



**GEOFIDEL
EXECUTIVE
EDUCATION**
England & Wales **LONDON, UK**

Presents

LONDON

**INTERNATIONAL CONFERENCE ON
LEADERSHIP & MANAGEMENT FOR CEOs
AND SENIOR MANAGEMENT EXECUTIVES**



Theme:

**MANAGING MULTIPLE TASKS, PRIORITIES
AND DEADLINES – ACHIEVING RESULTS
THROUGH TASK MANAGEMENT TRAINING COURSE**

VENUE:

Hilton London Gatwick Airport
Hotel, South Terminal, RH6 0LL,
England, United Kingdom.

DATE:

**Monday 23rd – Friday 27th
June, 2025**

COURSE FEE:

**£1,250 GBP
per delegate**

**Our
Strong
Partners**



**GEOFIDEL
INSTITUTE FOR
LEADERSHIP &
MANAGEMENT**
London - United Kingdom

Stratford
UNIVERSITY



**GEOFIDEL
INSTITUTE
FOR GENDER
STUDIES**



**HARVARD
BUSINESS
SCHOOL**



Stanford
University



Course Background:

In today's fast-paced business world, CEOs and senior management executives are often faced with the challenge of managing multiple tasks, competing priorities, and tight deadlines. Effective management of these elements is crucial for ensuring the successful and smooth running of an organization, especially with the pressures of digital distractions and shifting workplace expectations. However, it is not merely about managing time, but about learning how to prioritize, delegate, and execute with precision. This specialized course on *Managing Multiple Tasks, Priorities & Deadlines* is designed to equip senior executives with the tools and strategies needed to navigate their complex responsibilities with confidence and efficacy.

Tailored to the specific needs of high-level decision-makers, the programme will focus on enhancing leadership capabilities in time management, decision-making, task delegation, and stress management. Participants will leave with practical skills that will not only improve their day-to-day operations but also drive the overall productivity and effectiveness of their teams and organizations.

The course is scheduled to hold between **Monday 23rd to Friday 27th June, 2025** at the **Hilton London Hotel, Gatwick Airport, South Terminal, RH6 0LL, England**. This strategic location offers participants easy access to travel while providing a professional and conducive environment for learning.

Learning Objectives:

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

- 1. Identify and evaluate priorities:** Understand the factors that determine task priority and develop techniques to handle competing demands effectively.
- 2. Develop time management strategies:** Apply advanced time management methods tailored for senior executives to increase productivity and efficiency.
- 3. Delegate effectively:** Learn how to delegate tasks to maximize team output while maintaining control over critical activities.
- 4. Handle deadlines with confidence:** Master techniques for setting realistic deadlines and managing the pressure of tight timelines.
- 5. Balance long-term goals with short-term tasks:** Acquire the skills to align day-to-day tasks with broader strategic objectives and long-term vision.
- 6. Enhance decision-making under pressure:** Cultivate decision-making skills that will allow for clear, rational choices in high-pressure situations.

Course Contents:

- 1. Principles of Task Management for Senior Executives:**
 - Understanding the full scope of responsibilities for CEOs and senior managers
 - Methods for categorizing tasks: urgent vs important
 - Utilizing tools for effective task tracking and scheduling
- 2. Prioritization Techniques:**
 - The Eisenhower Matrix and its application in leadership
 - Assessing the impact of tasks and the resources available
 - Aligning priorities with organizational goals
- 3. Time Management for High-Pressure Environments:**
 - Techniques for breaking down large projects into manageable parts
 - Time-blocking and scheduling high-priority tasks
 - Managing distractions and time-wasters
- 4. Effective Delegation and Team Leadership:**
 - Identifying the strengths of your team and delegating accordingly
 - How to empower teams through clear communication
 - Trust-building to improve delegation outcomes
- 5. Setting and Meeting Deadlines:**
 - Best practices for establishing realistic deadlines
 - Handling unexpected delays or challenges
 - Using deadlines to maintain momentum and focus
- 6. Managing Stress and Avoiding Burnout:**
 - Identifying stressors and creating coping strategies
 - Techniques to maintain mental clarity and focus under pressure
 - The importance of work-life balance for long-term performance
- 7. Strategic Alignment and Long-Term Planning:**
 - How to ensure that short-term tasks serve long-term organizational objectives
 - Maintaining a strategic perspective amidst daily operations
 - Tools for strategic forecasting and risk management

Benefits of Attending the Programme:

For the Participant:

- 1. Improved Time Management Skills:** Participants will develop the ability to manage their time more efficiently, leading to increased productivity and reduced stress.
- 2. Enhanced Decision-Making:** They will learn how to make confident, informed decisions under pressure, crucial for senior leadership roles.
- 3. Effective Delegation:** Participants will master the art of delegation, allowing them to focus on high-value tasks while empowering their teams.
- 4. Better Task Prioritization:** The course will enable executives to identify what truly matters, preventing task overload and ensuring critical tasks are always addressed first.
- 5. Increased Confidence:** With improved systems in place for managing tasks and deadlines, participants will feel more confident in their leadership role.
- 6. Stress Management:** Techniques learnt will help participants manage stress effectively, preventing burnout and fostering well-being.
- 7. Networking Opportunities:** Participants will meet and exchange ideas with like-minded executives, expanding their professional networks.

For the Organization:

- 1. Increased Organizational Efficiency:** By developing senior leaders' abilities to manage tasks, priorities, and deadlines, the organization will experience smoother operations.
- 2. Improved Team Productivity:** Effective delegation and prioritization will boost team productivity, allowing the organization to achieve more in less time.
- 3. Better Strategic Alignment:** Senior executives will be better equipped to ensure daily operations align with long-term goals, improving organizational outcomes.
- 4. Reduced Costs of Delays:** More efficient management of deadlines and priorities will help prevent costly delays, which in turn boosts the organization's profitability.
- 5. Stronger Leadership:** Organizations will benefit from more confident, well-rounded leaders who can guide their teams through complex challenges.
- 6. Enhanced Organizational Morale:** By addressing time management and stress reduction at the leadership level, the course will contribute to improved morale across the entire organization.
- 7. Stronger Decision-Making Culture:** The ability to make quick, well-informed decisions will enhance the overall decision-making culture of the organization.

TARGET GROUP

- CEOs in Public and Private Sectors
- Permanent Secretaries
- Executive Secretaries of MDAs
- Vice Chancellors, Rectors of Polytechnics and Provosts of Colleges of Education
- Top Managers and Administrators
- Legislators and Ambassadors
- Representatives of Government Organizations
- Professionals in personnel, finance and marketing
- Auditors and Accountants
- Commissioners
- Local Government Chairmen etc



A SEGMENT OF OUR COURSE FACULTY



Drew Mosley, BA, Oklahoma State University, Stillwater; JD, Georgetown University Law Center, Washington, DC, USA: Drew Mosley is the President of Atlanta Graduate School. He practices law in the Atlanta Metropolitan Area of Georgia, United States of America. He has been licensed in Georgia since 2003 and in Arkansas since 2008. Drew is a trial and appellate attorney who handles business and family cases ranging from criminal defense to personal injury. At Georgetown Law Center, Drew was editor of one of the law journals and news editor of the law school newspaper. He has been reporting cases from the Georgia Court of Appeals and the Georgia Supreme Court. He is a member of the Bars of all Georgia courts, as well as most Georgia Federal District Courts, the Eleventh Circuit Court of Appeals, and the United States Supreme Court. Drew represents a diverse clientele in his practice, including many native Georgians and clients from Nigeria, Ghana, the Gambia, South Sudan, Cote d'Ivoire and other African and world nations. He feels blessed to work as an attorney, and to avail his forensic skill in whichever way he can in order to seek justice for deserving persons. Drew enjoys travel and learning about the legal systems in other countries and jurisdictions.



Professor Benjamin Berkman: BA, Harvard University; JD, M.P.H., University of Michigan. Professor Berkman is a faculty member in the United States National Institute of Health (NIH), Department of Bioethics where he is the Head of the Section on the Ethics of Genetics and Emerging Technologies. He has a joint appointment in the National Human Genome Research Institute (NHGRI), where he serves as the Deputy Director of the NHGRI Bioethics Core. He was formerly the Deputy Director of the O'Neill Institute for National and Global Health Law at Georgetown University Law Center, Washington, District of Columbia (DC), United States of America. Professor Berkman's research interests span a wide range of topics, including legal and ethical issues associated with genomic research, genetic information privacy, and clinical adoption of new genetic and reproductive technologies.



DR. UGOCHUKWU ONYEKA, CEO, GEOFIDEL EXECUTIVE EDUCATION Mr. Ugochukwu Onyeka is the Chief Executive Officer, Geofidel Executive Education. He has over 10 years experience in the HR System, seasoned technical insights of Public Sector Work system and a strong portfolio of bottom-line learning and development designs for public and private sector organizational development and human performance improvements. He held senior position as the Business Manager and chaired several Boards at the Leading Edge Group Abuja. He has designed and delivered trainings in Organizational Development, Human Resource, Leadership, Change Management, Strategic Planning, Local Government, Community Development, Gender Mainstreaming and women Development and a host of over 50 top-tier foreign / local programmes including Summits. Dr. Onyeka is passionate about human capital infrastructure revolution for emerging economies and holds that only a turn-around in HR capabilities can change performance outcomes of governments and organizations even in a downturn economy. He is a Certified Consultant and an expert in Leadership training, Capacity Development, Data Management & Analysis, Event Management and business solution for both Public and Private Sector workforce.



Prof. Mustafa Kemal Topcu is associate professor in management and strategy. His Ph.D. degree is in defense management. His B.Sc. is in system engineering and he completed his MBA (Major-Financial Management) with a thesis related to project life cycle cost management. He studied moderating role of psychological contract in human capital productivity in his doctoral dissertation. He is currently strategic and technologic product development mentor for SMEs. He is also certified government audit professional (class A) and mentor accredited by European Mentoring & Coaching Council. He mentored Afghan Army and experienced joint and common operations, working with NATO, UN, ISAF, South Eastern Brigade, and US Army in addition to national positions in defense planning units of Turkish Armed Forces. He writes, trains, and consults on corporate governance, internal control, internal audit, defense management, corporate social responsibility, organizational development, project management, management and organizational studies, industrial psychology, strategic planning, human resources management, leadership, and change management. He lectures management and organization, defense management, and human resources management courses at undergraduate and graduate levels.



Margaret Ann Neale. The Adams Distinguished Professor of Management, Emerita
Academic Area: M&E and Performance Management
Additional Administrative Titles:
Co-Director, Geofidel Executive Education-London, UK, Atlanta Georgia, USA, Director, GIGS Executive Leadership Program, Director, Managing Teams for Innovation and Success, Research Statement. Margaret Neale's research focuses primarily on negotiation and team performance. Her work has extended judgment and decision-making research from cognitive psychology to the field of negotiation. In particular, she studies cognitive and social processes that produce departures from effective negotiating behavior. Within the context of teams, her work explores aspects of team composition and group process that enhance the ability of teams to share the information necessary for learning and problem solving in both face-to-face and virtual team environments.



CrystalHeart Kazmi, GPHR USA.
Experienced Strategy formulator and Performance Management Systems implementer, Motivational and Soft Skills Trainer, flirted with branding, marketing, ICT, M&E Expert, women's rights, poverty alleviation and peace and anti terrorism. Worked in different industries including oil & gas, pharmaceuticals, fast moving consumer goods, telcos, banking, electronics, governments, public sector and energy segments.

PAYMENT DETAILS: A highly subsidized administrative fee of **One Thousand, Two Hundred and Fifty (£1,250 GBP) British Pounds** only covering: Tuition, Visa Facilitation (Supporting Documents), Training Materials, Tea Break and Lunch, Tour, Certificate of Participation, Group Photographs, Induction into Geofidel Executive Education-London UK Alumni, Interactivity with world-rate experts, & lots more.

PAYMENT INSTRUCTIONS FOR OTHER COUNTRIES:

Account Name: Geofidel Executive Education-London UK
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ACC. No.: (DOLLAR) 5250174502
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BANK: FIDELITY BANK
SORT CODE: 070081949

PLEASE TAKE ACTION TODAY:

This Workshop promises to be a game changing event. If this invitation to the Workshop, and the nomination for the Award of **Digital Leadership, Artificial Intelligence, and Turnaround Management** Program are both acceptable to you, please send us an email on info@geofidelexecedu.co.uk to indicate your acceptance or call any of our Nigerian Director of Programmes;

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so that we shall commence arrangements to ensure your smooth participation. Also only those who will accept to attend the **Digital Leadership, Artificial Intelligence, and Turnaround Management** Program shall be eligible for nomination to become fellows of Geofidel Executive Education and Harvard Business School. We wish to request you to send your profile highlighting your contributions and achievements to assist the Planning and Awards Committees.

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