

# € TRAINING

Building Task Leadership Skills





## Building Task Leadership Skills

### Introduction:

This program is designed to equip participants with the essential skills needed to effectively lead tasks and projects within an organization. Through interactive workshops and practical exercises, participants learn how to set clear objectives, delegate tasks efficiently, and motivate team members to achieve goals.

### Program Objectives:

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

- Learn to project confidence and credibility to colleagues.
- 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 the personal level of self-confidence.
- Understand the characteristics of colleagues who assist in our work assignments.
- Learn to say NO with confidence.

### Targeted Audience:

- Head of departments.
- Managers among all the managerial levels.
- Supervisors.
- Team leaders.
- Human resources department.
- Employees who aim to get very important skills and knowledge to enhance their career.

### Program Outlines:

#### Unit 1:

#### Creating a Confident and Credible Image:

- What does it mean to be 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.

## Unit 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.

## Unit 3:

### 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 power and charisma.
- When to be strong and when to play weak.
- Inclusive/exclusive language and its effect on people.

## Unit 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.

## Unit 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.