



Local Partner of



2017

LOCAL TRAINING PROGRAMMES

www.meqstarglobal.com

info.meqstarglobal.com

www.htcconsults.com

info@htcconsults.com

I N T R O D U C T I O N

Meqstar Global Ltd is a local partner of Hammersmith training consult (HTC). It uses holistic approach in delivering its training solutions. It specializes in the provision of Procurement services, Consultancy services and Capacity Building solutions to various clients. Our services help clients optimize their performance and profitability through the delivery of efficient and value adding services to enhance our client's business goals. Our process develop a secure and responsive supply base that is capable of providing quality, delivery, costs, technologies, flexibility and services to meet the current and future business needs of our clients. For client's Procurement needs, we have a strategic sourcing solution for businesses of all sizes, from small to the most highly rated ones. Our teams have worked on various projects together and you benefit from the collective knowledge of our experiences and market intelligence. Our experienced sourcing professionals work closely with clients' in-house staff to increase value, improve supplier relationships, reduce spend, optimize existing budgets and increase the efficiency of operations by using proving sourcing and purchasing strategies, best practices, innovative technologies, and an unsurpassed database of market intelligence to help our clients achieve the maximum level of saving possible.

We also offer consultancy services in the following areas; Project Management, Business consulting services, Management consulting, Conduct of feasibility studies, Executive e-business etc. Our consulting services focus on our clients' most critical issues and opportunities, across all industries and geographies. We bring deep, functional expertise, and are known for our holistic perspective: we capture value across boundaries and between the silos of any organisation. We have proven a multiplier effect from optimizing the sum of the parts, not just the individual pieces. We approach every client's business as if it were our own. We believe a consulting firm should be more than an advisor. We put ourselves in our clients' shoes, align our incentives with their objectives, and collaborate to unlock the full potential of their business.



AREA OF SERVICE

OPEN COURSES

Our open courses have been designed to meet your expectations and to ensure optimal learning in a very conducive environment. The delivery of the programmes by our highly experienced and knowledge resource persons will adequately equip your staff in dealing with the ever changing challenges of the business world. Delegates will be provided with extensive course materials covering the span of training topics and will also have access to our team of professional trainers.

BESPOKE TRAINING

Meqstar Global also specializes in bespoke or Tailored (“In Company”) training. We have the capabilities to develop specialized courses for you based on specific areas directly suited to you and your organization. We also have the flexibility or refine a scheduled course to make it an exact fit for your team, as long as we are advised on your requirements. This enables us to cut down on costs so that the benefits are passed on to you and your organization.

CONSULTANCY SERVICES

Through our team of experts who have diverse backgrounds/experiences spanning decades, we are able to provide you with expert advice, and specialist skills with the intent of creating value, maximising growth and improving the business performance of our clients. We are able to offer specialized services such as Skills Gap Audit, Project Management, Business consulting services, Management consulting, Conduct of feasibility studies, Executive e business etc

COACHING AND MENTORING

Overview

One of the effective ways of sustaining organisations is the coaching and mentoring employees in leadership and management practices. Organisations desirous of being sustainably effective have to have coaching and mentoring schemes in place for their employees. This course has been designed to introduce coaching and mentoring to participants who are to apply them in their organisations.

Who to Attend

Senior Management Staff, Heads of departments, Sections and Units in Organisations.

Objectives

At the end of the course, participants would be able to:

- Understand the principles of coaching and mentoring.
- Identify competencies used in coaching and mentoring.
- Use the knowledge acquired to improve and sustain their organisational performance.

Outline

Differences between Coaching and Mentoring.
The Use of Coaching and Mentoring.
Core Skills and Competencies for Coaching and Mentoring.
Strategies for Coaching and Mentoring.
Managing the Developmental Stages of Coaching and Mentoring.
Human Resources Records
Performance Measurement
Leading and Managing Change
Change as a Permanent Phenomenon.
Planning and Managing Successful Change
Engaging Others in Coaching and Mentoring.
How to Coach Underachievers to Success.
Mentoring Team Members to Take their Skills to the Next Level.
Effective Communication Techniques for Coaching and Mentoring.
Using Coaching and Mentoring to Build a Stronger Effective Team.

COURSE DETAILS:

Venue and Date

Lagos: 8th – 12th May, 11th – 15th Sept

Nassarawa: 5th – 9th June

Abuja: 21st – 25th Aug.

Course Fee: ₦290,000

Duration: 1 Week

STRATEGIC MANAGEMENT

Overview

For any organisation to succeed in this global competitive business, the use of strategic management cannot be over emphasis. Strategic management is the comprehensive collection of ongoing activities and processes that organisations use to systematically coordinate and align resources and actions with mission, vision and strategy throughout the organisation. Strategic management activities transform the static plan into a system that provides strategic performance feedback to decision making and enables the plan to evolve and grow as requirements and other circumstances change. Participants will be exposed to the rudiments of strategic planning and management.

Who to Attend

Managers and Directors

Objectives

The objectives of the course are, to:

Educate participants on how to apply the concepts of strategic management.

Enable participants to identify the skills to be used to achieve effectiveness.

Encourage participants to apply the concept in their routine functions.

Outline

The Concept of Strategic Management.
Developing Strategic Thinking and Planning.
SWOT analysis
Strategic Management Process
Strategy Formulation vs Implementation
Problem Solving and Decisions Making
Business Policy
Innovation and Creativity
Leadership Communication
Emotional Intelligence
Performance Measurement
Managing Organisational Change
Team Building and Management
Interpersonal Relationship
Monitoring and Evaluating Strategy
Reporting

COURSE DETAILS:

Venue and Date

Lagos: 3rd – 7th April, 8th – 12th May, 10th – 14th July, 7th – 11th August, 9th – 13th October, 6th – 10th Nov., 4th – 8th December

Nassarawa: 1st – 5th May, 3rd – 7th July, 2nd – 6th October

Kaduna: 15th – 19th May, 17th – 21th July, 16th – 20th October

Calabar: 24th – 28th April, 28th August – 1st Sept, 27th Nov – 1st Dec.

Abuja: 12th – 16th June

Course Fee: ₦290,000

Duration: 1 Week

info@meqstarglobal.com

BUSINESS WRITING SKILLS

Overview

One of the effective means of projecting the image of organisations is the production of high quality written documents. To guarantee the production of such written documents like memo, Report writing, newsletters and so on, organization needs to equip its personnel with the necessary skills. This course has been designed to introduce participants to the necessary skills for effective business writing.

WHO TO ATTEND

Middle and Senior Personnel in both Public and Private Organisation

OBJECTIVES

The objectives of the course are, to:

- Introduce participants to the skills for effective business writing
- Encourage them to adopt and use the skills in their routine functions

OUTLINE

General Overview of the Topic
Effective Writing Skills
Basic Composition Skills
Business Writing
Technical Writing
Formats and Formulas for Various Writing Requirements.
Gaining Familiarity with Powerful Openings and Closings.
Thinking Logically By Blocking Ideas and Structuring Documents.
Identifying Readers' Needs and Expectations.
Organizing Ideas and Generating Content
Researching for Special Writing
Effective Presentation Types and Skills
Using Appropriate Tones, Persuasion, and Positive and Negative Words.
Techniques for Editing and Proofreading the Final Version.

COURSE DETAILS:

Venue and Date

Lagos: 20th – 24th March, 15th – 19th May, 18th – 22nd Sept., 16th – 20th Oct.

Nassarawa: 12th – 16th June

Kaduna: 17th – 21st July

Course Fee: ₦290,000

Duration: 1 Week

HIGH PERFORMANCE MANAGEMENT

Overview

All result-oriented leaders have high performance as their targets. Consequently they adopt and use strategies and techniques that mobilize their team members for high performance. This course has been designed to introduce participants to the strategies, techniques, and skills that leaders need to possess in order to attain high organisational performance.

Who to Attend

Senior and Middle Level Management Staff; Heads of Departments, Sections and Units; and Trainers.

Objectives

The objectives of the course are to:

- Enable participants review the qualities of high performance leaders.
- Introduce participants to the strategies for attaining high performance in organisations.
- Encourage participants to lead for high performance in their organisations.

Outline

- Overview of Leadership Styles and Skills.
- Performance Management and Performance Indicators.
- Organisational Vision, Mission, and Goals.
- Aligning Leadership Style with Organisational or Team Goals.
- Assessing Personal Leadership Style and Skills.
- Developing and Using Effective Influencing Skills.
- Developing Insight into what Motivate Team Members.
- Effective Interpersonal Relationship.
- Training and Developing Team Members
- Creating and Maintaining Performance-Friendly Environment.
- Maintenance of Personal Effectiveness.
- Self- Development.
- Effective Monitoring and Evaluation of Performance.

COURSE DETAILS:

Venue and Date

Lagos: 6th – 10th March, 4th – 8th Sept.

Abuja: 3rd – 7th April, 7th – 11th August, 6th – 10th Nov., 4th – 8th December

Nassarawa: 19th – 23rd June

Kaduna: 1st – 5th May, 3rd – 7th July, 2nd – 6th October

Calabar: 5th – 9th June

Course Fee: ₦290,000

Duration: 1 Week

BUSINESS ETIQUETTE

Overview

In the bid to develop an organisational culture most conducive to higher performance, organisations make their employees to imbibe the right corporate etiquette. To be competitive in the market place, organisations need to be focused and observing business etiquettes. Failure to do so, costs organisations huge revenue losses. It is, therefore, necessary for the organisations to arm their employees with the skills for observing appropriate etiquettes.

WHO TO ATTEND

Top and Middle Management Team Members

Objectives

At the end of the course, the participants would be able to:

Develop the confidence and skills to interact in the business effectively.

Learn techniques with which to engage clients and colleagues in polished and professional manners.

Present themselves in ways that will make them to be seen and responded to as credible business representatives.

Outline

The Impact of Organisational Image.
Building Organisational Signature Style.
Business Body Language.
Business Meeting Etiquette.
Etiquette Essentials.
Proper Social Interaction
Etiquettes and Norms of Professional and Corporate Personnel
Time Management for Personal Effectiveness
How and When to Shake Hands and Greet Others.
How to Manage Work Space.
Appropriate Interaction with Others.
Conversation Skills.
Business Protocol.
Telephone and Electronic Etiquette.

COURSE DETAILS:

Venue and Date

Nassarawa: 26th – 30th June, 9th – 13th Oct.

Course Fee: ₦290,000

Duration: 1 Week

IMPROVING PERFORMANCE FOR EFFECTIVE MANAGEMENT

Course Overview

Most organisations aim at achieving excellence and being the very best in their operations with the prudent and transparent use of resources. It is therefore necessary for the employees of such organisations to be armed with the techniques with which to enhance their performance transparently and accountably. This course will expose the participants to these techniques and skills with which they can contribute to the efforts directed at enhancing their organisation's performance and accountability.

Who to Attend

Senior and Middle Level Management Staff; Team Leaders like Heads of Departments, Sections, and Units; and Chairmen and Secretaries of Committees and Task Forces.

Objectives

The objectives of the course are to:

- Introduce the participants to the elements of performance improvement and accountability.
- Equip participants with the techniques of, and skills for, performance improvement.
- Enable participants to use the techniques and skills to be acquired to improve performance and accountability in their organisations.

Outline

- Overview of Performance Improvement.
- Organisational Vision, Mission, Objectives and Values.
- Organisational Effectiveness.
- Key Performance Indicators
- Common Performance Improvement Errors and Biases.
- 360 Degree Reviews.
- Appraising Performance.
- Ethics, Accountability and Corruption.
- Management Accountability.
- Measuring Corruption.
- Anti-Corruption Measures.
- Performance Improvement Checklist.
- Motivating Staff for Improved Performance.
- Managing Individual and Team Behaviour.

COURSE DETAILS:

Venue and Date

Nassarawa: 3rd – 7th April, 7th – 11th August, 6th – 10th

Nov., 4th – 8th December

Calabar: 5th – 9th June

Course Fee: ₦290,000

Duration: 1 Week

EMOTIONAL INTELLIGENCE

Overview

Effective communication, which is critical to effective organisational and individual performance, is, to a large extent, dependent on emotional intelligence. This course demonstrates how to master the core competencies of EI, abilities that include self-motivation, high self-awareness, mood management, and emotional mentoring. In addition, it includes scores of real-world examples and dozens of practical exercises that accelerate the process, along with step-by-step approaches to mastering a variety of EI techniques and also, to explore the relationship between emotional intelligence and perceived stress in the workplace and health-related consequences in human service workers.

Who to Attend

Senior and Management Staff of Public and Private Organisation

Objective

The objective of the course is to enable participants to:

- Define emotional intelligence.
- Identify the competencies of emotional intelligence.
- Identify their personal strengths and limitations.
- Apply the emotional intelligence competencies to their performance.
- Develop their personal development strategy.

Outline

Emotional Intelligence: Learning a Different "Smarts".
One Person, Three Brains: Understanding, Thinking, Feeling, and Acting.
Introducing Emotional Intelligence Competencies.
Self-Awareness: Naming that Feeling.
Self-Motivation: Desiring to Improve.
Social Awareness: Paying Attention to the World Around.
Relationship Management: Putting It Together.
Effective Communication
The Five Pillars of Emotional Intelligence
Motivation Empathy and Self-Awareness
Build Strong Relationships at Work
Applying Emotional Intelligence Communication Skills to Relationship Building and Management.
Demonstrating a Collaborative Attitude at Work through the Application of Emotional Intelligence.

COURSE DETAILS:

Venue and Date

Lagos: 17th – 21st April, 31st July – 4th Aug, 30th Oct – 3rd Nov.

Nassarawa: 17th – 21st July, 21st – 25th Aug.

Enugu: 20th – 24th Nov.

Abuja: 29th May - 2nd June, 31st July – 4th Aug

Course Fee: ₦290,000

Duration: 1 Week

LEADING HIGH PERFORMANCE TEAMS

Overview

High Performing teams need a leadership that will sustain their level of high performance. It is necessary for organisations to know the nature of such leadership and make concerted efforts to provide it to its teams. This course has been designed to educate participants on the nature and characteristics of the leadership most conducive and appropriate to high performing teams.

Who to Attend

Senior and Middle Level Management Staff; Heads of Committees and Task Forces; and Trainers and Human Resources Officers.

Objectives

The objectives of the course are to:

- Enable participants to understand the characteristics of leaders of high performing teams.
- Introduce participants to what it involves to lead high performing teams.
- Stimulate participants to aspire to be leaders of high performing teams.

Outline

- Teams, Leaders, and Managers.
- Key Leadership Tasks and Measuring Team Performance.
- Influence, Authority and Power.
- Leadership Styles and Styles Flexibility.
- Self-Awareness.
- Emotional Intelligence and Rapport.
- Creating a Shared Vision.
- Aims, Objectives and Goal Alignment.
- Problem-Solving and Decision-Making.
- Effective Communication.
- Characteristics of High Performing Teams.
- Balancing Team Roles.
- Delegation and Empowerment.
- Coaching, Mentoring, and Self-Directed Learning.
- Leveraging Team Strengths for Peak Performance.
- Dealing with Challenging Interpersonal Relations.

COURSE DETAILS:

Venue and Date

Lagos: 6th – 10th March, 4th – 8th Sept.,

Nasarawa: 3rd – 7th April, 7th – 11th August, 6th – 10th Nov., 4th – 8th December

Course Fee: ₦290,000

Duration: 1 Week

EFFECTIVE PRESENTATION SKILLS AND CONFIDENCE BUILDING

Overview

It is an established fact that poor presentation skills can mar good messages, while good presentation skills advance the careers of people, and poor speaking skills can ground rising stars. It is, therefore, imperative for individuals aspiring to rise to have good presentation and public speaking skills. This course has been structured to impart these skills into participants.

Who to Attend

Senior and Middle level Staff of Public and Private Organisation

Objectives

At the end of the course, participants would be able to:

- Identify the essential components of presentations.
- Describe audience analysis.
- Organise information to be presented.
- Identify and use the techniques for effective presentation.

Outline

- The Anatomy of Successful Presentations.
- Understanding Audience Differences.
- Creating a Positive First Impression.
- Adding Vocal Variety.
- Increasing Credibility.
- How to Overcome the Fear of Public Speaking.
- Presenting Complex Information.
- Communicating With Greater Impact.
- How and When to Use Humour.
- Managing Hecklers.
- Personal Effectiveness
- Self- Development
- Effective Use of ICT
- Responding to Pressure Situations.
- Effective Use of Visual Aids.
- Motivating Others to Action.
- Inspiring People to Embrace Change.
- Preparation and Practice.

COURSE DETAILS:

Venue and Date

Lagos: 20th – 24th March, 15th – 19th May, 18th – 22nd Sept., 16th – 20th Oct.

Nassarawa: 12th – 16th June

Kaduna: 17th – 21st July

Course Fee: ₦290,000

Duration: 1 Week

PROJECT MANAGEMENT BEST PRACTICES

Overview

The premium placed on project management in organisations today has made technocrats to aim at specializing in the art, thereby becoming experts. Consequently, they take steps to build their capacities and expertise in project management. This course aims at aiding discerning technocrats with eyes on being experts to realize their dream.

Who to Attend

Project Managers wishing to sharpen their project management skills.

Objectives

At the end of the course, participants should be able to :

- Define and initiate projects and their scopes.
- Develop schedules and cost performance baselines for projects.
- Plan project quality and resources.
- Execute and control projects.
- Close projects.

Outline

- Complexities of Project management.
- Standards for Project management.
- Managing projects in Rapidly Changing Business Environments.
- Project Integration Management.
- Areas of Expertise in Project Management.
- Project Scope Management.
- Project Time Management.
- Project Quality Management.
- Project Human Capital Management.
- Project Communication Management.
- Project Procurement Management.
- Project Risk Management.
- Project Stakeholder Management.
- Standards for Project Management.
- Project Closeout: Techniques and Challenges.

COURSE DETAILS:

Venue and Date

Lagos: 10th – 14th April, 29th May - 2nd June, 31st May – 4th August, 14th – 18th August, 30th Oct – 3rd Nov., 13th – 17th Nov

Abuja: 27th – 31st March, 19th – 23rd June, 25th -29th Sept.

Course Fee: ₦290,000

Duration: 1 Week

MANAGEMENT SKILLS FOR SECRETARIES AND OFFICE ASSISTANTS

Overview

Secretaries and Office assistants need to have some management skills to be effective. This course has been designed to introduce participants to basic management skills required in the course of performing their duties.

Who to Attend

Secretaries, Administrative Personnel, Personal Assistants to Senior and Middle Executives and officers involved in managing records in organisations

Objectives

At the end of the course, participants would be able to:

- Define management as a concept.
- Identify the skills required to manage.
- Use the skills in the course of performing their duties.

Outline

The Concept and Principles of Management.
The Roles of Secretaries and Office Assistants in Organisations.
Qualities of Secretaries and Office Assistants.
Planning and Organising Work.
Supervision and Control.
Effective Communication.
Delegation.
Dealing Professionally with your Boss
Developing an Effective Writing Style
Use of ICT in Writing
Office Layout and Space Management.
Time Management.
Human and Public Relations.
Managing Superiors and Subordinates.
Personal Effectiveness and Self Development

COURSE DETAILS:

Venue and Date

Lagos: 24th – 28th April, 19th – 23rd June, 28th Aug.–1st Sept., 27th Nov – 1st Dec.

Nassarawa: 20th – 24th March, 18th – 22nd Sept, 16th – 20th Oct.

Course Fee: ₦290,000

Duration: 1 Week

PROJECT MANAGEMENT MONITORING AND EVALUATION

Overview

The desire to ensure that maximum value is derived from investments in projects has necessitated the conduct of monitoring and evaluation of projects, and the attendant need to manage the functions well. This course has been designed to arm participants with the techniques and tools for designing and carrying out result-oriented monitoring and evaluation in the course of managing projects.

Who to Attend

Heads of Monitoring and Evaluation Units of Projects and Organisations.

Objectives

At the end of the course, participants should be able to:

- Enumerate the processes and procedures of developing monitoring and evaluation systems.
- Describe and use the techniques and tools for monitoring and evaluation.
- Apply the knowledge gained in managing their projects and organisations well.

Outline

- Purpose and Objectives of Project Monitoring and Evaluation.
- Critical Success Factors for the Monitoring and Evaluation of Projects.
- Developing Effective Monitoring and Evaluation Systems.
- Techniques and Tools for Monitoring and Evaluation.
- Planning Monitoring and Evaluation.
- Key Evaluation Questions.
- Qualitative and Quantitative Data.
- Methodology of Collecting Information and Data.
- Documenting the Results of Monitoring and Evaluation.
- Responding to Unexpected Results of Monitoring and Evaluation.
- Integrating Monitoring and Evaluation in Project Inception, Planning, and Implementation.
- Challenges in Project Monitoring and Evaluation.

COURSE DETAILS:

Venue and Date

Lagos: 13th – 17th March, 10th – 14th April, 29th May - 2nd June, 31st July – 4th Aug., 14th – 18th Aug., 11th – 15th Sept., 30th Oct – 3rd Nov., 13th – 17th Nov.

Abuja: 27th – 31st March, 25th -29th Sept.

Nassarawa: 19th – 23rd June

Course Fee: ₦290,000

Duration: 1 Week

STRATEGIC COMMUNICATIONS MANAGEMENT

Overview

This course is designed to increase participants understanding of strategic communication management, as well as increase knowledge of the theory, research, and practice of organizational communication. It explores contemporary organizations and the pervasiveness of communication in all aspects of organizational life.

Who to Attend

Personnel in Communication, Public Relations Professionals, Protocol Officers and others who want to acquire the skill.

Objectives

The objectives of the course are, to:

- Enable participants to develop complex and sophisticated communication strategies
- Enlighten participants on engaging with the media strategically at a top level editorial level
- Stimulate participants to make their organisations to relate well with the public.

Outline

Contemporary Corporate Communication Strategies
Corporate Media Strategies.
Overview of Strategic Communication Management
Evidence-Based Communication Strategy
Advanced Strategy Tools and Concepts
Developing Strategic Positioning For Sensitive Situations
Essentials of Media Handling
Effective Writing of Press Briefs and Releases
Media Presentation Skills
Organising Effective Press Conferences
Public Speaking
Audience Analysis
Techniques for Managing Corporate Reputation
Crisis Management.
Social Responsibility in the Media Industry.
Monitoring and Evaluating Media Relations Strategy.

COURSE DETAILS:

Venue and Date

Lagos: 14th – 18th Aug.

Nassarawa: 26th – 30th June,

Kaduna: 9th – 13th Oct.

Course Fee: ₦290,000

Duration: 1 Week

EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME

Overview

As part of the determination to achieve organisational effectiveness, organisations are intensifying efforts at ensuring the success of all their projects.

Consequently, they have stepped up investments in training their employees in project management in order to equip them with the requisite skills. This course has been designed to build the capacity of participants in project management for overall organisational effectiveness.

Who to Attend

Senior Executives involved in financing, implementing, monitoring, and evaluating projects in the public and private sectors, and Non-Governmental Organisations (NGOs).

Objectives

The objectives of the course are to:

- Introduce participants to the fundamentals of project management.
- Enable participants to know the elements and techniques of project management.
- Equip participants with the skills for project management.
- Make participants to be effective project managers

Outline

- What are Projects?
- Project Identification, Preparation, and Approval.
- Financial and Economic Analysis of Projects.
- Project Financing.
- Project and programme Implementation
- Monitoring and Evaluating Projects.
- Cost Control.
- Managing the Project Environment.
- Building, Managing and Leading Project Teams.
- Effective Communication.
- Monitoring the Project Team.
- Conflict Resolution.
- Sustaining Project Success.
- Curbing Project Failure.
- Managing Change in the Project Environment.
- ICT Software for Project Management.

COURSE DETAILS:

Venue and Date

Lagos: 13th – 17th March, 10th – 14th April, 29th May - 2nd June, 31st July – 4th Aug., 14th – 18th Aug., 11th – 15th Sept, 30th Oct – 3rd Nov., 13th – 17th Nov.

Course Fee: ₦290,000

Duration: 1 Week

ESSENTIAL BUSINESS PLANNING STRATEGY

Overview

Organisations need to formulate business plans that will enhance their effectiveness, profitability, competitiveness, and sustainability. This course has been designed to equip participants with the knowledge and techniques for formulating effective business plans for their organisations.

Who to Attend

Heads of Departments, Sections, Units and other Staff aspiring to have impactful leadership skills in private and public organisations

Objectives

The objectives of the course are, to:

Provide participants with the tools and techniques required to formulate, implement, and monitor business plans.

Enable participants to identify factors restricting organisational profitability.

Educate participants on how to apply strategic concept to their business environment

Outline

Overview of Essentials Business Planning Strategy.
Planning Staff Roles.

SWOT Analysis

Continuous Business Improvement

Performance Management

Formulating Strategies

Market Strategies and Segmentation

Leadership Communication

Emotional Intelligence

Prioritizing Segments

Strategic Direction and Guiding Priorities.

Understanding Strategic Change.

The Perils of Growth.

Innovation and Creativity

Strategic Implementation.

Monitoring and Evaluating Action Plans.

COURSE DETAILS:

Venue and Date

Lagos: 3rd – 7th April, 8th – 12th May, 10th – 14th July, 9th – 13th Oct., 6th – 10th Nov., 4th – 8th Dec.

Nassarawa: 1st – 5th May, 3rd – 7th July, 2nd – 6th Oct.

Kaduna: 15th – 19th May, 17th – 21st July, 16th – 20th Oct.

Calabar: 24th – 28th April, 28th Aug. – 1st Sept, 27th Nov – 1st Dec.

ENUGU: 7th – 11th Aug.

Course Fee: N290,000

Duration: 1 Week

DEVELOPING MANAGEMENT CAPACITY

Overview

Top level executives require skills that will enable them to provide strategic leadership to their organisations, in order to stay ahead of the competitors. This course has been designed to enhance the capacity of participants occupying senior positions that will demand their playing strategic roles in their organisations.

Who to Attend

Top level executives in public and private organisations.

Objective

The objectives of the course are to:

- Enable participants to examine the strategic visions, mission, and objectives of their organisations.
- Equip participants with skills for effective management of the human, financial, and material resources of their organisations.
- Empower participants to initiate and manage change.
- Stimulate participants to lead their organisations to higher performance.

Outline

- The Purpose and Expectation of Management.
- Vision, Mission, and Objectives of Organisations.
- Corporate Strategy and Sustained Success.
- Trends in Business Environment.
- Developing Result-Oriented Values.
- Leadership Styles and Skills.
- Effective Human Resource Management for Sustained Effective performance.
- Compensation Management.
- Time and Self- Management.
- Problem-Solving and Decision-Making.
- Team Building and Management.
- Dealing with Conduct and Capability Issues.
- Handling difficult Situations.

COURSE DETAILS:

Venue and Date

Abuja: 10th – 14th April, 14th – 18th August, 13th – 17th Nov.

Nassarawa: 8th – 12th May, 10th – 14th July, 9th – 13th October

Lagos: 5th – 9th June

Course Fee: ~~N~~290,000

Duration: 1 Week

STRATEGIES FOR MANAGEMENT

Overview

Just as in other public sector institutions, management requires the use of in order to achieve and sustain effectiveness. In this course, participants will be exposed to the rudiments of strategic planning and management,

Who to Attend

Managers and Directors.

Objectives

The objectives of the course are, to:

- Educate participants on how to apply the concepts of strategic management.
- Enable participants to identify the skills to be used to achieve effectiveness.
- Encourage participants to apply the concept in their routine functions.

Outline

Overview of Strategic Management
Organisational Vision, Mission, and Core Values.
Assessing Internal and External Organisational Environment.
Leading in a Global Climate of Constant Change.
Global Business Strategy Formulation.
Result-Driven Strategic Management.
Break-through Strategy Formulation.
Strategic Innovation.
Developing Performance Measurement, Key Performance Indicators, and Control Systems.
Assessing and Adopting Appropriate Personal Management Style.
Management Development Challenges

COURSE DETAILS:

Venue and Date

Abuja: 22nd – 26th May, 26th – 30th June, 24th – 28th July, 23rd – 27th October

Nassarawa: 10th – 14th April, 14th – 18th August, 13th – 17th Nov.

Course Fee: ₦290,000

Duration: 1 Week

FINANCE FOR NON FINANCE MANAGERS

Overview

Employees of organisations, especially at the senior level, occasionally handle finance and accounting issues in the course of performing their duties. Some of these employees are not finance professionals. To be effective, non-finance employees need to have some knowledge of finance and accounting. This course has been designed to give such employees the required knowledge, for them to be effective.

Who to Attend

Senior and Management Staff of Public and Private Organisation who want to gain knowledge on Financial Management

Objective

The objective of the course is, to enable participants:

Know the basic principles and procedures of finance and accounting.

Apply the principles and procedures to their duties.

To be more effective in the performance of their duties.

Outline

Overview of Finance and Accounting
The Business Cycle: How Money Flows In A Business.
Business Objective: Using Financial Data to Achieve Business Target.
Building Finance into Management Practices
Public Financial Management
Accounting Principles.
Principles of Book Keeping.
Operation of Imprest Accounts.
Cost Control Techniques.
Cost/Benefit and Break-Even Analysis.
Working Capital Management.
Capital Investment Techniques.
Budgeting and Budgetary Control.
Preparing, Analysing, and Interpreting Finance and Accounting Reports.
Responsibility/Stewardship Accounting.
Applying Information and Communication Technology to Finance and Accounting.
Public/Private Sector Accounting.

COURSE DETAILS:

Venue and Date

Lagos: 19th – 23rd June

Nassarawa: 6th – 10th Nov.

Kaduna: 31st July – 4th Aug.

Course Fee: ₦290,000

Duration: 1 Week

STRATEGIES FOR LEADERSHIP

Overview

There are basic strategies which all leaders have to adopt to be effective. This course has been designed to introduce participants to these strategies and also enable them to adopt and apply them in their routine functions.

Who to Attend

Staff newly elevated to leadership positions.

Objectives

The objectives of this course are to:

- Enable participants to master the basic strategies of leadership.
- Provide participants with the opportunity of assessing and identifying their individual leadership style and attributes.
- Encourage participants to adopt the new knowledge in their organisations.

Outlines

- Overview of the Duties and Responsibilities of Leaders.
- Types and Styles of Leadership.
- Strategies of Leadership.
- Assessing and Identifying Personal Leadership Style.
- Personal Effectiveness.
- Self- Development.
- Influencing and Motivating Team Members.
- Delegating Team Members.
- Developing Team Members.
- Empathising with Team Members.
- Creating Performance-Enhancing Environment.
- Monitoring and Evaluating the Impact of Personal Style on Team Members.

COURSE DETAILS:

Venue and Date

Abuja: 1st – 5th May, 12th – 16th June, 3rd – 7th July, 2nd – 6th October

Course Fee: ₦290,000

Duration: 1 Week

MANAGING PEOPLE IN PROJECTS

Overview

Human resources are the critical factors of production for all organisations, as they are the factors that mobilise and coordinate the other factors of production. The effective management of human resources lays the foundation for the effective harnessing of the other factors, thereby guaranteeing the performance of organisations. It is, therefore, necessary for organisations to have a good grasp of managing the people they have employed. This course aims at arming projects with effective people management techniques and skills.

Who to Attend

Team Leaders, Project Managers, Human Resources Personnel etc

Objective

The objective of the course is to train participants in effective people management techniques and skills.

Outline

People Management in Projects.
Aligning People and Strategy in Projects.
Dynamic People Strategies.
Managing People for Change.
Managing People for Peak Performance.
Managing Teams.
Managing Individuals.
Developing Individuals.
Effective Delegation.
Techniques for Motivating People.
Problem-Solving Techniques
Decision Making.
Conflict Resolution.

COURSE DETAILS:

Venue and Date

Lagos: 8th – 12th May, 11th – 15th Sept

Nassarawa: 23rd – 27th Oct.

Enugu: 19th – 23rd June

Course Fee: ₦290,000

Duration: 1 Week

LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT

Overview

In order to manage effectively at the top level in organisations, managers require leadership skills that will facilitate the influencing of their workforce for effective and competitive performance. In this course, participants will be introduced to leadership skills they need to employ to manage effectively at the top.

Who to Attend

Senior and Middle Level Management Staff, and Heads of Departments, Sections, and Units of Organisations.

Objectives

The objectives of the course are to:

- Introduce participants to the indices of effective management.
- Enable participants to identify the leadership skills required for effective management.
- Enable participants to use the leadership skills to manage effectively in their organisations.

Outline

- Effective Management.
- The Effective Manager
- Management and Leadership Convergence.
- Strategic Thinking.
- Emotional Intelligence.
- Building and Managing Successful Teams.
- Team Motivation and Management.
- Problem-Solving and Decision-Making.
- Interpersonal Relationship.
- Effective Presentation.
- Effective Use of ICT.

COURSE DETAILS:

Venue and Date

Abuja: 22nd – 26th May, 26th – 30th June, 24th – 28th July, 23rd – 27th October

Nassarawa: 13th – 17th March, 10th – 14th April, 14th – 18th August, 11th – 15th Sept, 13th – 17th Nov.

Course Fee: ₦290,000

Duration: 1 Week

PUBLIC SECTOR GOVERNANCE AND ETHICS

Overview

Individual and organisational behaviors are greatly influenced by prevailing moral principles which also determine values and goals. Adherence to ethics influences both individual and organisational performance to align with societal aspirations and expectations. Consequently, individuals and organisations that are ethically sensitive and compliant are regarded and appreciated as good citizens who are most of the time patronised and made relevant. There is a dire need for public sector workers to be ethically sensitive and compliant for them to be seen as relevant and be involved. This course will introduce participants to the techniques of ethical sensitivity and compliance.

Who to Attend

Top Officials like Permanent Secretaries, Director-General, Directors, Heads of Sections and Units in the Public Sector.

Objectives

The objectives of the course are to:

- Make participants to appreciate the importance of ethics in performance management.
- Expose participants to a deeper understanding of ethical principles.
- Stimulate participants to develop ethical standards in their organisations.
- Enable participants enforce adherence to, and guidance by, ethical principles in their organisations.

Outline

- Ethics and Ethical Principles.
- Public Sector Governance.
- Values in Public Sector Organisations.
- The Performance of Public Sector Organisations.
- Accountability in Public Sector Organisations.
- Changes Facing Performance in Public Sectors Organisations.
- Corruption in Public Sector Organisations.
- Tackling Corruption in Public Sector Organisations.
- Value Re-Orientation in Public Sector Organisations.
- Managing Change.
- Communicating Value Re-orientation in Public Sector Organisations.
- Personal Effectiveness and Ethical Considerations.

COURSE DETAILS:

Venue and Date

Lagos: 22nd – 26th May, 24th – 28th July, 23rd – 27th October

Abuja: 6th – 10th March, 4th – 8th Sept.

Kaduna: 5th – 9th June

Calabar: 10th – 14th April, 14th – 18th Aug.

Nasarawa: 13th – 17th Nov.

Course Fee: ₦290,000

Duration: 1 Week

CREATIVITY AND INNOVATION AT THE WORK PLACE

Overview

For organisations to remain and continue competitively in business, their employees need to be creative and innovative. This is because it is through creativity and innovations that new and better ways and products, that keep organisations ahead of competition, are developed. This course has been designed to equip participants with the means by which they can be creative and innovative.

Who to Attend

Anyone who wishes to foster and promote creativity and innovation in the workplace, or improve their own performance and job satisfaction by applying the creative process and techniques

Objective

At the end of the course, participants would be able to:

- Be creative and innovative to develop new ways of accomplishing tasks.
- Tap into their creativity quotients.
- Know how to present their ideas to others to secure agreement.
- Identify ways of implementing improvement opportunities.

Outline

Differences between Creativity and Innovation.
Turning Creativity into Innovation.
Creativity and Innovation at Work.
Logical and Lateral Thinking.
Adaptability / Flexibility
Decision Making / Decisiveness
Breaking Through Thought Patterns and Assumptions.
Methods and Tools for Generating Ideas and Creative Stimulation.
Making Ideas Tangible.
Creative Problem-Solving and Creativity Techniques.
Applying the Learning.
Business Application of Neuro-Linguistic Programming.
Building a Climate for Creativity and Innovation.

COURSE DETAILS:

Venue and Date

Lagos: 4th – 8th Sept., 25th -29th Sept., 23rd – 27th Oct.
Nassarawa: 5th – 9th June
Calabar: 22nd – 26th May
Course Fee: ₦290,000
Duration: 1 Week

EFFECTIVE CORPORATE GOVERNANCE

Overview

One of the critical factors determining corporate performance is corporate governance: where there exists effective corporate governance, performance is high; but the reverse is the case where there is ineffective corporate governance. Organisations aiming at being high performers have to install and maintain effective corporate governance. In this course, participants will learn the rudiments of, and techniques for, effective corporate governance, and be prepared to apply the concept in their organisations.

Who to Attend

Management Staff; Senior and middle-level Managers; Heads of Departments, Sections, and Units; and Trainers.

Objectives

The objectives of the course are to:

- Enable participants to know the elements of effective corporate governance.
- Introduce participants to the tools, techniques, and skills for effective corporate governance.
- Equip participants with the requisite skills for effective corporate governance
- Enable participants to install effective corporate governance in their organisations.

Outline

- Overview of Corporate Governance.
- Elements of Effective Corporate Governance.
- Policy Formulation and Implementation in Organisations.
- Effective Organisational Performance
- Accountability in Organisational Performance.
- Duties and Responsibilities of Boards and Top Managements.
- Effective Boards and their Committees.
- Effective Corporate Governance and Meaningful Corporate Disclosures.
- Internal and External Audits.
- Ethics and Organisational Integrity.
- Getting it Right
- Sustaining Effective Corporate governance.

COURSE DETAILS:

Venue and Date

Lagos: 22nd – 26th May, 24th – 28th July, 23rd – 27th Oct.
Abuja: 6th – 10th March, 4th – 8th Sept.
Kaduna: 5th – 9th June
Calabar: 10th – 14th April, 14th – 18th Aug., 13th – 17th Nov.
Course Fee: ₦290,000
Duration: 1 Week

DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE

Overview

To enhance corporate effectiveness, memory, and continuity, organisations put in place policies for effective record keeping and access. This course has been designed to equip participants with the techniques of records management.

Who to Attend

Records Managers, Project Managers, Consultants, other Managers Secretaries, and Officers involved in managing and using records in organizations

Objectives

The objectives of the course are to:

Enable participants identify valuable records and key requirements for managing them.

Equip participants with the principles of file plan and record retention.

Introduce participants to records management principles.

Outline

Developing Corporate File Plan.
File Plan Options.
Compilation of a File Plan.
Corporate Records.
Developing Records Retention and Disposal Schedule.
Records Retention Schedules.
Master Records Index.
Records Management Practices.
Record Keeping Plans.
Managing Electronic Documents.
Disaster Planning.
Retention and Disposal Authority Design, Development, and Appraisal.
Mapping Servers and Access Security Permission.
Formulating records Management Policy to Support Corporate File Plan Implementation.
Performance Management

COURSE DETAILS:

Venue and Date

Lagos: 6th – 10th March, 5th – 9th June, 4th – 8th Sept.

Nassarawa: 6th – 10th March, 17th – 21st July, 16th – 20th Oct.

Abuja: 6th – 10th March, 18th – 22nd Sept.

Course Fee: ₦290,000

Duration: 1 Week

INSPIRATIONAL LEADERSHIP SKILLS

Overview

Leadership, particularly good leadership, is critically needed in organisations, as it is the aspect of the human resource that influences decisions to be made and actions to be taken. Organisations, therefore, take deliberate steps to develop their leaders and equip them with the requisite skills for effective leadership necessary for peak performance. In this course, participants will be exposed to the skills critically needed for them to be effective and inspiring leaders.

Who to Attend

Permanent Secretaries, Directors, Deputy Directors, Assistant Directors, and Heads of Standing Committees and Task Forces in the Public Sector.

Objectives

At the end of the course, participants will:

- Know the essential elements of inspirational leadership.
- Be exposed to the skills for inspirational leadership.
- Be empowered to provide inspirational leadership in their organisations.

Outline

- Leadership Roles and Function.
- Leadership Styles.
- Inspirational Leadership.
- Emotions and Emotional Intelligence.
- Influence, Authority, and Power.
- Building Rapport.
- Affectionate Contagion.
- Effective Communication Skills.
- Problem-Solving and Decision-Making
- Delegation
- Effective Conflict Resolution and Management.
- Motivating the Led.
- Team Building and Management,.
- Coaching and Counseling
- Transparency and Accountability.
- Evaluation of Own Leadership Style and Skills.

COURSE DETAILS:

Venue and Date

Lagos: 27th – 31st March, 25th -29th Sept.

Kaduna: 10th – 14th April, 14th – 18th Aug., 13th – 17th Nov

Calabar: 15th – 19th May, 17th – 21st July, 16th – 20th Oct.

Course Fee: ₦290,000

Duration: 1 Week

EFFECTIVE COMPLIANCE AND ETHICS

Overview

One of the critical conditions affecting organisational effectiveness, credibility, and sustainability is non-compliance with ground rules, which leads to unguided practices, costly mistakes, and breaching of workplace ethics that result in reduced effectiveness, reduced product and service quality, and low patronage. Organizations aiming at being high performers have to install and maintain effective corporate governance and standard code of ethics. For organisations to overcome the threat of reduced patronage and earnings, they need to make their workforce to comply with rules and regulations, and uphold workplace ethics. This course has been designed to enable employees to be compliant and ethical at the workplace.

Who to Attend

Team Members of Private and Public Organisation

Objectives

The objectives of the course are, to:

- Provide information on compliance and ethics to participants.
- Enable participants to identify the importance of complying with rules and upholding workplace ethics.
- Stimulate participants to promote compliance to rules and regulations, and uphold ethics at their place of work.

Outline

Introduction to Workplace Ethics.
The Importance of Ethics.
Workplace Theft, Pilfering, and Implications to Social Workplace Norms.
Workplace Deception and Falsehood.
Confidentiality and Toxic Attitude.
Workplace Building and Harassment.
Workplace Discrimination.
How to Strengthen Workplace Ethics.
Data Protection.
Effective Alert Systems.
Fair Competition.
Integrity, Risk and Reputation.
Health and Safety.
Client Files.
Code of Professional Practice.
Creating Effective Reporting Procedure.
Compliance Expectations, Challenges, and Best Practices.

COURSE DETAILS:

Venue and Date

Lagos: 22nd – 26th May, 24th – 28th July, 23rd – 27th Oct.

Nassarawa: 13th – 17th Nov.

Kaduna: 5th – 9th June

Calabar: 10th – 14th April, 14th – 18th Aug.

Abuja: 6th – 10th March, 4th – 8th Sept.

Course Fee: ₦290,000

Duration: 1 Week

COMPETENCY-BASED MANAGEMENT FRAMEWORK

Overview

The quality of individual performance is determined, to a large extent, by the possession or otherwise, and the utilization of the appropriate competence. With the appropriate competence an employee's performance will be high; whereas without it, there can be no performance. It is, therefore, necessary for organisations to ensure the necessary competence. This course has been designed to equip participants with the necessary skills for high performance.

Who to Attend

Senior and Middle-Level Management Staff in Human Resources Departments.

Objectives

The objectives of the course are to:

- Enable participants know the significance of competencies in individual and organisational performance.
- Expose participants to the fundamentals of competency frameworks.
- Introduce to participants the techniques of, and skills for, competency management.
- Stimulate participants to manage the competency profile of their organisations effectively.

Outline

- Job competencies and Frameworks.
- Designing Competency Based Frameworks
- Defining Competency Evidence.
- Integrating Competency Frameworks with the Human Resources Processes.
- Implementing Job Competency Frameworks.
- Preparing Job Descriptions and People Specifications.
- Assessing Competence.
- Competency Evaluation for Training Needs Analyses.
- Using Competency to Determine Performance Based Remuneration.
- Using Competency Evidence for Organisational Review and Audit.

COURSE DETAILS:

Venue and Date

Kaduna: 10th – 14th April, 14th – 18th August, 13th – 17th Nov.,

Course Fee: ₦290,000

Duration: 1 Week

21ST CENTURY RECORDS AND INFORMATION MANAGEMENT

Overview

Organisations globally are considering the transition from traditional 'analogue' approaches for creating, capturing, storing, managing and preserving their business information to cloud-based solutions. The 21st century records and information professional must adapt, build, keep, and manage their records effectively. In this course, participants will be exposed to the principles and techniques of records management.

Who to Attend

Office Managers, Heads of registries, Administrative personnel and Officers involved in managing and using records in organisations.

Course Objectives

At the end of the course, participants will be able to:

- Appreciate the importance and relevance of records in organisations.
- Have more knowledge on record and information management tools and systems.
- Develop effective records and information management systems.
- Influence the adoption and use of effective systems for managing records and information in their organisations.

Outline

- Overview of Records and Information Management.
- Legal Framework for Records and Information Management.
- The freedom of Information Act.
- Preventive Conservation Measures
- Effective Time Management
- Building an Effective Team
- Performance Management
- Types of Records and Information in Organisations.
- Developing Organisational Records Plan.
- The Storage, Retrieval and Disposal of Records and Information Audit.
- The Infrastructure for Records and Information Management.
- Developing Organisational Records Plan.
- ICT and Records Management.
- Change Management
- Challenges of Records and Information Management.

COURSE DETAILS:

Venue and Date

Lagos: 6th – 10th March, 4th – 8th Sept., 17th – 21st July
Nassarawa: 15th – 19th May, 5th – 9th June, 17th – 21st July,
16th – 20th Oct

Abuja: 20th – 24th March, 18th – 22nd Sept.

Course Fee: ₦290,000

Duration: 1 Week

WORK ETHICS AND ATTITUDINAL CHANGE

Overview

Attitudinal change in people depends largely on their values, and that determines their individual behaviour. Values tend to form the foundation of a human character. Most people act in ways that move them towards their goals and also conform to their personal values and sense of right and wrong. This can lead to defensive behaviour and interpersonal conflicts. People, when faced with a threat to their basic security (e. g. keeping a job and providing for family), may engage in unethical behaviour. Work ethics, attitudes and values affect the performance of every organization. This is because the human resource is the most important resource in every organization. The performance of every organization is tied to the performance of every member of staff. Values are the foundation upon which individual ethics and attitudes are built. These three components (attitude, ethics and values) shape an individual's character. A person's character is manifested in his/her words and actions. Therefore, this course aims to provide participants with relevant knowledge, skills and techniques to improve on work ethics, organizational culture and behaviour towards improved productivity.

WHO TO ATTEND

Office Assistants, Administrative Assistants, secretaries and Personal Assistants

OBJECTIVES

At the end of the programme, participants will be able to:

- Distinguish between their values, ethical and unethical behaviour
- Identify how attitudinal change can help resolve common dilemmas
- Know the role managers play in setting the ethical tone of an organization
- Explain the role of ethics in the modern workplace
- Discuss performance standard measures and explain their applicability in an ethical workplace

OUTLINE

- General Overview of Work Ethics and Attitudinal Change
- Work Ethics and Productivity
- The Environment and Ethics
- Organizational Cultures and Values
- Human Behaviour in Organizations and Management Process
- Leadership Styles and Skills
- The Organizational Culture and Values
- Understanding Work/Business Ethics
- Productivity Measurement Tools
- Productivity Improvement Techniques
- Measuring and Rewarding Performance
- Attitudinal Change
- Effective Leadership Management
- Cost and Waste Reduction Strategies
- Organizational Culture
- Creating a Positive Work Environment
- Measuring and Rewarding Performance
- Productivity Improvement Techniques
- Discipline and Counselling
- Self-Organization and Time Management
- Managing and Sustaining Change
- Building Commitment and Trust in the Workforce
- Effective Communication and Inter-Personal Relations Skills
- Improved Performance through Attitudinal Change

COURSE DETAILS:

Venue and Date

Lagos: 17th – 21st April, 20th – 24th Nov.,
Nasarawa: 29th May - 2nd June, 31st July – 4th Aug, 30th Oct – 3rd Nov
Enugu: 21st – 25th Aug.,

Course Fee: ₦290,000

Duration: 1 Week

DEVELOPING EFFECTIVE MARKETING STRATEGY

Overview

In this fast changing environment, the number of alternative actions or strategies available to organisation is substantial. One consequence of this variety is that organisation must learn how to allocate and concentrate available resources to outperform the competition which requires solid marketing knowledge, strategic and data-driven decision making. Your organization's positioning and the positioning of its products and services depend on the formulation and implementation of a comprehensive strategic marketing plan. This course is designed to guide participants on the basis of strategic thinking in the creation of a strategic marketing plan for their organisation. It will also provide them with an effective framework and useful tools for analysis and formulation of marketing strategies to give their organization a sustainable competitive advantage for enduring customer loyalty and long-run profitability.

Objectives

The objectives of the course are:

- Aware of the strategic thinking and key components needed in developing a strategic marketing plan
- Able to link the business unit strategy with each of the marketing strategies
- Able to identify the relevant tools, techniques and thought process for their marketing issues

Outline

Strategic Implications of Business Growth and Economic Profit
Drivers of Business and Profit Growth
Role of Marketing in Corporate, Business and Functional Strategies
Understanding Strategy and Strategic Level Decisions for Business
Corporate and Business Unit Strategic Decisions
Analytical Framework and Tools
Market and Customer Analysis
Competitor Analysis
Company Analysis
Formulating Strategies
Market Strategies
Market Segmentation
Prioritizing Segments
Understanding Customer Needs By Segment
Creating Value Propositions
Developing Marketing Strategies
Creating Multichannel Strategy
Implementation
Value Proposition & Strategic Positioning
Pricing Strategies
Value Chain Strategies
Implementation and Control
Business Design to Deliver The Value Proposition

COURSE DETAILS:

Venue and Date

Abuja: 17th – 21st April, 21st – 25th August, 20th – 24th Nov.

Course Fee: ₦290,000

Duration: 1 Week

HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS

Overview

Even though the critical and strategic role played by human resources in organisations requires them to be managed by professionals in human resource management, the function is handled by non-professionals in many organisations. To reduce the negative impact of the role of non-professionals, organisations train their employees handling the human resources management function who are non-professionals so that they can acquire the necessary techniques and skills. This course has been structured to afford non-professional human resource personnel the opportunity of acquiring the requisite knowledge, techniques, and skills.

Who to Attend

Senior and Middle Staff in an Organisation

Objectives

The objectives of the course are, to:

- Introduce participants to the fundamentals of human resource management and development practices.
- Enable participants to acquire the requisite knowledge, techniques, and skills.
- Enhance the performance of participants on getting back to the office.

Outline

Overview of Human Resource Management.
Human Resource Management Function in Organisations.
Human Resource Planning.
Recruitment and Selection.
Human resource Deployment, Supervision, and Control.
Performance Appraisal.
Disciplinary Procedures and Practices.
Wages and Salary Administration.
Human Resource Development.
Succession Planning and Career Development.
Productivity Improvement Techniques.
Gaining Competitive Advantage through Human resource Management.
Human Resource Policy Formulation.
Emerging Issues in Human resource Management.

COURSE DETAILS:

Venue and Date

Lagos: 1st – 5th May, 25th -29th Sept.

Nassarawa: 28th Aug. – 1st Sept, 20th – 24th Nov.

Kaduna: 21st – 25th Aug., 9th – 13th Oct.

Enugu: 26th – 30th June

Course Fee: ₦290,000

Duration: 1 Week

MANAGEMENT AND LEADERSHIP DEVELOPMENT

Overview

One of the methods used to develop managers and leaders in organisations is training. This course is designed to provide the avenue for training employees of organisations who are in management and are occupying leadership positions.

Who to Attend

Senior and Middle Level Management Staff; Heads of Departments; and Staff responsible for training in organisations.

Objectives

The objectives of the course are, to:

- Enable participants learn more about their duties and responsibilities.
- Introduce participants to the strategies and skills required for their roles.
- Enable participants to identify how to improve on their performance.

Outline

- The Vision, Mission, Values, and goals of Organisations.
- Duties and Responsibilities of Managers and Leaders.
- Management and Leadership Styles.
- Managing Versus Leading.
- Planning and Organizing.
- Delegation.
- Directing and Control.
- Problem Solving and Decision Making.
- Team Building and Management.
- Human Resources Management.
- Budgeting and Budgetary Control.
- Marketing of Organisational Products and Services.
- Time and Stress, Management.
- Managing Change.
- Assessing Individual Management and Leadership Styles.
- Personal Effectiveness.
- Self- Development.

COURSE DETAILS:

Venue and Date

Lagos: 24th – 28th April, 28th Aug. – 1st Sept, 27th Nov – 1st Dec., 11th – 15th Dec.

Abuja: 11th – 15th Dec.

Nasarawa: 22nd – 26th May, 24th – 28th July, 23rd – 27th Oct.

Kaduna: 24th – 28th April, 28th Aug. – 1st Sept, 27th Nov – 1st Dec

Course Fee: ₦290,000

Duration: 1 Week

LEADERSHIP ESSENTIALS

Overview

Prevailing dynamic and competitive global environment has compelled organisations to engage and develop exceptional leaders with diverse skills that enable them to balance the analytical and intuitive dimensions of management for cutting edge performance. This course has been structured to equip senior executives of organisations with the skills for strategic analytical actions that will effectively integrate knowledge and practice in their organisations, so as to attain and maintain competitive leadership in the business environment.

Who to Attend

Board Members, Senior and Middle Management Employees, staff aspiring to senior positions in organisation.

Objective

The objective of the course is to enable participants to:

- Gain critical understanding of contemporary management theory and conceptual framework.
- Learn to apply the knowledge and skills in their professional life.
- Reflect their enhanced leadership skills and ability on their performance.
- Network with diverse range of professionals through collaborative learning techniques

Outline

- Analytical approach to Uncertainty.
- Leadership and Organisations.
- Foundations for Strategy Formulation.
- Operations management.
- Managerial Economics.
- Statistical Decision-Making.
- Managerial Finance.
- Financial Reporting.
- Marketing management.
- Government and Legal Environment of Business.
- Corporate Development: Mergers and Acquisitions.
- Managing Organisational Change.
- Accounting and Managerial Finance
- Systems and Operations Management
- Strategic Management
- Strategic Leadership

COURSE DETAILS:

Venue and Date

Lagos: 27th – 31st March, 24th – 28th April, 28th August – 1st Sept, 25th -29th Sept., 27th Nov – 1st Dec., 11th – 15th December

Abuja: 11th – 15th December

Nasarawa: 13th – 17th March, 5th – 9th June, 11th – 15th Sept

Kaduna: 24th – 28th April, 28th August – 1st Sept, 27th Nov – 1st Dec.

Calabar: 19th – 23rd June

Enugu: 24th – 28th April, 5th – 9th June, 16th – 20th October

Course Fee: ₦290,000

Duration: 1 Week

BASIC MANAGEMENT PROCESS FOR NEW MANAGERS

Overview

Inexperience by managers in organisations can lead to ineffective performance. To curb that, organisations need to empower new managers with the knowledge, techniques, and skills of management process. In this course, participants will be introduced to the rudiments of management principles, in order to prepare them for effective performance.

Who to Attend

Senior and Middle Management Staff in an Organisation

Objective

The objective of the course is to introduce participants to the basics of management principles and practice.

Outline

Principles and Practice of Management.
The Management Process.
Planning and Organising.
Supervision and Control.
Delegation and Authority.
Problem-Solving.
Decision Making.
Effective Communication.
Time Management.
Performance Management.
Emerging Issues in Management Practice.

COURSE DETAILS:

Venue and Date

Lagos: 24th – 28th April, 28th Aug. – 1st Sept, 27th Nov – 1st Dec., 11th – 15th Dec.

Nassarawa: 22nd – 26th May, 24th – 28th July, 23rd – 27th Oct.

Kaduna: 24th – 28th April, 28th Aug. – 1st Sept, 27th Nov – 1st Dec

Abuja: 11th – 15th Dec.

Course Fee: ₦290,000

Duration: 1 Week

LEADERSHIP AND CHANGE MANAGEMENT

Overview

In order to cope with change, take advantage of it, and achieve increased productivity, organisations need to put in place the leadership that will effectively manage change. This course has been designed to introduce participants to the leadership that is congenial to effective change management.

Who to Attend

Senior and Middle level Management Staff, and Heads of Departments, Sections, and Units.

Objectives

The objectives of the course are to:

- Expose participants to elements of change.
- Introduce participants to the techniques of managing change.
- Introduce participants to various leadership styles that can be used to manage change.
- Make participants to be effective change managers.

Outline

- Overview of Change Management.
- Change Management and Leadership.
- Transformational Leadership.
- Inspirational Leadership.
- Liberating Leadership.
- Planning and Introducing Change.
- Monitoring Change and Critical Success Factors.
- Overcoming Barriers to change.
- Sustaining Positive Organisational Change.
- Developing Leadership Skills.
- Providing Support and Empathy.

COURSE DETAILS:

Venue and Date

Abuja: 24th – 28th April, 28th August – 1st Sept, 27th Nov – 1st Dec., 11th – 15th December

Kaduna: 13th – 17th March, 11th – 15th Sept

Calabar: 1st – 5th May, 3rd – 7th July, 2nd – 6th October

Course Fee: ₦290,000

Duration: 1 Week

CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY

Overview

Against the back-drop of change being the only permanent phenomenon in life, organisations need to evolve management systems and styles that will enable them to remain highly productive while coping with change. This course aims at introducing participants to the techniques of effectively managing change in order to make their organisations to be highly productive and competitive.

Who to Attend

Senior and Middle Level Management Staff; Heads of Departments, Sections, and Units; and Employees in charge of Corporate Planning.

Objectives

At the end of the course, participants will be able to:

- Have a deeper understanding of the impact of change on organisational productivity.
- Get acquainted with the techniques of change management.
- Identify the strategies for applying the new knowledge and techniques in their Organisations.

Outline

- Overview of Change Management.
- Leading and Managing Change
- Planning and Introducing Change.
- Handling People and Communication.
- Providing Support and Empathy.
- Changing Teams.
- Team and Personal Strategies for Making Change Happen.
- Monitoring Change and Critical Success Factors.
- Encouraging Creativity, Innovation, and Knowledge Building.
- Creating Strategies for Overcoming Barriers to Change.
- Measuring and Sustaining Organisational Change.
- Future Roles and Accountability.

COURSE DETAILS:

Venue and Date

Lagos: 26th – 30th June

Abuja: 24th – 28th April, 28th August – 1st Sept, 27th Nov – 1st Dec., 11th – 15th December

Kaduna: 13th – 17th March, 11th – 15th Sept

Enugu: 18th – 22nd Sept

Calabar: 1st – 5th May, 3rd – 7th July, 2nd – 6th October

Course Fee: ₦290,000

Duration: 1 Week

IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE

Overview

Nothing that organisational performance results from the amalgamation of individual employee performance anchored on their personal effectiveness, organisations take deliberate steps to improve the personal effectiveness of their employees as preludes to attaining their organisational performance. Employees are, therefore, trained to improve their personal effectiveness. This course aims at training participants on how to improve their personal effectiveness, so as to shore up their performance.

Who to Attend

Senior and Middle Management Staff, Team Members, Head of Departments, Sections, Units etc

Objectives

At the end of the course, participants would be able to:

- Identify the techniques for improving their personal effectiveness.
- Use the techniques to improve their personal effectiveness.

Outline

The Place of Personal Effectiveness in Performance Management.
Techniques for Improving Personal Effectiveness.
Teamwork.
Working With Others.
Performance Management
Performance Improvement Checklist
Motivating Staff for Improved Performance
Managing Individual and Team Behaviour
Improving Communication Skills.
Personal Influence on Others.
Personal Work Ethics.
Resourcefulness.
Self-Management and Development.
Self-Confidence and Personal drive.
Maintaining Strategic Perspective.
Problem-Solving Skills.
Thinking and Decision making.
Conflict Resolution Skills.

COURSE DETAILS:

Venue and Date

Lagos: 6th – 10th March, 4th – 8th Sept.

Nassarawa: 19th – 23rd June

Kaduna: 1st – 5th May, 3rd – 7th July, 2nd – 6th Oct.

Calabar: 5th – 9th June

Abuja: 3rd – 7th April, 7th – 11th Aug., 6th – 10th Nov., 4th – 8th Dec.

Course Fee: ₦290,000

Duration: 1 Week

LEADING AND MANAGING CHANGE

Overview

It is common knowledge that change is the only thing permanent in life, as change is pervasive in all spheres of individual and organisational life. One basic strategy for success is to approach and use change positively. It is, therefore, required of individuals and organisations to anticipate change, plan for it, and get the best out of it. This course will expose participants to the important aspects of change, and teach them how to use it as a growth, productivity, competitiveness-enhancing factor.

Who to Attend

Senior and Middle Level Managers and personnel responsible for planning, and human resources management.

Objectives

At the end of the course, participants will be able to

- Know the phases of change.
- Acquire the skills for planning and managing change.
- Understand how to get and sustain the best out of change.

Course Outline

- Change as a permanent phenomenon.
- Phases and characteristics of Change.
- Effects of Change on Individual and Organisational Performance.
- Leading During Changing Times.
- Managing During Changing Times.
- Planning for Successful Change.
- Handling Resistance to Change.
- Building and Managing High Performance Teams.
- Measuring and Sustaining Organisational Change.

COURSE DETAILS:

Venue and Date

Lagos: 26th – 30th June

Nasarawa: 24th – 28th April, 28th Aug. – 1st Sept, 27th Nov – 1st Dec., 11th – 15th Dec.

Kaduna: 13th – 17th March, 11th – 15th Sept

Course Fee: ₦290,000

Enugu: 18th – 22nd Sept

Duration: 1 Week

STRATEGIC PLANNING

Overview

The ever changing operating environment for organisations imposes the need for organisations aspiring to achieve superior performance to be proactive in carrying out their activities. This can be achieved by adopting strategic planning which will enable them to analyse, develop, and change their structures and processes in order to be effective and efficient. This course is designed to teach participants the analytical tools, attitude, and approaches to be used to plan strategically.

Who to Attend

Top Executives Senior Managers, Directors of Planning, Heads of Departments, and Planning Specialists.

Objective

The objective of the course is to enable participants to:

- Know the elements of strategic planning,
- Understand the process of strategy formulation.
- Be able to prepare the vision and mission statements of their organisations.
- Apply strategic planning and management in their organisations.

Outline

- Overview of Strategic planning.
- The Evolution of Strategic Planning.
- Strategic Planning and Control Principles and Processes.
- Understanding and Preparing Organisational Vision and Mission Statements.
- Assessing Internal and External Organisational Environment.
- Formulating a Strategy: Data Synthesis and SWOT Analysis.
- Strategic Creative Thinking.
- Formulating a Competitive Strategy.
- Ensuring Strategic Alignment.
- Designing Organisational Structure for Higher Performance.
- Developing Performance Indicators.
- Strategic Leadership and Motivation
- Strategic Human Resources Management.
- Strategic Financial Planning
- Managing Change.
- Monitoring and Evaluation.

COURSE DETAILS:

Venue and Date

Lagos: 3rd – 7th April, 8th – 12th May, 10th – 14th July, 9th – 13th Oct., 6th – 10th Nov., 4th – 8th Dec.

Nasarawa: 1st – 5th May, 3rd – 7th July, 28th Aug. – 1st Sept, 2nd – 6th Oct

Enugu: 7th – 11th Aug.

Kaduna: 15th – 19th May, 17th – 21st July, 16th – 20th Oct.

Calabar: 24th – 28th April, 27th Nov – 1st Dec.,

Course Fee: ₦290,000

Duration: 1 Week

PERFORMANCE IMPROVEMENT SKILLS

Overview

Organisational performance is the function of many factors, some of which are the possession and use of skills for improving performance. These skills can be acquired through training the appropriate employees. This course sets out to provide the platform for empowering participants with the skills.

Who to Attend

Senior Staff, Team Members, Human Resource Management and Development Personnel of Organisations

Objectives

The objectives of the course are, to:

Introduce participants to the skills required for improving performance.

Enable participants to adopt and use the skills so as to improve their performance and those of their organisations.

Outline

Overview of Performance Improvement.
Effects of Workplace Rules and Regulations on Performance Improvement.
The Roles of Employees in Performance Improvement.
Teamwork Skills.
Coaching and Counseling Skills
High Level Performing Organisations
Strategic Corporate Goal Setting
Employee Involvement
Performance Expectations
Corporate Performance Standards and Indicators
Skills for Working with Others.
Effective Communication Skills.
Interpersonal relationship Skills.
Problem-Solving Skills.
Conflict Resolution skills.
Time Management Skills.
Personal Effectiveness.
Self-Development.

COURSE DETAILS:

Venue and Date

Lagos: 1st – 5th May, 3rd – 7th July, 2nd – 6th Oct
Nasarawa: 8th – 12th May, 26th – 30th June, 10th – 14th July, 9th – 13th Oct.

Enugu: 29th May - 2nd June, 3rd – 7th July

Course Fee: ₦290,000

Duration: 1 Week

CORPORATE RECORDS AND INFORMATION MANAGEMENT

Overview

Records form a very reliable basis for effective performance at both individual and organisational levels, as they provide hindsight, and the basis of planning for the future. It behooves high performing organisations to build, keep, and manage their records effectively. In this course, participants will be exposed to the principles and techniques of records management, with the expectation that upon return to their offices, participants will positively influence the installation and maintenance of effective records management systems.

Who to Attend

Office Managers, Confidential Secretaries, and Secretaries.

Course Objectives

At the end of the course, participants will be able to:

- Appreciate the importance and relevance of records in organisations.
- Have more knowledge on record and information management tools and systems.
- Develop effective records and information management systems.
- Influence the adoption and use of effective systems for managing records and information in their organisations.

Outline

- Overview of Records and Information Management.
- Legal Framework for Records and Information Management.
- The freedom of Information Act.
- Types of Records and Information in Organisations.
- Developing Organisational Records Plan.
- The Storage, Retrieval and Disposal of Records and Information Audit.
- The Infrastructure for Records and Information Management.
- Developing Organisational Records Plan.
- ICT and Records Management.
- Change Management
- Challenges of Records and Information Management.

COURSE DETAILS:

Venue and Date

Lagos: 6th – 10th March, 5th – 9th June, 4th – 8th Sept.
Abuja: 20th – 24th March, 15th – 19th May, 17th – 21th July, 18th – 22nd Sept, 16th – 20th October

Course Fee: ₦290,000

Duration: 1 Week

CORPORATE CULTURE AND PERFORMANCE

Overview

Culture greatly influences organisational performance, as where there prevails a culture of hard work, organisations normally perform effectively, but a culture of laxity and laziness brings about ineffective organisational performance. Organisations desirous of being high performers and competitive need to develop and install performance-friendly cultures. In this course, participants will learn about the effects of culture on performance in organisations, and how to develop and maintain the right culture.

Who to Attend

Senior and Middle Level Management staff; Heads of Departments, Sections, and Unit, Human Resources Management Officers; and Trainers.

Objectives

The objectives of the course are to:

- Stimulate the appreciation of the impact of culture on organisational performance in participants.
- Enable participants to know how to develop the right culture for their organisations.
- Equip participants with the tools and techniques of making employees to imbibe the culture of their organisations.

Outline

- Organisational Culture and Performance.
- Elements and Characteristics of Organisational Culture.
- Organisational Vision, Mission, Values, and Goals.
- Developing the Congenial Organisational Culture.
- Communicating Organisational Culture.
- Process of Organisational Cultural Orientation and Reorientation.
- Motivation, Rewards and Adherence to Organisational Culture.
- Monitoring and Evaluating Organisational Culture.

COURSE DETAILS:

Venue and Date

Nasarawa: 6th – 10th March, 4th – 8th Sept

Course Fee: ₦290,000

Duration: 1 Week

TECHNIQUES FOR EFFECTIVE TIME MANAGEMENT

Overview

It has been identified that effective management is the product of effective time management, as time management is at the heart of management practice. For management practice to be effective, time management has to be made effective, with employees trained in the art. This course aims at equipping participants with the techniques and skills for effective time management.

Who to Attend

Every Staff of an Organisation

Objectives

At the end of the course, participants would be able to:

- State the relationship between time management and performance.
- Describe the principles of time management.
- Plan the use of time effectively.
- Manage their time effectively.

Outline

- Overview of Techniques for Effective and Time Management
- Time Management and Performance.
- Principles of Time Management.
- Elements of Time Management and Processes
- Creativity and the Management of change
- Group Dynamics
- Achieving Organizational Results
- Monitoring and Evaluating Team Performance
- Tools and Techniques of Time Management.
- Planning and Organising Time.
- Delegating Responsibilities.
- Controlling the Use of Time.
- Stress Management.
- Personal Effectiveness.

COURSE DETAILS:

Venue and Date

Lagos: 12th – 16th June, 14th – 18th Aug.

Nassarawa: 24th – 28th April, 3rd – 7th July

Kaduna: 2nd – 6th Oct.

Course Fee: ₦290,000

Duration: 1 Week

SETTING STANDARDS FOR ORGANISATIONAL EFFECTIVENESS

Overview

A good performance management system encompasses standards for organisational effectiveness. Individuals charged with managing organisational performance need to know how to set standards for their organisations. This course will equip participants with the knowledge and skills for setting effective standards for their organisations.

Who to Attend

Corporate Planners, Heads of Departments, Sections, and Units as well as Human Resources Managers.

Objectives

At the end of the course, participants will be able to:

- Acquire Knowledge on the fundamentals of organisational effectiveness.
- Understand how to set realistic standards for organisations.
- Identify ways of enhancing organisational effectiveness through standards setting.

Outline

- Organisational Values and Mission.
- Organisational Effectiveness: An Overview.
- Performance Standards.
- Fundamentals of Setting Performance Standards.
- Coaching and Counseling Skills.
- Effective Communication.
- Monitoring and Evaluating Organisational Performance.
- Performance-Based Compensation System.

COURSE DETAILS:

Venue and Date

Lagos: 12th – 16th June

Calabar: 13th – 17th March, 11th – 15th Sept

Course Fee: ₦290,000

Duration: 1 Week

REPORT AND SPEECH WRITING SKILLS

Overview

Reports constitute one of the tools for public relations. The quality of report determines in part, the effectiveness of the public relations function. Organisations need to deliberately work towards producing high quality reports, as one of the means of polishing their public image. This course has been designed to introduce participants to the elements of, and skills for, effective report writing.

Who to Attend

Middle Level Management Staff of Public Relations Department, Sections, and Units; and Private PR Practitioners.

Objectives

The objectives of the course are, to:

- Enable participants to review the elements of report writing.
- Enable participants to identify the skills for effective report writing.
- Prepare participants for significant contributions to effective organisational report writing.

Outline

- Reports as Public Relations Tools.
- Types of Organisational Reports.
- Writing News Articles.
- Feature Articles and Documentaries
- Research, Data and Information Gathering.
- Effective Interviewing for Information Gathering.
- Using Internet Search Engines.
- Use of Language and the Economy of Words.
- Packaging of Reports.
- Effective Use of ICT Software.
- Proof-reading

COURSE DETAILS:

Venue and Date

Lagos: 20th – 24th March, 15th – 19th May, 18th – 22nd Sept., 16th – 20th Oct.

Nasarawa: 12th – 16th June

Kaduna: 17th – 21st July

Course Fee: ₦290,000

Duration: 1 Week

HUMAN RELATIONS AND INTERPERSONAL SKILLS

Overview

Research has shown that performances in organisations are significantly affected by the quality of human and inter-personal relations obtained. This programme aims at exposing participants to the benefits of human relation and interpersonal skills in an organisation. Also, in this course, participants will be introduced to the various techniques needed for effective human relation and interpersonal skills they need to employ to manage effectively.

Who to Attend

Senior and Middle Level Staff, Team Members etc

Objectives

At the end of the course, participants would be able to:

- Identify the effect of relationships on performance.
- Describe how to adopt performance-friendly relationships.
- Use the knowledge to improve their performance.

Outline

Effects of Relationships on Workplace Performance.
Effective Human Relations.
Interpersonal Relationship at the Workplace.
Relating With Others.
Effective Communication.
Persuading and Influencing Others.
Problem-Solving and Decision Making.
Negotiations Skills.
Conflict Resolution Skills.
Emotional Intelligence.
Personal attributes For Relating with Others: Honesty, Empathy, Flexibility, and Motivation.
Non-Verbal Communication in Interpersonal relationships.
Building Interpersonal relationships.

COURSE DETAILS:

Venue and Date

Lagos: 17th – 21st April, 30th Oct – 3rd Nov.

Nassarawa: 17th – 21st July, 21st – 25th Aug.

Enugu: 20th – 24th Nov.

Abuja: 29th May - 2nd June, 31st July – 4th Aug

Course Fee: ₦290,000

Duration: 1 Week

INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)

Course Overview

The critical need to increase transparency and accountability in the use of financial resources by governments at all levels in order to stem the eruption of crisis and vitiate development efforts has necessitated the development and adoption of internationally acceptable public sector financial standards. As needful as this document is, not many government entities have adopted it for implementation. This has been due to several problems associated with the standards. This course is designed to provide an overview document and the requirements and strategies for effective adoption and implementing the standards.

Who to Attend

Directors at all levels in charge of Finance, Directorates of Government service, Internal and External Auditors, and Account officers.

Objectives

The objectives of this course are, to:

- Introduce participants to the IPSAS.
- Enable participants to understand the necessary steps required for adopting and implanting the standards.
- Guide participants to identify the challenges related to the implementation of the standards.
- Enhance transparency and accountability in the use of financial resources in public sector organisations.

Outlines

- Introduction to IPSAS
- Conceptual framework for general purpose financial reporting by public sector entities
- Reporting & Disclosure
- Accounting and financial reporting for service concession arrangements
- Provisions, Contingent Liabilities and Contingent Assets
- Presentation of Financial Statements and Cash Flow Statements
- Presentation of Budget Information in Financial Statements
- Accounting Policies, Changes in Accounting Estimates and Errors
- Revenues & Related Costs
- Foreign Exchange Rates
- Consolidated and Separate Financial Statements
- Transitioning to the Accrual Basis of Accounting
- Impairment of Non-cash generating assets and cash-generating assets
- Amendments, reviews and changes in IPSAS and expected future developments
- Problems and Challenges of Adopting and Implementing IPSAS.

COURSE DETAILS:

Venue and Date

Lagos: 27th – 31st March, 25th-29th Sept.

Course Fee: ₦290,000

Duration: 1 Week

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

Overview

Organisations in both the public and private sectors require sound financial management, in order to be effective. Sound financial management is predicated on the use of common acceptable financial reporting standards. This course has been designed to introduce participants to standards used internationally.

Who to Attend

Senior and Middle Level Management Staff in-charge of Finance and Accounting.

Course Objectives

The objectives of the course are, to:

- Introduce participants to the standard financial reporting format.
- Stimulate participants to adopt the standards in their organisations.

Outline

- The Importance of Standards of Financial Reporting.
- The Legal Framework for Developing International Reporting Standards.
- Concepts in International Financial Reporting Standards.
- Policies and Revenue.
- Application of the Standards in the Public and Private Sectors.
- The Importance of Using Resource Accounting and Budgeting in Public Sector Organisations.
- Review of Developments in Current International Financial Reporting Standards and Specific Technical Areas.

COURSE DETAILS:

Venue and Date

Lagos: 27th – 31st March, 25th -29th Sept

Course Fee: ₦290,000

Duration: 1 Week

PROJECT IMPLEMENTATION TECHNIQUES

Overview

In order to enhance overall performance, organisations increasingly establish projects to address critical aspects of their spheres of influence. As a way of ensuring the effectiveness of such initiatives, the personnel of such projects are continuously trained in order to build their capacities to the effect of transforming them into project management experts. This course has been designed to deepen the knowledge and capacity of participants in the process and procedures of project implementation.

Who to Attend

Senior executives in public and private sector organisations and NGOs involved in project management who have also attended the basic course in Project Management.

Objectives

The objectives of the course are, to:

- Deepen the knowledge of participants in project implementation techniques.
- Enable participants to become effective team members of their projects.
- Build the capacities of participants to enable them assume responsibilities in their areas of expertise in projects implementation.

Outline

- The relationship Between Project management, Operations Management, and Organisational Strategy.
- Business Value.
- Project Management Body of Knowledge.
- Resourcing projects: Human Capital, Finance, Technology, and Time.
- Organisational Influence on Project Life Cycle.
- Project Management Process Interactions.
- Project Management Process Groups and Teams.
- Project Information.
- Managing Complex Project Implementation.
- Project Stakeholder Governance and Management.
- Business Considerations in Project Implementation.
- Control Techniques in Project Implementation.
- Transitional Techniques.

COURSE DETAILS:

Venue and Date

Nasarawa: 27th – 31st March, 25th -29th Sept.

Course Fee: ₦290,000

Duration: 1 Week

RESULT ORIENTED LEADERSHIP

Overview

Heightened competition has compelled organisations to be effective, result-oriented, and install result-oriented leadership on their shores. In addition, they are made to desire to use the strategies that will make the leadership style productive. Consequently, there is a pressing need to know what these strategies are in the quest to consider adopting them.

This course has been structured to expose participants to the strategies, preparatory to getting organisations to adopt them.

Who to Attend

Senior and middle management staff, Directors, Deputy Directors, Assistant Directors, and Human Resource Development Personnel of Organisations.

Objectives

The objectives of the course are, to:

- Draw the attention of participants to the strategies for result-oriented leadership.
- Encourage participants to adopt the strategies in their respective organisations.

Outline

- Review of Leadership styles.
- Overview of Result-oriented Leadership.
- General Strategies for Leadership.
- Characteristics of Result-oriented Leadership.
- Formulating, Maintaining, and Implementing Clear Corporate Vision, and Mission.
- Developing Strategic Common purpose.
- Being People-Centred.
- Operating An Inclusive Management System.
- Building and Using Strategic Teamwork.
- Communicating Effectively.
- Maintaining Peaceful Industrial Atmosphere.
- Encouraging Initiatives.
- Promoting Continuous Corporate Development and Renewal.
- Building Future Corporate Leaders.
- Taking Calculation Risks.
- Being Accountable.
- Promoting Self-Development.

COURSE DETAILS:

Venue and Date

Lagos: 1st – 5th May, 3rd – 7th July, 2nd – 6th October
Abuja: 8th – 12th May, 10th – 14th July, 9th – 13th October
Enugu: 15th – 19th May,
Course Fee: ₦290,000
Duration: 1 Week

LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE

Overview

The multiplicity of the styles of and approaches to leadership has made every aspect of organisations to have leadership styles that are peculiar to the art of enhancing organisational performance. It is, therefore, imperative for organisations to adopt leadership styles and approaches that will facilitate the achievement of optimum performance. To succeed, organisations need to identify and acquire the styles that will be conducive to optimum performance. This course has been designed to introduce participants to performance-friendly styles in order for the styles to be adopted.

Who to Attend

Middle and top Management Staff of Public and Private Organisation and Human Resource Management Departments.

Objectives

The objectives of the course are, to:

- Introduce participant to performance-enhancing Leadership Styles.
- Equip Participant with the ability to integrate the styles in their organisations.

Outline

- The Role of Leadership in Performance Management.
- Different Approaches to and Models of, Leadership.
- Dynamic and Inspirational Leadership.
- Team Leadership.
- Managing Organisational Performance.
- Managing Relationships: Balancing Between Management Board.
- Managing Key Stakeholders.
- Controlling and Monitoring Quality Through Others
- Building Employee Commitment.
- Raising Employee Motivation.
- Achieving and Sustaining Peak Performance.
- Developing Performance-friendly Organisational Culture.
- Assessing Individual Leadership Styles.
- Developing Leadership Skills and Potentials.
- Executive Coaching for Leaders.

COURSE DETAILS:

Venue and Date

Lagos: 1st – 5th May, 3rd – 7th July, 2nd – 6th October
Nasarawa: 8th – 12th May, 26th – 30th June, 10th – 14th July, 9th – 13th October
Course Fee: ₦290,000
Duration: 1 Week

PUBLIC FINANCIAL MANAGEMENT

Overview

The public sector requires a high standard of financial management in order to be effective in service delivery and enhancing economic development. Officers in-charge of managing finance need to have the necessary skills, which should be sharpened all the time. This course has been designed to equip participants with the necessary knowledge, skills and attitude to enable their organisations perform effectively.

Who to Attend

Policy Makers, Financial Practitioners, and Managers responsible for financial and resource management.

Objectives

The objectives of the course are, to:

- Enable participants to acquire the knowledge of modern public financial management practices.
- Equip the participants with the skills to review the resource allocation, budgeting, and financial control mechanism within their organisations.
- Enable participants to ensure that resources are better planned, controlled, and used in ways that are consistent with their organisational priorities.

Outline

- Medium-Term Expenditure Frameworks (MTEF) and Planning.
- The Principles of Good Governance in a Modern Public Sector.
- Effective Resource Allocation in Support of the Strategic Objectives of the Organization.
- Policy-Based Budgeting and Controls linked to MTEF, outputs and outcomes.
- Accounting, Recording, Monitoring and Reporting.
- Proactive Budget Management.
- External Scrutiny and Audit.
- Tax and Revenue Management.
- Debt Management.
- Financial Policy and Property.

COURSE DETAILS:

Venue and Date

Lagos: 1st – 5th May, 3rd – 7th July, 2nd – 6th October

Course Fee: ₦290,000

Duration: 1 Week

STRATEGIC FINANCIAL MANAGEMENT

Overview

In order for organisations to be effective, maintain their niches, and be competitive, they have to align their finances with their strategies. This requires their managing their finances strategically. In this course, participants will be taught how to align the finances of their organisations with their strategies.

Who to Attend

Senior and Middle Level Management Staff responsible for financial control and strategic planning; and Heads of Projects.

Course Objectives

The objectives of the course are to enable participants to:

- Identify strategic financial management tools.
- Assess and evaluate proposed strategies of organisations.
- Evaluate financial management options.

Outline

- Introduction to financial strategy.
- Working Capital Management.
- Sources of Finance: Equity.
- Sources of finance: Debt
- Weighted Average Cost of Capital (WACC)
- Share Valuations.
- Capital Asset Pricing Model
- Risk
- Capital Investment Appraisal and Measurement
- Impact of Financing Decisions.

COURSE DETAILS:

Venue and Date

Lagos: 1st – 5th May, 3rd – 7th July, 2nd – 6th October

Course Fee: ₦290,000

Duration: 1 Week

PERFORMANCE MEASUREMENT

Overview

Effective performance is *sine qua non* for the survival of organisations. It is, therefore, incumbent on organisations to consciously develop ways of ensuring their effective performance. This is brought about by effective performance management. A good performance system sets standards for targets, assesses results, and plans for performance improvement. This course is designed to equip participants with techniques and skills for effective performance management.

Who To Attend

Senior and Middle Level Managers, Heads of Departments, Sections, and Units as well as Human Resources Management and Development Managers of Organisations.

Objectives

At the end of the course, participants will be able to:

- Understand the central and critical factors affecting organisational performance.
- Acquire the skills for managing the work place in order to guarantee effective performance.
- Design effective performance systems for organisations.

Outline

- Overview of Organisational Performance Management.
- Organisational Values, Mission and Objectives.
- Organisational Performance.
- Individual Performance.
- The Principles of Effective Performance Management.
- Performance Management in Multi-Cultural Organisations.
- Performance Measurement and Appraisal.
- Addressing the Performance Gap.
- Coaching and Counseling Skills.
- Career Development.
- Training and Development.
- Total Quality Management.
- Conflict and Conflict Resolution Techniques.
- Problem-Solving Techniques.
- Time Management.
- Performance –Based Compensation.

COURSE DETAILS:

Venue and Date

Kaduna: 1st – 5th May, 3rd – 7th July, 2nd – 6th October

Course Fee: ₦290,000

Duration: 1 Week

ARBITRATION AND MEDIATION

Overview

Alternative Dispute Resolution (ADR) is increasingly gaining popularity globally. It is mainly made up of arbitration and mediation. Effectiveness and success in global operations will require organisations to be familiar with these emerging dispute settlement mechanisms. This course has been designed to introduce participants to the fundamentals of the mechanisms and then stimulate them to adopt same in the operations of their respective organisations..

Who to Attend

Senior and Middle Level Management Staff, particularly lawyers in the Legal Departments of Organisations.

Objectives

The objectives of the course are, to:

- Introduce participants to the fundamentals of the concepts of arbitration and mediation.
- Enable participants to identify the legal issues involved in arbitration.\
- Enable participants to identify the goals and techniques of arbitration and mediation.
- Stimulate participants to use ADR in their organisations.

Outline

- The Pros and Cons of International Arbitration.
- Legal Issues in International Arbitration.
- The Arbitration Process.
- The Negotiation Process.
- How Mediation Works
- Mediation Tools and Principles.
- The Roles of the Advocate and Litigant.

COURSE DETAILS:

Venue and Date

Lagos: 8th – 12th May, 10th – 14th July, 9th – 13th October

Course Fee: ₦290,000

Duration: 1 Week

TRENDS IN INFORMATION AND RECORDS MANAGEMENT

Overview

Global dynamics have thrown up new ways of doing things, including the handling of information and records. A clear comprehension and effective exploitation of the emerging trends will greatly enhance both organisational and individual effectiveness and relevance. This course has been designed to acquaint participants with the emerging trends, and equip them with the techniques and strategies with which to key into the trends.

Who Should Attend

Office Managers and Heads of registries in organisations.

Objectives

The objectives of the course are, to:

- Educate participants on emerging trends in information and records management.
- Introduce participants to new techniques and technologies for managing information and records.
- Build the capacity of participants in contemporary information and records management.
- Sustain the relevance of participants in the management of information and records in their respective organization.

Outline

- Information and Records management for Effective and Efficient Service Delivery.
- Emerging Trends in Information and Records Management.
- E-Governance and Corporate information and Records Management.
- ICT Software for Effective Information and Records Management.
- Technology for Information and Records Management.
- Legal Framework for Information and Records Management.
- The Freedom of Information Act and Information and Records Management.
- Ethical Issues in Corporate Information and Records Management. Challenges and Problems in Contemporary Corporate Information Management.
- Building Capacity for Contemporary Trends in Information and Records Management.

COURSE DETAILS:

Venue and Date

Nasarawa: 15th – 19th May, 17th – 21th July, 16th – 20th October

Course Fee: ₦290,000

Duration: 1 Week

LEADING A PROJECT TEAM

Overview

To guarantee successful project management, it is necessary to have the team driving the project to be very knowledgeable and possess the requisite skills for proper management of the project. This course has been designed to equip those heading project teams with the requisite leadership techniques and skills for outstanding performance.

Who to Attend

Heads of Project Teams in organisations, and Special Projects.

Objectives

The objectives of the course are, to:

Enable participants know the techniques and skills for managing project teams.

Expose participants to a deeper Understanding of the key stages of project Development.

Equip participants with the skills for delivering projects on time.

Outline

Skills and Techniques For Leading Projects Successfully.

Defining Projects.

Planning Projects.

Project Implementation.

Building Project Implementation Teams.

Creating Realistic Project Team Plans.

Influencing Skills.

Motivating Project Team Members.

Developing Project Team Members.

Maintaining the Commitment of Project team Members.

Conflict Resolution Techniques.

Monitoring and Evaluating Team Performanc

COURSE DETAILS:

Venue and Date

Lagos: 13th – 17th March, 11th – 15th Sept

Course Fee: ₦290,000

Duration: 1 Week

TOTAL QUALITY MANAGEMENT

Overview

The world over, Total Quality Management (TQM) has been identified to hold the ace for effective and efficient product and service output that guarantee organisational effectiveness, profitability, and competitiveness. Organisations desirous of competitive survival need to embrace and operate on the principles of the concept. This course is designed to expose participants to an in-depth understanding of the concept, and the means of implementing it at the workplace.

Who to Attend

Top, Executives, Senior and Middle Level Managers, and Administrators responsible for quality in the products and services of their organisations.

Objectives

The objectives of the course are to:

- Expose participants to a deeper understanding of the concept and principles of Total Quality Management.
- Enable participants diagnose their organisations for the effective application of the TQM.
- Equip participants with the skills for the effective application of the concept in their organisations.

Outline

- Overview of Total Quality Management.
- Quality Management Systems.
- Principles of Total Quality Management.
- Total Quality Management Processes.
- Organisational Diagnosis for Total Quality Management.
- Capability Analysis, Managing and Implementing Change.
- Principles of Best Practices and Corporate Image Building.
- TQM and International Quality Standards: 1509000 and 9001.
- Implementing Total Quality Management.
- Committed Organisational Leadership.
- Overcoming Resistance to Change.
- Building Multi-Skilled Quality Teams.
- Bench-marking Quality Parameters.
- Developing Individual and Group Action Plans.

COURSE DETAILS:

Venue and Date

Abuja: 19th – 23rd June

Course Fee: ₦290,000

Duration: 1 Week

INTERNATIONAL PROCUREMENT

Course Overview

Considering the significance of procurement control in managing the prudent use of resources, organisations engaging in international operations need to know and be guided by the international, legal, financial, and procedural issues involved in the procurement of goods and services. This course has been designed to expose participants to these issues in order to enable them aid their organisations to adopt international best practices.

Who to Attend

Senior and Middle-level Management Staff handling procurement in public sector organisations.

Objectives

The objectives of the course are, to:

- Enable participants know the elements of international procurement.
- Equip participants with the necessary skills for effective international procurement.
- Encourage participants to handle international procurements effectively.

Outline

- Public Procurement Reforms.
- National Procurement Laws and Institutions.
- International Procurement.
- Selection of Consultants.
- International Competitive Bidding (ICB)
- Other Methods of Procurement.
- Contract Administration.
- Performance-Based Contracting.

COURSE DETAILS:

Venue and Date

Lagos: 12th – 16th June, 7th – 11th August

Course Fee: ₦290,000

Duration: 1 Week

BEST PRACTICE IN PROCUREMENT MANAGEMENT

Overview

When managed effectively, organisations benefit immensely from the procurement process which can generate a lot of values. Skills making the procurement process yield this need to be acquired. This course has been designed to enable employees in-charge of procurement in their organisations to have in-depth knowledge of public procurement and also acquire the necessary skills required to make the process beneficial to organisations.

Who to Attend

Middle level Management Staff of organisations in-charge of procurement.

Objectives

The objectives of the course are, to:

- Enable participants to have an in-depth knowledge of the procurement process.
- Expose participants to the techniques and skills for value-generating procurement.
- Enable participants apply the newly acquired knowledge and skills to the procurement process of their organisations.

Outline

- Overview of the Procurement Process
- Procurement of Professional Services: The Range of Different Tender Processes.
- Hiring Professional Services, Purchasing Goods and Works.
- Reviewing Best Practices, Cost and Value as a Selecting Factor.
- Pricing Methods.
- Selection Procedures, Local and National Preferred Supplier Capacity.
- Building a Supplier List, Buyer-Vendor Contracts for Long Term Engagement.
- Terms of Reference, Evaluation of Proposals.
- Negotiation and Communication Skills.
- Outsourcing.
- Contract Provisions, Procurement of Services, Monitoring and Supervision of Consultant.
- Elements of Legally-Enforceable Contract, Terms and Conditions, Interpreting Legal Provisions.

COURSE DETAILS:

Venue and Date

Lagos: 12th – 16th June, 7th – 11th August,

Course Fee: ₦290,000

Duration: 1 Week

ESSENTIALS OF MARKETING STRATEGY

Course Overview

In this highly competitive business environment, marketing is everyone's business. Strategic Marketing Essentials provides you with the core concepts and strategic perspectives for organisational effectiveness. In this course, participants will be introduced to some ethical questions that surround marketing practices, the impact that a strategic approach can have on marketing within their organization.

Who to attend

People in marketing position

Objectives

The objectives of the course are:

To understanding the role of effective marketing in an organization

To introduce participant to result oriented marketing strategy

outline

Overview of Marketing

Analysis and Planning Processes

Assess the competition and competitive environment.

Identify critical issues to be addressed marketing activities

Develop marketing strategy

Determine benchmarks and measurement processes,

Marketing Math Essentials

Managing Customer Experiences

Pricing Strategies

Allocating Your Marketing Resources

Advertising Decisions

Establishing a Competitive Advantage in Business Strategy

COURSE DETAILS:

Venue and Date

Nasarawa: 17th – 21st April, 21st – 25th August, 20th – 24th Nov.

Course Fee: ₦290,000

Duration: 1 Week

ADMINISTRATION AND SECRETARIAL

Overview

Due to the rapid changes impacting organizations, administrators, secretaries and office professionals are facing increasing challenges to boost their capabilities and increase their value to their organisation. This course will provide you with cutting-edge competencies which will help you to succeed as 21st century professionals. This program intends to focus on how Secretarial and Administrative staff can effectively support the functions of their superiors, therefore freeing the minds of executives, managers and directors to concentrate on the main essentials of the business.

This includes dealing effectively with different personalities and complexities of people and work, effective strategies for higher efficiency, multitasking tips, communication, and many other related areas that would allow Administrators and Secretaries to perform at a higher level.

Who to attend

Administrative staff and secretaries

Course Objective

The objectives of this course are:

- To have effective interpersonal and communication skills
- To expose the delegates ability to juggle a variety of duties simultaneously, and at times, under pressure
- To create problem solving abilities

Outline

Overview of the Secretarial / Administrative Functions
spreadsheet, presentation, and report development
competency in grammar, spelling, and punctuation
Handling Communication
Time management & multitasking tips
Success Principles for Administrator
Understanding Different Personalities
The Impact of Technology on the Administrator's Roles and Tasks
Basic Modern Office Etiquette
Records Management (Filing and Documenting)
Optimizing Communication and Influence

COURSE DETAILS:

Venue and Date

Lagos: 24th – 28th April, 19th – 23rd June, 28th Aug. – 1st Sept., 27th Nov – 1st Dec.

Nasarawa: 20th – 24th March, 18th – 22nd Sept., 16th – 20th Oct.

Course Fee: ₦290,000

Duration: 1 Week

DEVELOPING EFFECTIVE PRESENTATION SKILLS

OVERVIEW

Developing Effective Presentation Skills will help learners prepare more effectively for a presentation, be more confident speaking in front of people, and develop the skills to engage and persuade an audience. Many professionals lack confidence when it comes to making presentations but the good news is that effective presentation skills can be learned. In this course you will learn how to plan and develop an effective presentation by breaking it into its essential components, map its flow and create appropriate text, graphics and other presentation aids. You will learn how to assess the expectations of your audience and engage with them effectively by understanding their demographics, listening style and presentation expectations. You will also learn how to overcome nervousness and become more confident when speaking in public.

Who to attend

Administrative officer, public speaker and anybody who want to develop good presentation skills

Course objective

The objectives of this course are to:

- Describe the steps in the process of planning a speech
- Identify the general purpose and specific purpose of a speech
- Overcome common obstacles in public speaking

Outline

Overcoming Obstacles in Your Presentation
Balancing Verbal and Nonverbal Messages
Developing and Organizing Presentation Content
Reduce stress and speaker's anxiety
Managing the Presentation Environment
Identify Tips for Effective Composition of Visual Content
Demonstrate Guidelines for Interacting with Visual Aids and Managing Handouts
Planning Presentations
Training Design and Evaluation
Vocal Skills and Body Language

COURSE DETAILS:

Venue and Date

Lagos: 20th – 24th March, 15th – 19th May, 18th – 22nd Sept., 16th – 20th Oct.

Nasarawa: 12th – 16th June,

Kaduna: 17th – 21st July

Course Fee: ₦290,000

Duration: 1 Week

DEVELOPING EXECUTIVE MANAGEMENT CAPACITY

Overview

Top level executives require skills that will enable them to provide strategic leadership to their organisations, in order to stay ahead of the competitors. This course has been designed to enhance the capacity of participants occupying senior positions that will demand their playing strategic roles in their organisations.

Who to Attend

Top level executives in public and private organisations.

Objective

The objectives of the course are to:

- Enable participants to examine the strategic visions, mission, and objectives of their organisations.

- Equip participants with skills for effective management of the human, financial, and material resources of their organisations.

- Empower participants to initiate and manage change.

- Stimulate participants to lead their organisations to higher performance.

Outline

- The Purpose and Expectation of Management.

- Vision, Mission, and Objectives of Organisations.

- Corporate Strategy and Sustained Success.

- Trends in Business Environment.

- Developing Result-Oriented Values.

- Leadership Styles and Skills.

- Effective Human Resource Management for Sustained Effective performance.

- Compensation Management.

- Time and Self- Management.

- Problem-Solving and Decision-Making.

- Team Building and Management.

- Dealing with Conduct and Capability Issues.

- Handling difficult Situations.

COURSE DETAILS:

Venue and Date

Abuja: 13th – 17th March, 11th – 15th Sept

Course Fee: ₦290,000

Duration: 1 Week



ABUJA OFFICE:

14 Waziri Ibrahim Crescent,
Apo, Abuja, Nigeria.

Tel: 07057626783

Email: info@meqstarglobal.com
www.meqstarglobal.com