making the most from meetings, e-mails, interruptions and transition time
- ▶ Developing a personal plan, with a 'to do' list and priorities
- ▶ Dealing with time wasters, procrastination and bosses

Day Nine: 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 skill in accomplishment of tasks
- ▶ Identifying interpersonal work styles of self and other
- ▶ Understanding task flexibility and versatility in people leadership
- ▶ Learning how to work better with others to have productive work

Day Ten: 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
- ▶ Practicing techniques to help colleagues with change

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

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Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

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