

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: Building Task Leadership Skills

Code	City	hotel	Start	End	price	Language - Hours
LC-369SA	Al Khobar	Hotel Meeting	2027-05-30	2027-06-10	19450 SR	En - 50

Why Choose this Course?

This series of two courses focuses on the use of productive practices that allows a person to become more self-confident and communicate in a confident manner. This is important to deliver effective and efficient project work, establish priorities and meet deadlines. This is crucial because the level of competition in current business environments requires an emphasis on practices that build a personal level of self-confidence and assists in management of personal and work group tasks, priorities and projects. All types of organizations need to find more productive means to offer their products and/or services and build confidence and assertiveness in employees.

This course will feature:

- How to communicate confidently to groups of people
- Techniques to establish priorities for work and be able to meet crucial deadlines
- Management methods, processes and procedures to be more productive
- How to communicate professionally to senior management
- Techniques on how to interact better with others to complete tasks

The Structure

Module 1 - Leading with Confidence

Module 2 - Managing Multiple Tasks, Priorities & Deadlines

What are the Goals?

- Apply basic planning project tools to plan work strategy
- Speak with passion and confidence
- Integrate the characteristics of colleagues who assist in our work
- Develop positive interpersonal techniques for better management of work
- Project confidence and credibility to those you work with

Who is this Course for?

- Those who want to improve their communication skills
- Those who wish to improve their self-confidence
- Those who wants to learn techniques to work with other colleagues
- Those who are starting as a new Manager
- Aspiring leaders who want to achieve a high level of confidence

How will this be Presented?

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes highly interactive learning activities using presentations, group discussion, practical exercises, videos, team and individual practice exercises and case studies.

The Course Content

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 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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