

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Task Leadership Skills

Code	City	hotel	Start	End	price	Language - Hours
LC-284SA	Al Khobar	Hotel Meeting	2027-09-05	2027-09-16	19450 SR	En - 50

The Course

Demands for building skills of effective managers and leaders in today's current business environment are more prevalent than ever before, but a person can only become more effective if they have a high level of 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 a never ending process of self-study, education, training and experience. Building task leadership skills and practicing self confidence is an effective exercise a leader and manager should complete to sharpen the ability to carry out responsibilities and successfully accomplish goals.

The purpose of this comprehensive course is to present a program to assist persons in developing their skill in self confidence and building skill in task leadership with others.Leading with Confidence, is a course which will impact on a person's business success and increase one's credibility in dealing with others. The second module, Managing Multiple Tasks, Priorities & Deadlines, presents a focus on the use of productive leadership practices in completing and prioritizing tasks. Both modules provide practical skills to take to the job, along with insights needed to adapt principles to specific work environments. The modules can be taken together or individually as a participant needs.

The Structure

Module 1 - Leading with Confidence

Module 2 - Managing Multiple Tasks, Priorities & Deadlines

The Goals

- 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 basic planning project tools to plan work strategy
- Develop strategic management techniques to implement change
- Demonstrate how to speak with passion and confidence
- Demonstrate proper communications in task management
- Understand personal work style and how to work interdependently with others
- Observe a dramatic increase in a personal level of self confidence
- Understand the characteristics of colleagues who assist in our work assignments
- Learn to say NO with confidence
- Develop positive interpersonal techniques for better management of our work
- Use basic management knowledge and skills to manage stakeholders
- Manage change which 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

The Benefits

- Learn to develop effective task planning for individuals and teams
- Learn management techniques to plan and organize change
- Develop skills in time management principles
- Demonstrate ability to interact positively in interpersonal situations
- Acquire useful planning, organization and people management skills
- Adds personal value and competency to an organization
- Be able to sell ideas to other management persons
- Operate effective meetings
- Motivate teams to achieve the goals of the business
- Develop a higher level of self confidence
- Communicate assertively and professionally

- Develop more enthusiasm
- Be willing to take more risks

The Results

- Gain a noticeable increase in self confidence
- Communicate with confidence in all business situations
- Build and maintain effective and efficient leadership in the organization
- Complete tasks on time, on budget and exceeding customer expectations
- Conduct more effective meetings
- Influence people at all levels
- Learn to be more dynamic
- Develop skills in managers which will raise the capability, skill and morale of themselves and colleagues
- Improve preparedness to deal with change task contingencies
- Improve performance in personal and team interactions
- Sell their ideas more easily

The Core Competencies

- Confidence Development
- Strategic Leadership
- Performance Management
- Communication Management
- Human Interaction Skill
- Change Management

The Programme Content

Module 1:
Leading with Confidence

Creating a Confident and Credible Image

- What does it mean to by 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 impact on confidence
- How being confident can help you raise your profile
- Body language and its impact on credibility
- Dress and grooming (everything matters)

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

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

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

Enhancing your Profile Within the Business

- How to conduct yourself to senior people
- How sell change to people who don’t want to change
- How 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

Introduction of Work Task Concepts

- Introductions, course purpose, goals and objectives
- 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
- Identifying the role of strategic management in leadership of tasks

- Understanding the role of organization type in task management

Importance of Planning in 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

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 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

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

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

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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