



## Building Task Leadership Skills

Mastering Management of our Time, Tasks & Teams

### ► Upcoming Sessions

06-17 May 2024	Barcelona - Spain	\$11,900
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

### ► Training Details

#### Training Course Overview

There is no denying that the business world is speeding up.

Most of us are now challenged daily to juggle multiple tasks, priorities & deadlines and to walk the fine line between quality and pleasing people who demand that things get done in the shortest possible time. This challenge is multiplied greatly if we have the responsibility to lead a team. It can create stress, conflicts and a team that is demoralized by the high level of pressure they must work under.

But there is Hope.

This 10-day intensive Anderson training course helps to tackle the two main issues that are the root cause of this ever-increasing challenge. Over the 10 days you will learn how to Lead your teams with confidence. And in a manner, that inspires, motivates and engages your people. You will discover how to win over your team so that they don't work for you because they must, but because they believe in you as a confident leader that they can trust.

Once you have your team engaged and bought into your vision, trusting you as their leader will give them practical real-life tools and systems that will allow you to manage multiple tasks, priorities and deadlines in a much more efficient way that not only reduces the pressure on you and the team, but increases the motivation, engagement & sense of enjoyment in our working life.

#### 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:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

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

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