



*Training Course:
Leading By Tasks*

*8 - 19 February 2027
Vienna (Austria)*

Training Course: Leading By Tasks

Training Course code: LS1040 From: 8 - 19 February 2027 Venue: Vienna (Austria) - Training Course Fees: 9550 € Euro

Introduction

The demands for skilled leaders and managers in today's business environment are more prevalent than ever. Leaders must exhibit self-confidence and have strong skills in both leadership and task management. These essential principles and skills are not inherent but must be developed through continuous learning, training, and hands-on experience. Building task leadership skills and practicing self-confidence are essential exercises for leaders to sharpen their ability to achieve goals and carry out responsibilities effectively.

This course aims to help participants develop their leadership abilities, increase their self-confidence, and improve task leadership skills to manage teams, handle priorities, and ensure productivity. It focuses on how leaders can manage multiple tasks, motivate their teams, and successfully execute change. Participants will leave the course with practical skills to apply in their day-to-day management roles.

Objectives

By the end of this program, participants will be able to:

- Develop the necessary skills to complete work on time and efficiently manage tasks.
- Project confidence and credibility to colleagues and team members.
- Speak confidently in groups to inspire and motivate others.
- Use basic planning and project management tools to strategize and complete work effectively.
- Develop leadership techniques to implement change successfully.
- Communicate assertively and effectively in meetings and presentations.
- Understand their personal work style and learn how to work interdependently with others.
- Manage change effectively, particularly in response to innovation and improvement.
- Build interpersonal relationships that enhance work productivity.

Target Audience

- **Supervisors**
Individuals in supervisory roles who need to enhance their task leadership and communication skills.
- **Managers**
Mid-level managers who want to refine their leadership abilities to handle multiple tasks, prioritize effectively, and inspire their teams.
- **Team Leaders**
Leaders who are responsible for guiding teams, ensuring tasks are completed efficiently, and maintaining team morale.
- **Project and Program Managers**
Professionals managing teams and projects, focusing on organizing tasks, setting priorities, and meeting

deadlines.

- **Entrepreneurs and Business Owners**

Business owners looking to improve their leadership and task management skills to ensure productivity and business growth.

- **Aspiring Leaders and High-Potential Employees**

Emerging leaders preparing for leadership roles, eager to enhance their task management and team leadership capabilities.

5-Day Training Outline

Module 1: Leading with Confidence

Day 1: Creating a Confident and Credible Image

- Understanding self-confidence and assertiveness
- The role of self-perception in leadership
- Overcoming the fear of public speaking
- The impact of body language on credibility
- Dressing for success: Why everything matters

Day 2: Confident Communication to Groups

- Running effective meetings and presentations
- Preparing and structuring business presentations
- Overcoming presentation anxiety
- Effective questioning and handling questions from senior leaders
- Building rapport and selling ideas in presentations

Day 3: Confident Communicating to Get Results

- Using storytelling and analogies to influence decisions
- Leveraging evidence to persuade others
- Increasing personal power and charisma
- Inclusive vs. exclusive language and its effects
- When to be strong and when to soften your approach

Day 4: Communicating Passion

- Developing courage and confidence in conflict situations
- Speaking strongly and confidently in meetings
- Using a wide range of communication tools for maximum impact
- Creating powerful conclusions that drive action
- Becoming a magnetic personality

Day 5: Enhancing Your Profile Within the Business

- How to interact with senior leaders and make yourself memorable
- Selling change to people resistant to it
- Being a "radiator" of positivity, not a "drain"
- The "speaking challenge" for building influence and trust

Module 2: Managing Multiple Tasks, Priorities & Deadlines

Day 6: Introduction to Work Task Concepts

- The importance of self-management in task completion
- Understanding task management and its role in organizations
- The connection between strategic management and task leadership
- Identifying organizational factors that affect task management

Day 7: The Importance of Planning in Task Management

- Integrating scope, work structure, and planning in task assignments
- Managing stakeholders and identifying risks in task planning
- Setting clear objectives and aligning task priorities
- Understanding the necessary skills to lead and manage tasks effectively

Day 8: Setting Priorities and Deadlines in Time Management

- Time management strategies: Planning, scheduling, and meeting deadlines
- Prioritizing tasks and managing interruptions
- Developing personal time management plans and "to-do" lists
- Overcoming procrastination and dealing with time wasters

Day 9: Skills Required to Deal with People in Work Assignments

- Understanding interpersonal work styles and how they impact task management
- The importance of effective communication in completing tasks
- Managing team dynamics and leveraging flexibility in task management
- Developing interpersonal skills to build better working relationships

Day 10: Personally Managing Tasks to Implement Change

- Communication strategies to manage task success
- Dealing with human change patterns during task management
- Creating a personal action plan for better self-management
- Handling resistance to change in task-related projects

Registration form on the Training Course: Leading By Tasks

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

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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