



Mastering Task Leadership Skills



14 - 25 October 2024  
Madrid (Spain)



# Mastering Task Leadership Skills

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## Introduction:

This training program is designed to equip participants with the essential skills needed to effectively lead teams and manage tasks. By mastering these leadership skills, individuals can drive productivity, foster teamwork, and achieve organizational success.

## Program Objectives:

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

- Efficiently prioritize tasks and manage time to maximize productivity.
- Effectively delegate responsibilities and inspire team members to achieve goals.
- Navigate challenges with resilience and adaptability, leading teams to success.
- Communicate clear expectations and provide constructive feedback for continuous improvement.
- Foster a collaborative and supportive work environment conducive to high performance.

## 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:

#### Strategic Task Prioritization:

- Understanding the importance of prioritization in effective task leadership.
- Techniques for assessing task urgency and importance.

- Strategies for allocating resources and time effectively to maximize productivity.

## Unit 2:

### Delegating Tasks for Efficiency:

- The art of effective delegation in task leadership.
- Identifying tasks suitable for delegation and selecting appropriate team members.
- Establishing clear expectations and providing necessary support for delegated tasks.

## Unit 3:

### Adapting to Dynamic Challenges:

- Building resilience and adaptability in task leadership.
- Strategies for navigating unexpected challenges and changes.
- Maintaining focus and composure amidst uncertainty.

## Unit 4:

### Effective Communication for Task Management:

- Clear communication as a cornerstone of effective task leadership.
- Techniques for conveying expectations, providing feedback, and facilitating collaboration.
- Overcoming communication barriers and fostering a culture of open communication within teams.

## Unit 5:

### Creating a Supportive Work Environment:

- Cultivating a culture of trust, respect, and collaboration within teams.
- Strategies for promoting team cohesion and morale.
- Recognizing and addressing obstacles to team productivity and well-being.

## Unit 6:

### Introduction of Work Task Concepts:

- 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 leadership of tasks.
- Understanding the role of organization type in task management.

## Unit 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.

## Unit 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.

## Unit 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.

## Unit 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.