



*Training Course:  
Leading By Tasks*

*17 - 28 February 2025  
Accra (Ghana)*

## Training Course: Leading By Tasks

Training Course code: LS1040 From: 17 - 28 February 2025 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

### Introduction

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.

### Course Structure of Leading By Tasks

Module 1 - Leading with Confidence

Module 2 - Managing Multiple Tasks, Priorities & Deadlines

### Course Objectives of Leading By Tasks

- 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 a 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

## Course Benefits of Leading By Tasks

- 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 the 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

## Course Results of Leading By Tasks

- 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

## Core Competencies of Leading By Tasks

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

## Course Outlines of Leading By Tasks

Module 1:

Leading with Confidence

Day 1: Creating a Confident and Credible Image

- What does it mean to buy 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 the credibility
- Dress and grooming everything matters

#### Day 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

#### Day 3: Confident Communicating with getting 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 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

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

#### Module 2:

#### Managing Multiple Tasks, Priorities & Deadlines

#### Day 6: 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 the leadership of tasks
- Understanding the role of organization type in task management

#### Day 7: 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

#### Day 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 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 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 skill in the accomplishment of tasks
- Identifying interpersonal work styles of self and other
- Understanding task flexibility and versatility in people leadership

#### Day 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

## Registration form on the Training Course: Leading By Tasks

Training Course code: LS1040 From: 17 - 28 February 2025 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.