Building Task Leadership Skills Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-12-22

End Date: 2026-12-26

Course Details

Net Fee: £4750.00

Duration: 12 Days

Category ID: MAL

Course Code: MAL-110

Syllabus

Course Syllabus

Introduction

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:

- Techniques on how to interact better with others to complete tasks

Objectives

- 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

Contents

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

- 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

- 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