TEACH HOUSE

TRAINING | CONSULTING | RECRUITMENT

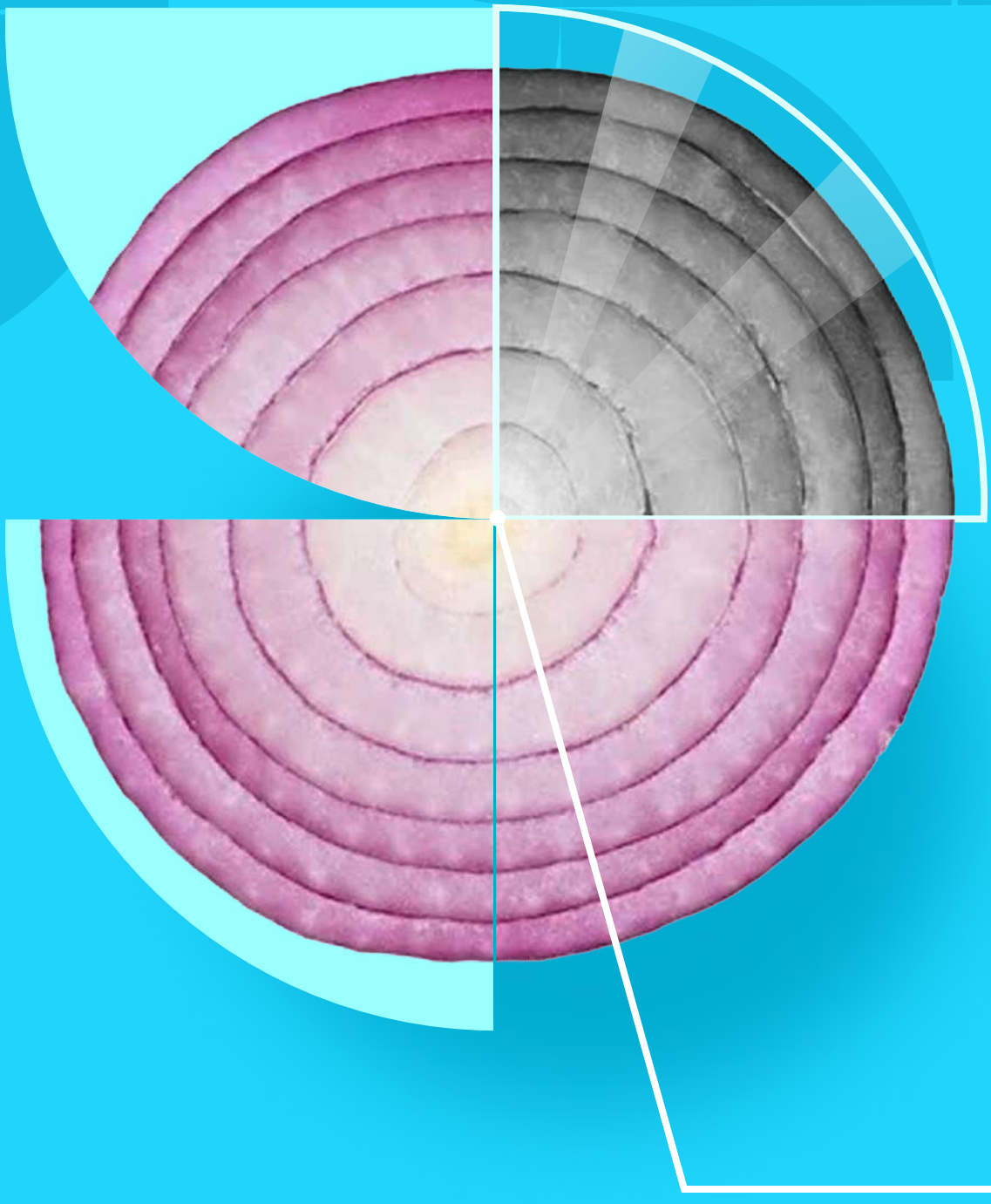


# TRAINING BROCHURE

*Building people, Building systems*

2026

www.teachhouse.co.uk



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We Know Our Onions

# Welcome



Marcus Onoja
CEO, Teach House

*Building people,*
*Building systems*

At Teach House we believe in people. We believe people are the most valuable resource in any organisation, public and private. We also believe that the growth of any organisation is subject to the quality of her people. Simply put, to grow, we must grow the people.

To this end, we are passionate about seeing people grow their capacities in their areas of interest using tailored-made approaches that enhance personal and corporate productivity.

Our trainings, local and international, are tailored towards meeting the needs of corporate organisations, public institutions, teachers and students from all ages. We adopt specialised methodologies in delivering trainings to our clients within specified countries or to a specified audience.

Our multi-disciplinary team is comprised of experienced professionals and accredited consultants with high depth of technical and managerial capabilities across different fields of work.

Our clients trust us because we amplify their expectations over ours. A trust we are committed to keeping.

From all of us at
Teach House,

## Welcome home!



# Who We Are

Teach House Limited is a registered management consultancy company focused on delivering training, consulting and recruitment services with special interest in education.

Since its inception, we have developed to become an organisation spearheading educational development and partner interventions that focus on human and organisational capacity building. We collaborate with our local and international partners to develop better ways to hire, train, support and evaluate stakeholders across a number of sectors.

Our training arm is designed for leaders, business owners, public officers and staff of organisations willing to adopt new strategies that will harness individual values, improve employee engagement, encourage teamwork and strengthen corporate systems accordingly. We deliver capacity building training to corporate organisations, teachers and specific needs in the form of bespoke training respectively.

Our consulting arm focuses on delivering management consultancy services, promoting the advancement of global educational structures, and facilitating research.

Our recruitment arm focuses on recruiting staff for corporate organisations and students interested in foreign education. Our interest in training remains core amongst our services, as such, we adopt specialised methodologies in delivering be-spoke trainings to our clients within specified countries.

Our commitment to providing capacity building training, consulting and recruitment services meet the large-scale personnel requirements of populations who are increasingly interested in motivating and enhancing the capacity of their workforce. These initiatives are designed to accommodate adult learning peculiarities in a highly conducive learning environment.

Our multi-disciplinary team is comprised of experienced leaders and professionals across different fields of influence. Our clients from different backgrounds provide for excellent cross-border exchanges. These exchanges form the basis for developing action plans of innovative strategies that address corporate and social challenges within the society.

Our interest in African development influenced our decision to situate our Head Office in Nigeria following our relocation from England, UK where we first commenced our services over a decade ago.

# Our Values

## Integrity

We consider each service a borrowed opportunity to set the right standard. We are careful to leave a lasting impression of our honesty and loyalty to our clients.

## Professionalism

We employ the best hands for every job. Our team of experts are acquainted with corporate processes, procedures and standards that guarantee quality service within a given time period.

## Partnership

We believe in people. We believe in teamwork. We believe in strategic partnerships. Over the years we have enjoyed the benefits of local and foreign collaborations and we look to sustain the same.



## Excellence

We are particular about details and the damage miscommunication can cause. We are committed to our clients' needs and particular about how we execute our services.



## Our Vision

To be a home and a school at the same time.

## Our Mission

Providing knowledge solutions that are sufficient for building people and strengthening systems.

# Our Team

At Teach House, our team is composed of consummate experts in diverse fields, making us a one-stop-shop for all your training and consulting needs. Our team members come from various backgrounds and possess extensive experience in their respective fields. They are highly skilled and passionate about what they do, and they bring this passion to every project they work on.

Our team comprises trainers, consultants, and coaches who work together to create tailored solutions that meet the unique needs of our clients. We take pride in our ability to develop customized training programs that are designed to help individuals and organisations achieve their goals. Our consulting services are also tailored to meet the specific needs of our clients, and we work closely with them to ensure that our recommendations are practical and effective.

At Teach House, our team members are committed to staying up-to-date with the latest trends and technologies in their respective fields. They are continuously learning and improving their skills to provide the best possible service to our clients. Our team's dedication, passion, and expertise are what make Teach House a trusted partner for individuals and organisations alike.

## Our Strategy

As part of our service design to ensure our clients enjoy the best possible service, we have established some strategic pillars that guide our business operations.

### Globally Trusted Brand

- Global operational con-sistency
- Strong strategic alliances across the globe
- Strong chain of intercountry activity

### Knowledge Hub

- A reference point in the education sector
- Proffer training solutions
- Provide global career opportunities

### Customer-tailored Service

- Provide transparent service operations
- Build a customer-friendly culture
- Respond to evolving client needs

# Affiliation, Accreditations & Recognition

## NIGERIAN INSTITUTE OF TRAINING AND DEVELOPMENT (NITAD)

NITAD is the most multisectoral, multicultural Training and Development Organisation in Nigeria with a truly diverse Board of Directors leading the organisation. It members are from a highly diverse network of human resource management and development organisations nationally. It is a professional body of Human Resource Development (HRD) practitioners registered in Nigeria to promote the science and practice of training, learning, and development nationwide.

## CENTRE FOR MANAGEMENT DEVELOPMENT (CMD

The Centre for Management Development is the apex management development institute strategically positioned under the National Planning arm of the Ministry of Finance, Budget and National Planning. The Centre has its legal backing as the operational arm of the Nigeria Council for Management Development NCMD ACT 2022 (as amended); with the Council as the regulator of the management training and consultancy sector in Nigeria.

The Centre for Management Development (CMD) is a resource institution established in 1973 by the Federal Government of Nigeria as the operational arm of the Nigerian Council for Management Development (NCMD), which has over-all responsibility for the stimulation, promotion and coordination of management education, training and development in Nigeria.

## INSTITUTE OF MENTORING AND CAREER COACHING OF NIGERIA (IMCCN)

It is a platform of transforming society, through it membership of different professional bodies from across different sectors. it offers transformational training in practical leadership, counselling, business, and career coaching. The institute provides high-quality capacity-building and learning experiences, supported by the use of appropriate resources, in a positive atmosphere and a suitable, sustainable environment. The process has improved the preparation for lifelong learning by providing clients with the best possible opportunity to reach their full potential across a wide range of disciplines.

## CHARTERED INSTITUTE OF MENTORING AND COACHING NIGERIA (CIMCN)

Chartered Institute of Mentoring and Coaching Nigeria (CIMCN) is an educational institution and the largest professional body of Mentoring and Coaching in Africa. The Institute is incorporated with approval from the Federal Ministry of Education and other relevant government agencies.

CICMCN has a rich array of partnerships with other foreign institutions of similar ideals in delivering and promoting mentoring, leadership, public policy, human resources development and building legacy. It is the first of its kind in the West Africa sub region pioneering the development of human resources through structured mentorship and peer relationships.

## CENTRE FOR THE DEVELOPMENT OF LEADERSHIP WITH INTEGRITY AND PURPOSE (CDLIP)

Teach House has been recognized by CDLIP for it contributions to the development of ethical leadership in Nigeria.

# Clients we have worked for

ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

COMMUNITY COURT
OF JUSTICE, ECOWAS
ABUJA, NIGERIA

FEDERAL
REPUBLIC NIGERIA
NATIONAL
ASSEMBLY

NNPC

SECURITY AND
EXCHANGE COMMISSION
ABUJA, NIGERIA

University of
Bedfordshire

HYPPADEC

NIRSAL

BEDFORDIAN
BUSINESS SCHOOL
LUTON, UK

UPPER NIGER
RIVER BASIN
DEVELOPMENT
AUTHORITY,
NIGER STATE

MINISTRY OF EDUCATION

AHMADU BELLO UNIVERSITY

FEDERAL COLLEGE OF
EDUCATION KASTINA

BAYERO UNIVERSITY KANO

MRL PUBLIC
SECTOR CONSULTANTS
CAMBRIDGE, UK

MINISTRY OF EDUCATION

OXFORD INTERNATIONAL
STUDY CENTRE
OXFORD, UK

SOCIETY FOR
FAMILY HEALTH
FCT ABUJA, NIGERIA

JOKINGS
EDUCARE
LUTON, UK

DEFENCE INDUSTRIES
CORPORATION OF NIGERIA

Peter Casey
Consultancy
HILBURN, UK

University of
Maiduguri

> *"This is the best training I've had in Nigeria."*
>
> Protocol Officer
> Community Court of Justice, ECOWAS

## What We Offer

At Teach House, we deliver training, consulting and recruitment services across 3 arms.



## Our Training Courses

Our training curriculum addresses capacity gaps in management, education and productivity fields among others.

Our training courses meet the large-scale personnel requirements of populations, who are increasingly interested in educating, motivating and enhancing the capacity of their workforce either internationally, within specified countries or to a specified audience.

Our approach to training is flexible and incorporates a variety of training methods that equip participants with sufficient skills for their endeavours. These cover formal lectures, tutorials, seminars, workshops, and informal, on-the-job apprenticeship and mentoring programmes.

We collaborate with reputable international institutions through our local and international partners to develop better ways to train, support and evaluate stakeholders across different sectors.

## Methodologies used in our training sessions include:



## Training Map

We have developed standards of service performance consistent with the requirements of each training event. We follow these 3-step process for our training delivery.



### Self Discovery

We begin our trainings with a self discovery process through the use of self awareness questionnaires and tests to help participants discover their strengths, weaknesses and current performance levels.

### Training

Our training content is tailor-made to equip participants with the knowledge and skillset required to make informed decisions and meet organisational and personal challenges.

### Assessment

To assess the effectiveness of each training in terms of meeting the learning objectives, we employ the use of effective assessment tools such as quizzes, general assignments and Q&A sessions.

# Training Programmes

## Corporate Training

Our training courses meet the large-scale personnel requirements of organisations, who are increasingly interested in educating, motivating and enhancing the capacity of their workforce either internationally, within specified countries or to a specified audience.

We collaborate with reputable international institutions to develop better ways to train, support and evaluate stakeholders across different sectors.



## Teacher Training

Our workshops are tailored towards strengthening teachers' authority in the classroom by equipping them with modern-day teaching practices.

We inspire teachers to maintain high expectations for themselves, their learning and the students they teach.



## Bespoke Training

Our bespoke courses address existing gaps within social and business environments. These courses are tailor-made for targeted audiences for the purpose of improving productivity.

Just in case you do not find a course that fits your exact needs, we provide courses that are tailored to your personal or organisation's requirements. Included in our bespoke training programme are a number of short courses.





# International Training

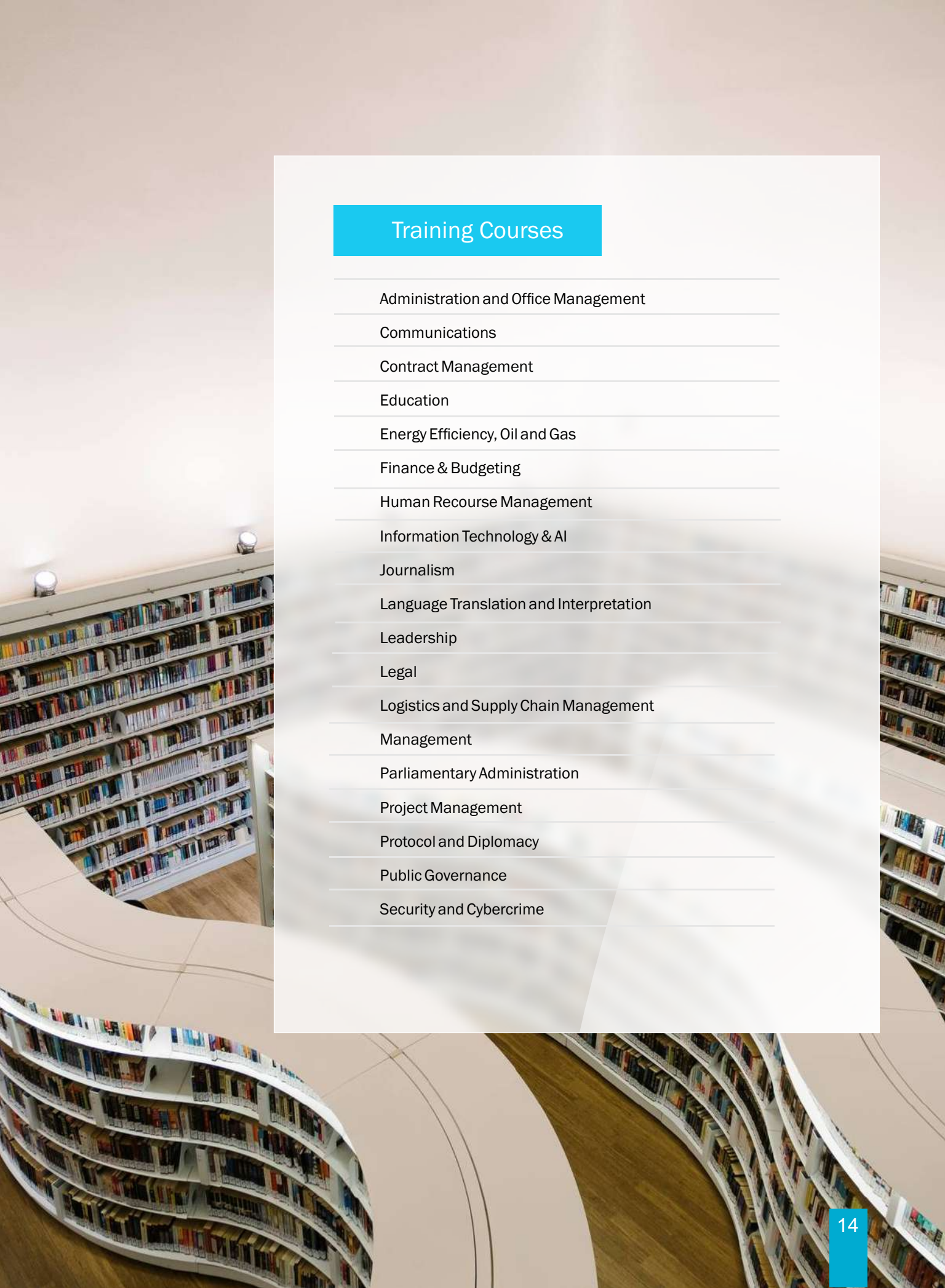
Our international training programmes are designed to accommodate adult learning peculiarities in a highly conducive location outside Nigeria. Our formal trainings are tempered with group discussions, practical fieldwork for a well-balanced approach, tours and excursions. All our training programmes are designed to accommodate adult learning peculiarities in a highly conducive learning environment.

As with all in-country training courses, our international training courses are run with a focus of contributing to the national development of the host nation. In addition, our highly experienced participants from different backgrounds provide for excellent cross-border exchanges.

Our interest for African development influences our choice of international locations. The same has influenced our decision to situate our head office in Nigeria, where we also play host to local and foreign organisations interested in our training courses.

## At our foreign trainings, we offer:

- Excursions to management boards of foreign companies
- Visa counselling and travel logistics
- Training souvenirs
- Highly conducive learning environment
- Lunch and Tea Breaks
- Accommodation (optional)
- Flight booking (optional)
- Free airport pickup for participants



# Training Courses

- Administration and Office Management
- Communications
- Contract Management
- Education
- Energy Efficiency, Oil and Gas
- Finance & Budgeting
- Human Recourse Management
- Information Technology & AI
- Journalism
- Language Translation and Interpretation
- Leadership
- Legal
- Logistics and Supply Chain Management
- Management
- Parliamentary Administration
- Project Management
- Protocol and Diplomacy
- Public Governance
- Security and Cybercrime

## Administration and Office Management

- Administrative Principles and Practices
- Corporate Productivity and Compliance
- Effective Administrative Practices
- Effective Administrative Report Writing and Minutes Taking
- Effective Communication in the Workplace
- Office Management Fundamentals
- Advanced Office Software Proficiency
- Secretarial Excellence
- Electronic Document Management System (EDMS) Implementation
- Records Management and Filing Systems
- Office Technology and Automation
- Conflict Resolution in the Workplace
- Strategic Planning and Decision Making
- Customer Service Excellence
- Legal Aspects of Office Management
- Financial Management for Administrators
- Professional Work Ethics
- Change Management in Administration
- Certified Executive Assistant & Personal Assistant
- Defensive Driving Techniques
- Road Safety and Traffic Regulations
- Vehicle Maintenance and Inspection
- Emergency Response and First Aid for Drivers
- Professional Driver Etiquette and Customer Service
- Institutional Memory Management
- Operations Management
- Administrative Workflow Optimization

## Communication

- Business Communication
- Communication and Conflict Management
- Organizational Communication Strategies
- Public Speaking and Presentations
- Strategic Communications
- Development Communication
- Organisational Communication Strategies
- Effective Press Release Writing
- Speech Writing
- Communication Skills for Law Enforcement Officers
- Strategic Public Affairs and Government Relations
- Social Media Strategy for Communication and PR
- AI in Communications

## Contract Management

- Fundamentals of Contract Management
- Contract Administration and Oversight
- Contract Negotiation Strategies
- Risk Management in Contracts
- Government Contracting
- International Contract Management
- Contract Administration and Oversight
- Technology Tools for Contract Management
- Contract Compliance and Auditing

## Education

- Education and Institutional Management
- Education Leadership
- Effective Knowledge Management
- Inclusive Education
- Legal and Ethical Issues in Education
- International Education Management
- Grant Writing and Fundraising for Schools
- Concepts and Legal Frameworks for University Autonomy
- Policy and Governance in Autonomous Universities
- Entrepreneurial Leadership in Higher Education
- Strategic Planning for University Autonomy
- Innovation and Technology in University Management
- Entrepreneurial Leadership in Higher Education
- Global Collaboration and Partnerships

## Energy Efficiency, Oil and Gas

- Energy Efficiency and Sustainability Management
- Renewable Energy Integration in Oil and Gas
- Carbon Management in Oil and Gas
- Energy Efficient Technologies in Refining.
- Regulatory Compliance and Oversight in Energy
- Energy Policy Analysis
- Energy Governance and Risk Management
- Energy Diplomacy and Geopolitics of Gas
- Gas Supply Chain Management and Logistics
- International Gas Markets and Trade Policies
- Gas Sector Policy and Strategy

## Finance and Budgeting

- Asset Securitization
- Financial Management for Pensioners
- Fixed Income Products
- Operations, Regulations and Compliance on Emerging Financial Markets
- Financial Analysis Fundamentals
- Iadvanced Budgeting Techniques
- Pstrategic Cost Management
- International Financial Reporting Standards
- International Accounting Standards
- Mastering QuickBooks Accounting
- Tax Planning Strategies
- Financial Accounting & Reporting
- Financial Analysis, Modelling & Forecasting

- Financial Crime Prevention and Investigation
- Excel for Accounting and Finance Professionals
- Public Sector Accounting and Budgeting
- Principles of Cost Accounting and Cost Reduction Strategies
- Financial Excellence
- Corporate Financial Planning, Budgeting & Control
- Budgeting, Forecasting and the Planning Process
- Finance for Non-Finance Professionals
- Essentials of Corporate Finance
- Budget Preparation Skills
- Taxation and Treasury Policies

## Human Resource Management

- Fundamentals of Human Resources Management
- Virtual Human Resource Management
- Performance Management and Appraisal
- Compensation and Benefits Administration
- Employment Law and Regulations
- Diversity and Inclusion in the Workplace
- HR Analytics and Metrics
- Talent Management
- Conflict Resolution and Mediation
- Leadership and Organizational Behavior
- Strategic Human Resource Management
- Employee Relations and Engagement
- Workplace Health and Safety
- Change Management in HR

## ICT and AI

- Introduction to Information Technology
- Data Management, Manipulation and Analysis Using Excel
- Database Management Systems
- Management Information Systems
- IDigital Marketing
- Introduction to Artificial Intelligence
- AI for Business Strategy
- Machine Learning Fundamentals
- AI for Public Sector Transformation
- AI Implementation Roadmap for Enterprises
- Generative AI Tools for Workplace Productivity
- AI Strategy for Public and Intergovernmental Organisations

## Journalism

- Data Journalism
- Photo Journalism
- Investigative Journalism
- Print Journalism

## Language Translation and Interpretation

- Fundamentals of Translation
- Techniques of Translation
- Legal Translation and Interpretation
- Literary Translation
- Audiovisual Translation
- AI tools for Translation
- Interpreting Techniques
- Specialized Translation: Business and Technical Documents
- Comparative Linguistics for Translators
- Terminology Management
- Translation Ethics and Professionalism
- Translation Quality Assessment
- Machine Translation and AI in Translation
- Website and Software Localization
- Subtitling for the Deaf and Hard of Hearing
- Diplomatic Language and Translation

## Leadership

- Ethical Leadership
- Improving Work Ethics and Attitudinal Change
- Leadership Skills for Chief Executives Officers
- Strategic Leadership for Organisational Growth
- Strategic Partnership and Risk Management in Bilateral Relationships
- Team Management: Building an Effective & Efficient
- Values-based Leadership
- Transformational Leadership
- Visionary Leadership
- Leadership in the Digital Age
- Driving Organizational Change

## Legal

- Legal Research and Writing Techniques
- Compliance and Regulatory Training
- Litigation Management and Case Preparation
- Administrative Law and Procedure
- Law and Institution
- International Trade Law
- Case Management and Court Procedure
- Alternative Dispute Resolution Mechanisms
- International Criminal Law and Prosecution
- Competition Law and Policy
- Treaty Interpretation and Application
- Cross-Border Dispute Resolution
- Law of the Sea and Maritime Disputes
- Legal English and French
- Gender and Law
- Principles of International Human Rights Law
- Diplomatic Law and Practice
- International Dispute Resolution Mechanisms
- International Arbitration
- Law of Treaties
- International Humanitarian Law
- International Economic Law
- Legal Writing and Research in International Law
- Advocacy Skills for International Lawyers
- Comparative Law
- Legal Aspects of International Organisations
- International Legal Ethics
- Legal Interpretation and Jurisprudence in International Law
- Disputes and Compliance
- Effective Judicial Records Management & Law Reporting Techniques
- Enforceable Contracts
- Exercise of Company's Powers
- Incorporation of Companies
- Legal aspects of Public, Private Partnerships (PPPs)
- Overview of Public Officers Protection and Obligations Under Nigeria Law

## Logistics & Supply Chain Management

- Procurement
- Facilities Planning and Management
- SAP Material Management (MM)
- Warehousing and Inventory Management
- Tendering, Procurement and Negotiation Skills

## Management

- The Art of Management
- Strategic Management
- Stakeholder Management
- People Management
- Operations Management
- Change Management
- Risk Management
- Strategic Decision Making
- Performance Management
- Strategic Planning
- Stress Management

## Parliamentary Administration

- Parliamentary Administration
- Parliamentary Procedure and Rules
- Legislative Drafting
- Parliamentary Meeting Management
- Parliamentary Governance and Oversight
- Committee Management
- Legislative Research and Analysis
- Parliamentary Ethics and Conduct
- Parliamentary Communication and Public Relations
- Parliamentary Law and Legal Issues
- Parliamentary Reporting and Documentation
- Crisis Management in Parliamentary Settings
- Interparliamentary Relations
- Information Technology in Parliamentary Processes
- International Comparative Parliamentary Studies

## Personnel Effectiveness & Productivity

- Personnel Effectiveness and Productivity in the Workplace
- Effective Proof-reading and Editing Techniques
- Effective Report Writing
- Geographic Information Systems (GIS)
- Self-Assessment for Professionals
- Task and Time Management
- Work Ethics & Professional Etiquettes
- Organisational Culture
- Strategic Thinking and Planning
- Kaizen Principles
- Design Thinking
- Change Management and Adaptability
- Networking and Relationship Building
- Decision Making and Problem Solving
- Negotiation
- Resilience Building
- Emotional Intelligence

## Project Management

- Project Management Fundamentals
- Project Planning and Scheduling
- Project Budgeting and Cost Control
- Quality Management in Projects
- Project Communication Strategies
- Project Scope and Change Management
- Earned Value Management (EVM)
- Procurement and Contract Management
- Project Management Tools and Software
- Grievance Redress Mechanisms (GRM)
- Impact Measurement, Monitoring and Evaluation of Programmes
- Project Finance
- Project Planning
- Resource Mobilization

## Protocol and Diplomacy

- Contemporary Diplomatic Communication
- Prioritising and Managing Guest
- Cultural Intelligence
- Planning and Executing Diplomatic Events
- Best Practices for Protocol Officers
- Mastering Diplomatic Protocol
- Digital Diplomacy
- Cross-Cultural Communication
- Diplomatic Negotiation Skills
- Protocol and Ceremonial Events Planning
- Multilateral Diplomacy
- Diplomatic Communication Strategies
- Crisis Management in Diplomacy
- United Nations System and Diplomacy
- Airport Protocol for the Presidential Wing
- Airport Protocol and Passenger Support Services
- Protocol and Corporate Social Responsibility
- Airport Protocol for VIPs
- Diplomatic Protocol and Communication in International Relations
- Airport Protocol Essentials
- Travel Planning and Logistics
- Order of Precedence
- Change Management for Protocol

## Public Governance

- Public Administration and Governances
- Policy Analysis and Development
- Credentials of Public Servant
- Best Practices for Effective Political Parties
- Public Financial Management
- Corporate Effectiveness and Productivity in Governance
- Corporate Governance Practices in Emerging Economies
- Public Sector Innovation
- Digital Transformation in Government
- Public Financial Management
- Digital Transformation in Government
- Performance Measurement and Management
- Managing Constituency and Public Relations for Legislators
- Policy Coherence and Multi-Sectoral Approach for Sustainable Development
- Strategic Leadership in Modern Local Government
- Public-Private Partnerships in Governance
- Stakeholder Engagement and Communication
- Public Policy Evaluation
- Crisis Management in Public Sector

## Security and Cybercrime

- Artificial Intelligence for Fraud and Cybercrime Management
- Block Chain Security for Fraud and Cybercrime Management
- Cybercrime and Security Threat Management
- Cybersecurity Fundamentals
- Ethical Hacking and Penetration Testing
- Network Security
- Incident Response and Forensics
- Cyber Threat Intelligence
- Security Awareness and Training
- Cyber Law and Policy
- Risk Management in Cybersecurity
- Crisis Management and Emergency Response
- Preventing and Countering Violent Extremism (PVE & CVE)
- Security Management and Asset Protection
- Security Risk Assessment and Management
- Workplace Violence Prevention and Threat Assessment





# Administration and Office Management

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- Certified Executive Assistant & Personal Assistant
- Institutional Memory Management
- Operations Management
- Administrative Workflow Optimization

## Administrative Principles and Practices

Duration 3 or 5 Days

### Course Overview

Administrative Principles and Practices is a course designed to equip professionals with essential skills in organisational management. Covering core principles of administration, the curriculum delves into effective communication, strategic planning, and decision-making processes. Participants will gain insights into optimizing resources, fostering a positive organisational culture, and navigating contemporary challenges. This course is ideal for aspiring and seasoned administrators seeking a well-rounded understanding of administrative principles and best practices for efficient and successful leadership in diverse settings

### Course Outcome

By the end of the training, participants will have acquired key applicable knowledge, skills and a deeper comprehension to:

- Develop advanced communication skills crucial for effective leadership and collaboration.
- Hone strategic decision-making abilities to navigate complex organisational challenges.
- Acquire proficiency in resource optimization, ensuring efficient allocation and utilization for enhanced productivity.
- Cultivate a positive and inclusive organisational culture that promotes teamwork.

### Who Should Attend?

This course is tailored for professionals and aspiring leaders seeking a solid foundation in administrative principles. Ideal for managers, executives, and those aiming for effective organisational leadership and management roles.

## Corporate Productivity and Compliance

Duration 3 or 5 Days

### Course Overview

This course is designed to help participants identify factors affecting current work productivity and challenge participants to discover their full potentials as well as acquire appropriate skills and strategies that would enable them bring out their best in every situation at work and in personal life towards achieving peak performance and excellence.
Participants will learn to boost their productivity by eliminating inefficient organisational structures and becoming familiar with strategies that enable them complete tasks efficiently.

### Course Outcome

By the end of the training, participants will have acquired key applicable knowledge, skills and a deeper comprehension to:

- Be effective in their professional roles and personal lives.
- Establish priorities and stay more focused to accomplish work targets.
- Identify and map out systems and processes that will leverage their time.
- Manage stress by establishing an effective work life balance
- Become more self-motivated and effective team members

### Who Should Attend?

This course is designed for professionals who want to acquire the requisite skills to navigate the modern work place and deliver results with peak performance.

## Effective Administrative Practices

Duration 3 or 5 Days

### Course Overview

This course is designed to equip professionals with knowledge and skills on the importance of effective office administration and management. Participants shall be able to self-analyse, self-evaluate and reflect on their roles within the organisation and how effective they can be at administering them. In addition, participants will examine the strengths, weaknesses and work practices that require change along with its requirements.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Understand the fundamentals of administrative management
- Understand the qualities of an ideal administrator in line with job roles and responsibilities
- Get practical information on the strategies for sustaining administrative practices
- Understand the benefits effective administration provides in a work environment

### Who Should Attend?

This course is designed for staff of private and public organisations interested in improving administrative practices and corporate productivity levels.

## Effective Administrative Report Writing and Minutes Taking

Duration 3 or 5 Days

### Course Overview

This course is designed to equip participants with knowledge and skills necessary for enhancing effective administrative report writing and minutes taking. They will come to appreciate the relevance of report writing as standard practice in the corporate environment as well as the need to respond to the increasingly quicker pace of the global business environment.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Understand the fundamentals of a professional report and how to prepare one
- Learn how to plan, write and structure reports
- Learn how to present and/or deliver reports using visual aids.
- Understand the purpose of meeting minutes and manage meeting records.
- Understand how to engage essential proofreading and editing techniques.
- Understand how to be an effective team player capable of communicating effectively in a team environment

### Who Should Attend?

Filing Clerks, Junior Secretaries, Human Resources Managers, Admin Officers, Admin Managers, Senior Managers, Directors and others who perform related Task

## Effective Communication in the Workplace

Duration 3 or 5 Days

### Course Overview

Good communication doesn't just happen overnight. It takes time, practice, and adherence to certain principles to become an effective communicator. Many of the problems we encounter in the workplace are the result of poor communication. By learning how to communicate more effectively, we can stop problems from escalating and make the workplace a more efficient and harmonious environment to be in. We can also present ourselves more positively, both to existing colleagues.

This course is designed to equip participants with knowledge and skills necessary for better communication in the workplace.

### Course Outcome

By the end of the training, participants will have acquired key applicable knowledge, skills and a deeper comprehension to:

- Describe different types of communication and how they are used in the workplace
- Recognize the skills required for effective communication
- Understand the impact that communication can have on how people are perceived by others
- Identify how effective communication can overcome challenges in the workplace
- Reflect on current personal communication skills and how these can be developed and used more successfully.

### Who Should Attend?

The course is suitable for leaders of organisations, managers, team leads, team members and anyone desiring to be a better communicator.



## Office Management Fundamentals

Duration 3 or 5 Days

### Course Overview

Office Management Fundamentals provides an exploration of essential skills and strategies for effective workplace administration. This course covers key aspects such as organisational efficiency, time management, communication, and workflow optimization. Participants will gain insights into creating a productive office environment, handling administrative tasks adeptly, and developing leadership skills. Ideal for individuals seeking a foundational understanding of office management principles and practices.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Develop skills to prioritize tasks and optimize time utilization for enhanced productivity.
- Develop communication techniques essential for seamless interaction within the office environment.
- Learn strategies to streamline office processes, improving overall efficiency.
- Develop foundational leadership skills crucial for effective team management and collaboration.
- Acquire proficiency in delegating tasks appropriately, ensuring a balanced workload and fostering a collaborative work culture.

### Who Should Attend?

office managers, administrative professionals, and individuals aiming to enhance their organisational skills should attend. This course is designed to benefit those seeking a solid foundation in office management fundamentals

## Advanced Office Software Proficiency

Duration 3 or 5 Days

### Course Overview

Advanced Office Software Proficiency is a specialized course designed for professionals seeking an in-depth mastery of advanced software tools essential in modern workplaces. This comprehensive program covers advanced features of widely-used office software, emphasizing proficiency in data analysis, project management, and collaborative tools. Participants will gain hands-on experience and strategic insights, empowering them to leverage advanced software capabilities for increased efficiency and productivity in diverse professional settings.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Attain advanced proficiency in key office software for efficient task execution.
- Develop skills for analysing complex datasets, extracting meaningful insights.
- Utilize advanced software features for enhanced project planning, execution, and tracking.
- Improve team communication and workflow through mastery of collaborative tools.
- Implement time-saving strategies within software applications, boosting overall productivity.

### Who Should Attend?

Designed for professionals and office administrators or organisation seeking advanced skills, this course is ideal for those aiming to master sophisticated office software tools, enhancing their capabilities in data management, analysis, and collaboration.

## Secretarial Excellence

Duration 3 or 5 Days

### Course Overview

Our course on Secretarial Excellence is designed for administrative professionals. Participants will delve into the core competencies essential for success in the dynamic realm of secretarial roles. From effective communication and organisational skills to time management and proficiency in office technology, participants will gain the expertise needed to excel in providing top-tier administrative support. Elevate your career with this program tailored to enhance secretarial excellence in today's demanding and evolving workplace.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Develop communication skills crucial for seamless interaction within a professional setting.
- Develop strong organisational skills essential for managing tasks and priorities efficiently.
- Acquire techniques for effective time management, optimizing productivity in a fast-paced work environment.
- Gain proficiency in office technology for streamlined administrative processes.

### Who Should Attend?

This course is designed for administrative professionals seeking to enhance their skills and excel in secretarial roles should attend. This course is tailored to elevate your proficiency in providing top-tier administrative support

## Electronic Document Management System (EDMS) Implementation

Duration 3 or 5 Days

### Course Overview

Electronic Document Management System (EDMS) Implementation is a specialized course catering to organisations or professionals aiming to streamline document workflows. Dive into the intricacies of deploying EDMS, covering system selection, customization, and integration. Participants will gain hands-on experience in designing and implementing document control procedures, ensuring compliance and efficiency. Elevate your skills in electronic document management, equipping you with the knowledge to lead successful EDMS implementations in diverse organisational settings.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Learn how to set up effective filing systems
- Understand the fundamental concepts of Document Management Systems
- Understand the purpose, importance, benefits and challenges of using EDMS
- Learn the document lifecycle process and examine EDMS operations and tools
- Examine the qualities, values and etiquettes that make up an ideal professional

### Who Should Attend?

Filing Clerks, Junior Secretaries, Human Resources Managers, Admin Officers, Admin Managers, Senior Managers, Directors and others who perform related Task

## Records Management and Filing Systems

Duration 3 or 5 Days

### Course Overview

Records Management and Filing Systems is a comprehensive course designed for professionals seeking expertise in efficient document organisation. Explore principles of records management, classification systems, and electronic filing methods. Participants will learn to establish and maintain organized filing systems, ensuring easy retrieval and compliance with regulations. Gain skills to optimize document workflows, enhance data security, and implement effective records management strategies in today's dynamic business environments.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Acquire in-depth knowledge of records management principles for effective organisation and retrieval.
- Develop skills in implementing and maintaining classification systems tailored to organisational needs.
- Learn to establish and optimize filing systems for easy document retrieval and enhanced workflow.
- Explore methods to seamlessly integrate electronic filing systems, ensuring adaptability to modern business environments.

### Who Should Attend?

Filing Clerks, Junior Secretaries, Human Resources Managers, Admin Officers, Admin Managers, Senior Managers, Directors and others who perform related Task



## Office Technology and Automation

Duration 3 or 5 Days

### Course Overview

This course delves into the integration of advanced office technologies and automation tools to enhance workplace efficiency. Participants will master the latest software applications, collabora-Otive platforms, and workflow automation systems. Topics include document management, communication tools, and process optimization. Through hands-on exercises, learners will develop practical skills to streamline office operations, fostering a tech-savvy and productive work environment.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Attain expertise in diverse office software applications, enhancing productivity and task management.
- Learn to implement efficient workflow automation systems, reducing manual tasks and optimizing processes for increased efficiency.
- Acquire skills to organize, store, and retrieve documents systematically, ensuring seamless information flow within the office.

### Who Should Attend?

This course is designed for professionals across various industries, including office administrators, managers, executives, and support staff. Individuals seeking to enhance their technological skills, streamline office processes, and stay current with industry trends will benefit, ensuring they are well-equipped to contribute effectively in modern work environments.

## Conflict Resolution in the Workplace

Duration 3 or 5 Days

### Course Overview

Conflict Resolution in the Workplace is deigned to empowers professionals to navigate and resolve workplace conflicts effectively. Participants will acquire vital skills in communication, negotiation, and mediation, fostering a harmonious and productive work environment. Through practical scenarios and case studies, this course equips individuals with strategies to address interpersonal conflicts, manage diverse perspectives, and cultivate a collaborative workplace culture. Participants will emerge adept at turning conflicts into opportunities for growth and enhanced team cohesion.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Develop improved communication skills for effective conflict resolution.
- Acquire techniques to negotiate and find mutually beneficial solutions in challenging situations.
- Master the art of mediation to facilitate resolution between conflicting parties.
- Cultivate a collaborative and harmonious work environment.
- Learn strategies to proactively identify and prevent conflicts, fostering a positive workplace culture.

### Who Should Attend?

Ideal for professionals seeking to enhance conflict resolution skills, fostering a collaborative workplace and managing interpersonal conflicts effectively.

## Strategic Planning and Decision Making

Duration 3 or 5 Days

### Course Overview

Our Strategic Planning and Decision Making is a course design for professionals seeking mastery in strategic thinking. Delving into strategic frameworks, participants will learn to formulate and implement effective business strategies. Through real-world case studies, this course emphasizes decision-making methodologies, risk assessment, and aligning organisational goals. Participants will emerge with the ability to navigate complexity, make informed decisions, and contribute strategically to their organisation's success in a rapidly evolving business field.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Develop a clear and forward-thinking strategic vision for organisational growth.
- Hone decision-making skills through effective frameworks, fostering confident and timely choices.
- Learn to align organisational goals with strategic planning, ensuring cohesive and purposeful direction.
- Develop strategies to identify, assess, and mitigate risks in decision-making processes.

### Who Should Attend?

Ideal for mid to senior-level professionals, executives, and leaders across industries seeking to strengthen strategic planning and decision-making skills for enhanced organisational success and sustained competitiveness.

## Customer Service Excellence

Duration 3 or 5 Days

### Course Overview

Customer Service Excellence is a transformative course is designed for organisation or individuals committed to delivering exceptional customer experiences. Participants will master effective communication, problem-solving, and relationship-building skills. Through real-world scenarios, the course emphasizes the importance of empathy, responsiveness, and exceeding customer expectations. Attendees will emerge equipped to elevate service standards, build customer loyalty, and drive organisational success.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Develop effective communication strategies to engage and satisfy customers.
- Acquire skills to identify, address, and resolve customer issues promptly and efficiently.
- Learn techniques for building strong, positive relationships with customers to foster loyalty.
- Master the art of surpassing customer expectations, ensuring a memorable and positive service experience.

### Who Should Attend?

Ideal for customer service representatives, front-line staff, and managers seeking to elevate service standards and excel in delivering exceptional customer experiences.

## Legal Aspects of Office Management

Duration 3 or 5 Days

### Course Overview

This specialized course equips professionals with essential knowledge in key legal areas like contracts, employment law, data protection, and regulations. Gain insights to make informed decisions, protect your organisation, and ensure compliance. Become a confident office manager, well-versed in the legal sector.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Navigate complex legal frameworks to ensure organisational adherence.
- Develop skills to draft, review, and manage contracts effectively.
- Gain insights into employment laws to foster fair and legal workplace practices.
- Learn to safeguard sensitive information, ensuring compliance with data protection regulations.
- Acquire tools to identify and mitigate legal risks, protecting the organisation.

### Who Should Attend?

Ideal for office managers, administrators, and professionals responsible for overseeing daily operations, ensuring legal compliance, and mitigating legal risks in offices.



## Financial Management for Administrators

Duration 3 or 5 Days

### Course Overview

Financial Management for Administrators is a course design for administrators seeking to enhance financial acumen. Participants will delve into budgeting, financial reporting, and strategic financial decision-making. The curriculum emphasizes practical applications, ensuring administrators can proficiently manage budgets, analyse financial statements, and contribute to organisational success through informed financial planning. This course equips administrators to navigate financial challenges and optimize resources effectively.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Develop proficiency in creating, managing, and optimizing budgets for organisational success.
- Acquire the ability to analyse and interpret financial statements for informed decision-making.
- Learn to make sound financial decisions aligned with organisational goals.
- Master techniques to optimize financial resources for efficiency.
- Gain skills to identify and mitigate financial risks, ensuring organisational stability and sustainability.

### Who Should Attend?

Ideal for administrators and professionals responsible for financial oversight, equipping them with skills to manage budgets and make strategic financial decisions effectively.

## Professional Work Ethics

Duration 3 or 5 Days

### Course Overview

This course equips you with the tools to navigate ethical dilemmas, build strong relationships, and contribute to a positive work environment. Dive into ethical principles, communication strategies, and responsible practices. Learn to make sound decisions, uphold ethical standards, and overcome challenges. Participants equipped to champion a more professional and ethical culture, leaving your mark for positive change.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Develop proficiency in creating, managing, and optimizing budgets for organisational success.
- Acquire the ability to analyse and interpret financial statements for informed decision-making.
- Learn to make sound financial decisions aligned with organisational goals.
- Master techniques to optimize financial resources for efficiency.
- Gain skills to identify and mitigate financial risks, ensuring organisational stability and sustainability.

### Who Should Attend?

Ideal for professionals at all levels committed to cultivating a culture of integrity and excellence, fostering ethical conduct, and navigating workplace challenges with a strong sense of professional ethics.

## Certified Executive / Personal Assistant

Duration 3 or 5 Days

### Course Overview

The role of an Executive / Personal Assistant demands exceptional organisational and problem-solving skills, coupled with tact and discretion. As overall assistants to managers, they handle diverse tasks crucial to management outcomes. Lack of support from a certified Personal Assistant can compromise productivity. The Certified Executive / Personal Assistant course enhances organisational , communication, and strategic planning skills, preparing participants to excel in executive support roles and contribute significantly to organisational success through practical scenarios and case studies.

### Course Outcome

- Develop expertise in managing diverse tasks crucial to executive support roles.
- Hone quick decision-making skills to address challenges effectively.
- Acquire the ability to navigate sensitive situations with finesse and confidentiality.
- Gain skills to contribute strategically to executive-level responsibilities.
- Obtain recognition for mastering the nuances of executive support, enhancing career prospects.

### Who Should Attend?

Designed for Personal Assistants and administrative professionals, this course is essential for those seeking to enhance organisational , problem-solving, and communication skills, preparing them for executive support roles with confidence.

## Defensive Driving Techniques

Duration 3 or 5 Days

### Course Overview

This course covers essential defensive driving strategies, hazard perception, and proactive collision avoidance techniques. Participants will learn to anticipate and react to potential road hazards, ultimately enhancing their safety and that of other road users.

### Course Outcome

Participants will have gained expertise and proficiency in the following areas by the end of this programmeme:

- Participants will adeptly identify potential road hazards, enabling proactive hazard avoidance and reducing the risk of accidents.
- Enhanced understanding of collision avoidance techniques will empower drivers to react effectively to unforeseen circumstances, thereby minimizing collision risks.
- Adoption of defensive driving strategies will lead to safer driving practices and a reduced likelihood of road incidents.

### Who Should Attend?

This course is ideal for all drivers, particularly those operating commercial vehicles, to enhance their road safety skills, minimize accidents, and develop a proactive approach to driving in various conditions.

## Road Safety and Traffic Regulations

Duration 3 or 5 Days

### Course Overview

Participants will gain comprehensive knowledge of traffic laws, road safety best practices, and the importance of adhering to regulations. This course emphasizes fostering a culture of safety and compliance to reduce accidents and promote responsible road behaviour.

### Course Outcome

This programmeme is designed to help participants improve their skills and gain knowledge in the following areas:

- Participants will gain a comprehensive understanding of traffic regulations, enabling them to adhere to legal requirements and promote safer road behaviour.
- Increased awareness of road safety best practices will lead to a reduction in accidents and contribute to overall road safety.
- Fostering a culture of responsibility among drivers will enhance road safety and promote a respectful and compliant approach to driving.

### Who Should Attend?

Suitable for drivers of all categories, this course is essential for promoting compliance with traffic laws, fostering a culture of safety, and minimizing road accidents through heightened awareness of regulations and best practices.

## Vehicle Maintenance and Inspection

Duration 3 or 5 Days

### Course Overview

This course provides a detailed understanding of vehicle maintenance schedules, routine inspection procedures, and the significance of proactive maintenance in ensuring vehicle reliability and roadworthiness. Participants will learn to identify potential issues and maintain optimal vehicle performance.

### Course Outcome

By the end of this programmeme, participants will have gained valuable skills and understanding in the following areas:

- Participants will understand the importance of regular maintenance in ensuring vehicles operate at peak performance, minimizing breakdowns and enhancing reliability.
- Knowledge of maintenance schedules and inspection protocols will enable participants to ensure compliance with industry standards and legal requirements, promoting safe and legal operation.
- Effective vehicle maintenance practices will contribute to enhanced safety for drivers, passengers, and other road users, reducing the risk of accidents caused by vehicle malfunctions.

### Who Should Attend?

This course is essential for vehicle owners, fleet managers, and maintenance personnel seeking to ensure optimal vehicle performance, compliance with maintenance schedules, and the overall safety and reliability of vehicles.

## Emergency Response and First Aid for Drivers

Duration 3 or 5 Days

### Course Overview

Focusing on equipping drivers with essential first aid skills and emergency response protocols, this course prepares participants to effectively handle medical emergencies and road accidents. It emphasizes prompt and proficient response to mitigate the impact of road incidents.

### Course Outcome

Our objective is for participants to acquire knowledge and skills in the following areas by the end of this programmememe:

- Participants will gain the skills to provide prompt and effective first aid in the event of road accidents, potentially saving lives and reducing the severity of injuries.
- Equipping drivers with first aid skills fosters a culture of safety and preparedness, contributing to a safer road environment.
- Proficient emergency response can minimize the impact of road incidents, potentially preventing escalation and mitigating the consequences of accidents.

### Who Should Attend?

Ideal for all drivers, particularly those operating commercial vehicles, this course equips participants with essential first aid skills and emergency response protocols to effectively handle medical emergencies and road accidents.

## Professional Drivers Etiquette and Customer Service

Duration 3 or 5 Days

### Course Overview

This course emphasizes the significance of professional conduct, customer service excellence, and interpersonal skills for drivers. Participants will learn to enhance the overall customer experience, maintain a positive public image, and uphold professional standards while representing their organisation.

### Course Outcome

This programmeme is designed to help participants improve their skills and gain knowledge in the following areas:

- Participants will develop improved communication and interaction abilities to effectively engage with customers and colleagues, fostering positive relationships and interactions.
- Enhanced skills to provide exceptional customer service, leading to heightened customer satisfaction and loyalty.
- Participants will embody professionalism and courtesy, reflecting positively on the organisation and enhancing its brand reputation.

### Who Should Attend?

This course is essential for professional drivers across various industries, including transportation, delivery, and chauffeur services. It aims to enhance their interpersonal skills, customer service proficiency, and overall professionalism, contributing to a positive customer experience and organisational reputation



## Institutional Memory Management

Duration 3 or 5 Days

### Course Overview

Institutional memory is the collective knowledge and learned experiences retained within an organisation over time. This course provides a structured approach to capturing, preserving, and transmitting that memory to ensure continuity, consistency, and long-term effectiveness. In environments where protocol, governance, and institutional identity are essential, managing institutional memory safeguards legacy, avoids repetition of past mistakes, and enhances informed decision-making. Participants will learn how to develop systems that protect critical information, even amidst leadership transitions or organisational change.

### Course Outcome

Upon successful completion, delegates will have gained critical skills and insights in the following areas:

- Understanding Institutional Memory and its Strategic Importance
- Tools and Techniques for Capturing Organisational Knowledge
- Creating and Managing Protocol Archives and Reference Systems
- Digital Archiving and Knowledge Repositories
- Facilitating Knowledge Transfer and Staff Handover Processes
- Preserving Traditions and Ceremonial Precedents
- Case Studies: Institutional Continuity in Public and Diplomatic Offices

### Who Should Attend?

This programme is ideal for protocol officers, civil service administrators, government officials, HR personnel, archivists, executive assistants, institutional historians, and professionals responsible for organisational documentation, succession planning, or legacy preservation.

## Operations Management

Duration 3 or 5 Days

### Course Overview

Operations Management focuses on the effective planning, coordination, and supervision of production and service delivery processes within an organisation. This course offers a comprehensive understanding of how to optimise operational resources, improve productivity, and maintain quality while responding to internal and external challenges. Participants will gain practical insights into managing people, processes, systems, and supply chains to ensure strategic and operational efficiency in both public and private sector institutions.

### Course Outcome

By the end of the programme, delegates will have developed key competencies in the following areas:

- Principles and Functions of Operations Management
- Strategic Planning and Resource Allocation
- Workflow Analysis and Process Improvement
- Quality Management and Service Delivery Standards
- Supply Chain and Inventory Control
- Risk Management in Operations
- Performance Measurement and Continuous Improvement

### Who Should Attend?

This course is suitable for operations managers, protocol coordinators, administrative officers, logistics personnel, project managers, senior executives, and professionals involved in the design, execution, and improvement of operational processes and systems.

## Administrative Workflow Optimisation

Duration 3 or 5 Days

### Course Overview

This course is designed to enhance the efficiency and effectiveness of administrative processes within organisations by streamlining workflows, eliminating redundancies, and promoting smart work practices. As administrative units serve as the backbone of daily operations, optimising their workflow is essential for timely service delivery, informed decision-making, and organisational agility. Participants will learn practical tools and techniques to redesign administrative procedures, embrace digital solutions, and ensure smooth coordination across departments.

### Course Outcome

Upon completing the course, delegates will be equipped with the knowledge and skills to:

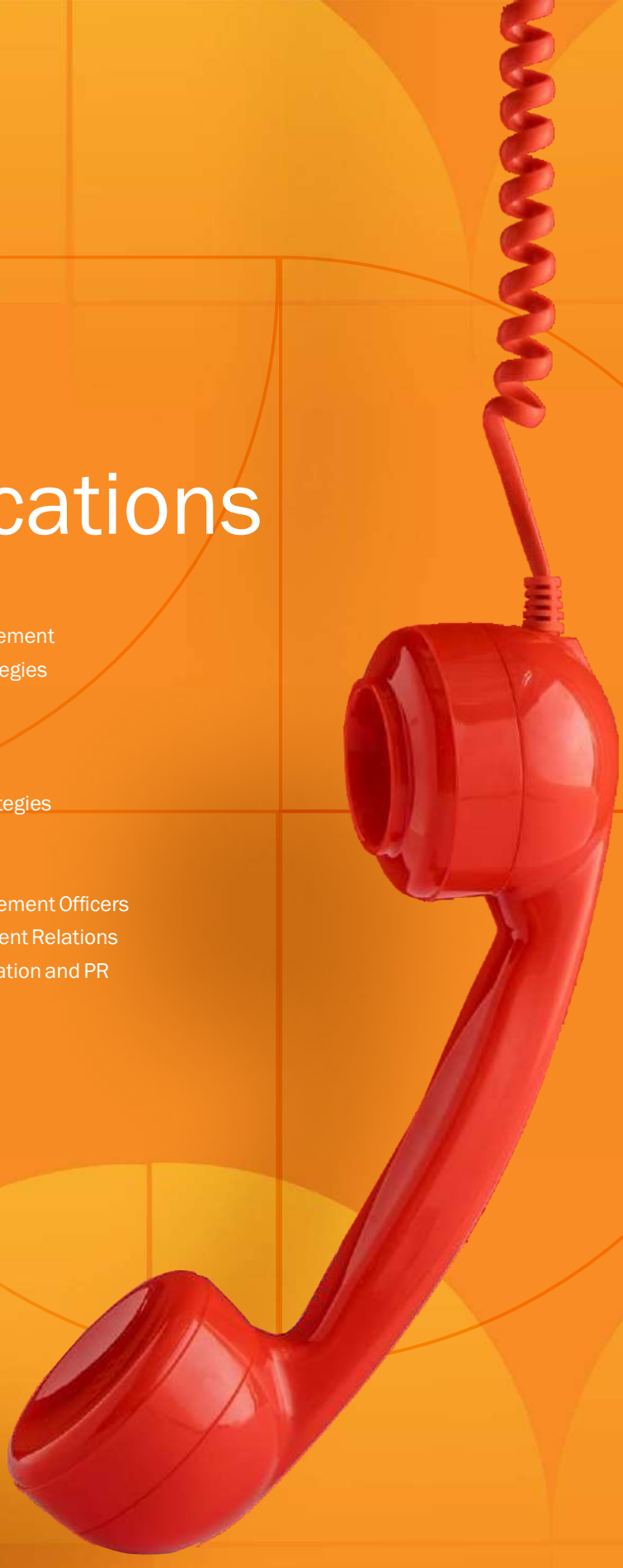
- Understand the Fundamentals of Administrative Workflow and Process Mapping
- Identify Bottlenecks and Waste in Existing Workflows
- Apply Techniques for Streamlining Administrative Procedures
- Improve Task Coordination, Documentation, and Communication Flows
- Leverage Digital Tools and Automation for Administrative Efficiency
- Develop Standard Operating Procedures (SOPs) for Consistency
- Monitor, Evaluate, and Continuously Improve Workflow Processes

### Who Should Attend?

This programme is ideal for administrative officers, personal and executive assistants, protocol officers, office managers, departmental heads, operations coordinators, and professionals seeking to improve workflow and productivity in administrative settings.

# Communications

- Business Communication
- Communication and Conflict Management
- Organizational Communication Strategies
- Public Speaking and Presentation
- Strategic Communication
- Development Communication
- Organisational Communication Strategies
- Effective Press Release Writing
- Speech Writing
- Communication Skills for Law Enforcement Officers
- Strategic Public Affairs and Government Relations
- Social Media Strategy for Communication and PR
- AI in Communications



## Business Communication

Duration 3 or 5 Days

### Course Overview

This course aims to provide participants with a thorough understanding of communication, its range and significance in business, and the function of communication in creating a positive external environment as well as an efficient internal communications programme.
This course addresses the various forms of business communication media and helps participants understand the value of the concise written expression in contemporary business communication.

### Course Outcome

Participants will gain key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- An increased awareness of ones' understanding of human behaviours and their effect and impact on communication in business.
- The capacity to recognise and address common mistakes made during verbal and nonverbal interactions in one's environment.
- Understanding and demonstrating the use of fundamental and advanced proper writing techniques, including anticipating reader response, is essential in today's technological environment.

### Who Should Attend?

This training is designed for senior and middle management staff, secretaries and team leaders in general. It is also suited for public sector communication officials and any other professional that intends to develop their business communication skills.

## Communication and Conflict Management

Duration 3 or 5 Days

### Course Overview

This course is designed to help professionals improve their communication and conflict-resolution skills, enabling them to perform more successfully and accomplish their career objectives.

The techniques that will be taught in this course are relevant to both soft aspects of work like team building, critical thinking and effective collaboration, and for hard skills like crafting effective presentations, speaking confidently, and writing clearly and succinctly.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Enhance participants' skills in developing communication strategies and targets.
- Offer a variety of models and frameworks for improving interactions at work.
- Enhance participants' knowledge on conflict resolution techniques and empower them to recognise and manage conflicts more effectively.
- Participants will demonstrate the role of communication in generating productive conflict resolution outcomes, as well as how to use communication skills effectively in a variety of specific conflict situations.

### Who Should Attend?

This program is designed for executives, directors, managers, permanent secretaries and leaders who wish to improve their communication, interpersonal and organisational skills.

## Public Speaking and Presentations

Duration 3 or 5 Days

### Course Overview

This course is designed to help participants achieve mastery of presentation delivery by communicating with poise, confidence and conviction. It is intended to nurture participants' ability to initiate and lead conversations in cross-cultural contexts and inspire and build trust and credibility with audiences.

Participants will learn to motivate and empower an audience in a manner that is emotionally intelligent and relies on humour to build rapport while delivering meaningful messages.

### Course Outcome

Participants are expected to gain key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Gained understanding of the guiding principles of making effective presentations
- Confidence in your presentation abilities
- Overall improvement in self-esteem and performance
- Developed a personal leadership and communication style
- An understanding of hostile audiences and how to manage them

### Who Should Attend?

This communication programme is designed for business professionals of all levels of experience who desire to improve their communication skills in order to deliver impactful presentations. It is ideal for anyone, regardless of industry or years of experience, who works in a role that requires ceremonial speaking, persuasive speaking, or any other type of public speaking.

## Strategic Communications

Duration 3 or 5 Days

### Course Overview

This course will provide participants with the capacity to gain insights on how to scan the horizon for problems and forecasts and analyse trends that could impact their organisation, such as changes in politics, the economy, society, and technology.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Participants would become aware of the function and positioning of strategic communication within their organisations.
- Participants will gain greater confidence in tackling strategic communications-related challenges.
- Participants will acquire a deeper understanding of the essence of strategic communication as a practical discipline within the organisation and become aware of its functions, strategies and particular techniques.

### Who Should Attend?

Directors, Executive Secretaries, and Heads of Information and Media Departments in both public and private sector organisations. This course is also useful for individuals that manage teams, communication experts, and those that aspire to be public relations experts.

## Development Communication

Duration 3 or 5 Days

### Course Overview

This course aims to give participants a better understanding of the methods and processes used in modern development communication. Participants will learn about various developments communication strategies, and analyse development awareness campaigns to determine the most effective communication techniques. They will also learn to utilise a variety of tools like situational analysis, problem tree analysis, storyboarding, and digital storytelling to communicate effectively and transition from the position of “information providers” to “motivators” and “change agents”.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Participants would become aware of the function and positioning of strategic communication within their organisations.
- Participants will gain greater confidence in tackling strategic communications-related challenges.
- Participants will acquire a deeper understanding of the essence of strategic communication as a practical discipline within the organisation and become aware of its functions, strategies and particular techniques.

### Who Should Attend?

Directors, Executive Secretaries, and Heads of Information and Media Departments in both public and private sector organisations. This course is also useful for individuals that manage teams, communication experts, and those that aspire to be public relations experts.



## Organisational Communication Strategies

Duration 3 or 5 Days

### Course Overview

Organisational Communication Strategies explores effective communication frameworks within diverse workplace settings. This course delves into principles of internal and external communication, emphasizing strategic messaging, conflict resolution, and stakeholder engagement. Participants will gain insights into leveraging various communication channels, fostering a positive organisational culture, and navigating digital communication tools. Practical case studies and interactive exercises enhance skills in crafting impactful messages, managing team dynamics, and aligning communication strategies with organisational goals for sustained success in today's dynamic business environment.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas;

- Develop effective communication strategies for diverse organisational contexts, fostering collaboration and understanding.
- Enhance leadership skills by mastering techniques for clear and impactful communication in complex business environments.
- Acquire proficiency in conflict resolution, mitigating disputes to maintain a positive work culture.
- Master digital communication tools to streamline and optimize internal and external messaging.

### Who Should Attend?

Designed for professionals across industries, this course is essential for managers, leaders, and communication specialists seeking to enhance their organisational communication skills and drive success in diverse corporate environments

## Effective Press Release Writing

Duration 3 or 5 Days

### Course Overview

Our course Effective Press Release Writing equips professionals with the skills to craft compelling and newsworthy press releases. Participants will learn the art of concise and impactful messaging, strategic storytelling, and targeting key media outlets. This course delves into the essentials of headline creation, content structure, and distribution strategies, enabling individuals to enhance brand visibility, communicate key messages, and garner media attention successfully

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas;

- Craft persuasive and newsworthy press releases with a focus on impactful messaging.
- Master the art of headline creation, optimizing content structure for media appeal.
- Develop skills in strategic storytelling to engage and captivate target audiences.
- Learn effective distribution strategies to maximize reach across diverse media channels.
- Enhance brand visibility and reputation by securing media coverage through well-crafted press releases.

### Who Should Attend?

Designed for communication specialists, public relations professionals, marketing executives, and anyone responsible for corporate messaging, Effective Press Release Writing is ideal for individuals seeking to master the art of creating compelling press releases and maximizing media coverage for their organisations or clients



## Speech Writing

Duration 3 or 5 Days

### Course Overview

Speech Writing course explores the art and science of effective speech writing. Participants will delve into the principles of persuasive communication, structure, and rhetoric. Through practical exercises, they will develop skills in crafting impactful speeches for diverse audiences and occasions. From analysing famous speeches to honing their own oratory abilities, students will gain the confidence to articulate compelling messages with clarity and persuasion.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas;

- Master the fundamentals of persuasive communication.
- Develop a deep understanding of effective speech structures.
- Hone the ability to tailor speeches for diverse audiences and occasions.
- Analyse and draw inspiration from renowned speeches throughout history.
- Gain practical experience in crafting and delivering compelling speeches, fostering confidence and proficiency in impactful oratory.

### Who Should Attend?

Ideal for aspiring communicators, public speakers, and professionals seeking to enhance their speechwriting skills. This course caters to individuals from various fields aiming to master the art of crafting influential and engaging speeches.

## Communication Skills for Law Enforcement Officers

Duration 3 or 5 Days

### Course Overview

This course focuses on enhancing communication skills deigned for law enforcement officers. It covers verbal and non-verbal communication strategies, conflict resolution, and effective interaction with diverse communities. Participants will develop the ability to de-escalate situations, employ active listening, and convey information clearly. Through scenario-based training, officers will refine their communication techniques, fostering positive community relationships while navigating challenging law enforcement contexts. This comprehensive program aims to elevate officers' communication competence, crucial for successful policing.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas;

- Enhance communication skills crucial for effective policing.
- Improve community relations and trust.
- Develop conflict resolution techniques for diverse situations.
- Refine de-escalation abilities to promote safer interactions.
- Strengthen overall communication competence to excel in law enforcement duties and contribute to a safer and more connected community.

### Who Should Attend?

This course is essential for law enforcement officers at all levels, including police officers, Road Safety, VIO, Civil Defence, Immigration, Customs, Detectives, and supervisors. It is designed for those seeking to improve their communication skills in the context of law enforcement duties.

## Strategic Public Affairs and Government Relations

Duration 3 or 5 Days

### Course Overview

Strategic Public Affairs and Government Relations expose participant to different aspect of public affairs, providing participants with the tools to navigate complex political landscapes. Exploring the intersection of public and private sectors, it covers stakeholder engagement, issue advocacy, and communication strategies. Participants will gain insights into lobbying, policy influence, and crisis management, honing skills essential for effective engagement with government entities and shaping public opinion in today's intricate socio-political environments.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas;

- Master strategic communication for effective government relations.
- Develop skills in stakeholder engagement and relationship-building.
- Navigate complex political landscapes with confidence.
- Gain expertise in issue advocacy and lobbying techniques.
- Understand crisis management strategies for public affairs.
- Acquire tools for shaping public opinion and policy influence.

### Who Should Attend?

Ideal for professionals in public affairs, government relations, and advocacy roles. This course is essential for those navigating the intersection of public and private sectors, aiming to enhance strategic communication and influence.

## Social Media Strategy for Communication and PR

Duration 3 or 5 Days

### Course Overview

This course focuses on developing an effective social media strategy for communication and public relations. Participants will look at platforms, analytics, and content production to help magnify brand messaging. With a focus on interaction, crisis management, and audience targeting, the training prepares professionals to navigate the changing social media world. Participants will gain strategic competency via case studies and practical exercises, assuring effective digital communication and improving business reputation in today's changing online world.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas;

- Master effective social media strategy for communication and PR.
- Enhance brand visibility through targeted and engaging content creation.
- Navigate social media platforms with confidence, utilizing analytics for optimal results.
- Develop crisis management skills, ensuring swift and effective responses.
- Understand audience dynamics to tailor messaging for maximum impact.
- Apply strategic proficiency to boost organisational reputation in the dynamic digital space.

### Who Should Attend?

Designed for communication and PR professionals seeking to leverage social media effectively. Ideal for those aiming to enhance brand visibility, engagement, and crisis management through strategic and impactful digital communication strategies.

## AI in Communications

Duration 3 or 5 Days

### Course Overview

This course explores the transformative role of Artificial Intelligence in Communications, equipping participants with insights into AI applications. From chatbots to predictive analytics, it delves into how AI enhances messaging, content creation, and audience engagement. Participants will gain a comprehensive understanding of the ethical implications of AI in communication. Through hands-on exercises, they'll apply AI tools, preparing them to harness the power of this evolving technology for effective and ethical communication strategies.

### Course Outcome

Upon completing the Fundamentals of Contract Management course, participants will achieve the following

- Gain expertise in leveraging AI for enhanced messaging, content creation, and audience engagement.
- Understand the ethical implications surrounding the use of AI in communication practices.
- Acquire skills to implement AI-powered solutions effectively in communication strategies.
- Develop proficiency in utilizing AI-driven tools such as chatbots and predictive analytics.
- Enhance organisational communication strategies through the strategic integration of AI technologies.

### Who Should Attend?

Ideal for organisation interested revolutionizing their communication strategies, communication professionals and technologists interested in leveraging AI to enhance messaging, content creation, and audience engagement while navigating the ethical considerations of AI in communication.





# Contract Management

- Fundamentals of Contract Management
- Contract Administration and Oversight
- Contract Negotiation Strategies
- Risk Management in Contracts
- Government Contracting
- International Contract Management
- Contract Documentation and Record-Keeping
- Technology Tools for Contract Management
- Contract Compliance and Auditing

## Fundamentals of Contract Management

Duration 3 or 5 Days

### Course Overview

The Fundamentals of Contract Management course provides a comprehensive introduction to essential principles and practices in managing contracts. Participants will explore key aspects, including contract formation, negotiation, risk management, and compliance. Through case studies and practical examples, students will gain a solid foundation in contract administration, enabling them to navigate legal nuances, mitigate risks, and optimize outcomes. This course is ideal for professionals seeking to enhance their contract management skills in various industries.

### Course Outcome

Upon completing the Fundamentals of Contract Management course, participants will achieve the following

- Master contract formation and negotiation techniques.
- Effectively navigate legal complexities in contract administration.
- Develop robust risk management strategies for contract-related challenges.
- Ensure compliance with relevant regulations and industry standards.
- Optimize contract outcomes by applying practical skills in real-world scenarios.

### Who Should Attend?

Ideal for professionals in diverse industries, this course is essential for contract managers, procurement officers, legal professionals, and project managers aiming to enhance their contract management expertise.

## Contract Administration and Oversight

Duration 3 or 5 Days

### Course Overview

Our course on Contract Administration and Oversight course offers a detailed exploration of strategies and skills essential for effective contract management. Participants delve into key areas such as contract compliance, performance monitoring, and dispute resolution. Through case studies and practical exercises, attendees gain proficiency in oversight techniques, enabling them to ensure successful contract execution. This course is tailored for professionals seeking to enhance their abilities in overseeing contracts, minimizing risks, and maximizing the value of contractual agreements in diverse industries.

### Course Outcome

Upon completion of the Contract Administration and Oversight course, participants will achieve the following outcomes:

- Master effective contract monitoring and oversight techniques.
- Navigate complex compliance requirements with confidence.
- Develop skills for resolving contract-related disputes efficiently.
- Implement strategies to enhance contract performance and value.
- Acquire the knowledge needed to mitigate risks and ensure successful contract execution.

### Who Should Attend?

This course is essential for contract managers, project managers, procurement professionals, and legal experts looking to refine their skills in contract administration and oversight across various industries.

## Contract Negotiation Strategies

Duration 3 or 5 Days

### Course Overview

Contract Negotiation Strategies course provides an exploration of advanced techniques for successful negotiations. Participants will delve into strategic planning, communication skills, and the art of compromise. Through interactive simulations and case studies, attendees will enhance their ability to achieve favorable outcomes, navigate challenges, and create mutually beneficial agreements. This course is essential for professionals seeking to elevate their negotiation skills and drive successful contract outcomes in various business contexts.

### Course Outcome

Upon completing the Contract Negotiation Strategies course, participants will achieve the following outcomes:

- Master advanced negotiation techniques.
- Develop strategic planning skills.
- Enhance communication proficiency.
- Navigate challenges with agility.
- Create mutually beneficial agreements.
- Gain the ability to drive successful contract outcomes in diverse business scenarios.

### Who Should Attend?

This course is suited for professionals involved in negotiations, contract managers, legal experts, and business leaders seeking advanced strategies for successful contract negotiations.

## Risk Management in Contracts

Duration 3 or 5 Days

### Course Overview

The Risk Management in Contracts course offers various strategies and tools to identify, assess, and mitigate risks throughout the contract lifecycle. Participants will gain insights into risk analysis, contingency planning, and effective communication for successful risk management. Through case studies and practical applications, attendees will acquire the skills needed to proactively address and minimize risks, ensuring successful contract execution in various industries.

### Course Outcome

Upon completing the Risk Management in Contracts course, participants will achieve the following outcomes:

- Master techniques for identifying and assessing risks.
- Develop skills in creating effective risk mitigation strategies.
- Gain insights into contingency planning within contract management.
- Improve communication for proactive risk management.
- Apply risk analysis tools for better decision-making.
- Enhance the ability to ensure successful contract execution by minimizing potential risks.

### Who Should Attend?

This course is essential for contract managers, project managers, legal professionals, and risk management experts looking to enhance their skills in identifying, assessing, and mitigating risks within contracts.

## Government Contracting

Duration 3 or 5 Days

### Course Overview

The Government Contracting course provides an insight into the unique challenges and regulations associated with contracting with government agencies. Participants will explore the intricacies of procurement processes, compliance requirements, and effective communication strategies. Through case studies and practical applications, attendees will gain insights into navigating the complexities of government contracts. This course is designed for professionals aiming to enhance their knowledge and skills in successfully engaging with government entities across various industries.

### Course Outcome

Upon completing the Government Contracting course, participants will achieve the following outcomes:

- Gain a deep understanding of government procurement processes.
- Navigate compliance requirements with confidence.
- Develop effective communication strategies for government contracts.
- Acquire insights into the unique challenges of government contracting.
- Enhance skills in managing and executing successful contracts with government entities.

### Who Should Attend?

This course is designed for individual involved in business and government contracting, including contract managers, procurement specialists, legal professionals, and business leaders seeking to navigate government procurement processes effectively.



## International Contract Management

Duration 3 or 5 Days

### Course Overview

Our course on international contract management offers a thorough examination of the concepts and tactics needed to manage contracts between countries. Participants will dig into the subtleties of compliance, legal considerations, and cross-cultural negotiations. Attendees will obtain knowledge about managing international complications, maximizing contract outcomes, and minimizing risks through case studies and real-world applications. Professionals from a variety of industries and international business contexts who wish to expand their knowledge in international contract management are the target audience for this course.

### Course Outcome

Upon completing the International Contract Management course, participants will achieve the following outcomes:

- Navigate international legal considerations with proficiency.
- Ensure compliance with global regulations and standards.
- Develop strategies for optimizing international contract outcomes.
- Master cross-cultural negotiation skills.
- Mitigate risks associated with global business transactions.
- Acquire expertise to effectively manage and execute contracts across diverse international contexts.

### Who Should Attend?

This course is designed for individuals and organisation engaged in international business, including contract managers, legal experts, project managers, and executives seeking to navigate and optimize outcomes in global contract management.

## Contract Documentation and Record-Keeping

Duration 3 or 5 Days

### Course Overview

The Contract Documentation and Record-Keeping course provides a thorough examination of best practices for drafting, managing, and keeping contract documents. Participants will learn about effective record-keeping practices, document drafting, and organisation. Attendees will learn how to assure compliance, manage risks, and increase transparency through hands-on exercises and case studies. This course is designed for professionals looking to improve contract documentation processes for greater efficiency and accountability in a variety of business settings.

### Course Outcome

Upon completing the Contract Documentation and Record-Keeping course, participants will achieve the following outcomes:

- Master effective contract document drafting techniques.
- Implement best practices in record-keeping for improved organisation.
- Ensure compliance through meticulous documentation processes.
- Mitigate risks associated with incomplete or inaccurate records.
- Enhance transparency and accountability in contract management through proficient documentation and record-keeping practices.

### Who Should Attend?

This course is designed for contract administrators, legal professionals, project managers, and professionals involved in contract management who aim to enhance their skills in documentation and record-keeping processes.

## Technology Tools for Contract Management

Duration 3 or 5 Days

### Course Overview

This course delves into the cutting-edge tools and technologies shaping the future of contract management. Master the art of crafting, monitoring, and enforcing contracts using AI, automation, and software solutions. Through hands-on activities and real-world case studies, you'll learn to leverage technology to boost efficiency, mitigate risks, and achieve outstanding results across diverse industries.

### Course Outcome

Upon completing the Technology Tools for Contract Management course, participants will achieve the following outcomes:

- Master the use of cutting-edge tools for streamlined contract creation.
- Implement automation and artificial intelligence for efficient contract monitoring.
- Enhance compliance through technology-driven solutions.
- Optimize contract management processes for improved efficiency.
- Mitigate risks through the strategic use of technology.

### Who Should Attend?

This course is designed for contract managers, legal professionals, procurement specialists, and technology enthusiasts aiming to harness the power of innovative tools.

# Contract Compliance and Auditing

Duration 3 or 5 Days

## Course Overview

The Contract Compliance and Auditing course offers an in-depth exploration of strategies and techniques for ensuring adherence to contractual terms. Participants will delve into auditing processes, compliance frameworks, and risk mitigation. Through case studies and practical exercises, attendees will gain the skills needed to conduct effective contract audits, identify non-compliance issues, and implement corrective actions. This course is tailored for professionals seeking to enhance their expertise in contract compliance and auditing, fostering successful contract management across diverse industries.

## Course Outcome

Upon completing the Contract Compliance and Auditing course, participants will achieve the following outcomes:

- Master effective contract auditing techniques.
- Develop a comprehensive understanding of compliance frameworks.
- Identify and address non-compliance issues through strategic auditing processes.
- Implement corrective actions to ensure adherence to contractual terms.
- Gain practical skills to proactively manage risks, fostering successful contract compliance across diverse industries.

## Who Should Attend?

This course is designed for contract managers, auditors, compliance professionals, and legal experts involved in contract management. Professionals seeking to strengthen their skills in ensuring contract compliance should attend.





# Education

- Education and Institutional Management
- Education Leadership
- Effective Knowledge Management
- Inclusive Education
- Legal and Ethical Issues in Education
- International Education Management
- Grant Writing and Fundraising for Schools
- Concepts and Legal Frameworks for University Autonomy
- Policy and Governance in Autonomous Universities
- Entrepreneurial Approaches to Managing Tertiary Institution
- Strategic Planning for University Autonomy
- Innovation and Technology in University Management
- Entrepreneurial Leadership in Higher Education
- Global Collaboration and Partnerships

## Education and Institutional Management

Duration 3 or 5 Days

### Course Overview

It is essential for leaders in the education sector to understand the importance of creating sustainable management practices that support contemporary educational needs. This training course has been designed to reinforce and strengthen the capacity of education practitioners, and their institutions, to prepare and implement education policies and best practice more successfully in cooperation with national and international agencies. In addition, it focuses on contributing to the deployment of innovative transformation of curriculum, research, outreach, institutional management and operations within educational institutions.

### Course Outcome

Participants will gain a deep understanding of

- The theories, principles, and practices in education and institutional management,
- How to analyze and improve leadership, governance, and financial aspects.
- Developing practical skills in strategic planning, policy development, and stakeholder engagement.
- The role of technology in education for improving efficiency and equity. Ultimately, participants will be prepared to lead ethically and effectively in educational settings.

### Who Should Attend?

Commissioners of Education, Permanent Secretaries, Board members of Educational Institutions, Vice Chancellors, Rectors, Provosts, Education Secretaries, Directors of Private School boards, Directors of Schools, Principals, and all stakeholders in the Education sector.

## Education Leadership

Duration 3 or 5 Days

### Course Overview

Several developing countries are challenged by a wide range of complex developmental issues, which can be hinged on some root causes informed by educational gaps. Resolving these educational issues demand concerted and coordinated efforts by local and international development partners and stakeholders, including various levels of academia. To lead, champion, develop and deliver educational development interventions, an important and urgent pre-requisite is empowering stakeholders and educational influencers with adequate knowledge to promote transferable skills development in the right numbers.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Apply strategies that reinforce and strengthen the capacity of education leaders
- Acquire advanced leadership and technical capabilities required to respond to emerging global educational issues
- Develop and integrate complementary technical inputs into existing educational intervention practices
- Sustain educational development across communities in Africa
- Efficiently prepare and implement education policies and best practice

### Who Should Attend?

Commissioners of Education, Permanent Secretaries, Board members of Educational Institutions, Vice Chancellors, Rectors, Provosts, Education Secretaries, Directors of Private School boards, Directors of Schools, Principals, and all stakeholders in the Education sector.

## Effective Knowledge Management

Duration 3 or 5 Days

### Course Overview

This course will teach participants to develop an effective knowledge management strategy in their organisations to generate, codify, store, use, reuse, share, and disseminate knowledge within and beyond the organisation. The key purpose is to build the capacity of organisations, as regards knowledge management by equipping participants with the knowledge, information, and skills required to develop and carry out an effective knowledge management strategy.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to;

- Conduct a knowledge audit
- Identify knowledge gaps and barriers
- Improve research and knowledge generation
- Document and share best practices and lessons learned
- Disseminate information in a global environment
- Define Knowledge Management roles and responsibilities
- Align Knowledge Management to a strategic plan

### Who Should Attend?

The course is suitable for Board Members, Directors, Managers and their Employees who wish to efficiently and effectively manage, document, and share knowledge as well as formulate an effective Knowledge Management Strategy.

## Inclusive Education

Duration 3 or 5 Days

### Course Overview

The key objective of this course is to educate participants on ways they can adopt effective teaching methods as well as introduce educational policies that are more inclusive and capable of meeting the special needs of children with disabilities.
Participants will begin to understand the needs of children with disabilities and learn strategies to effectively engage with them in an educational setting, help them to develop their natural abilities, and participate actively in societal development.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Apply strategies that reinforce and strengthen the capacity of education leaders
- Acquire advanced leadership and technical capabilities required to respond to emerging global educational issues
- Develop and integrate complementary technical inputs into existing educational intervention practices
- Sustain educational development across communities in Africa
- Efficiently prepare and implement education policies and best practice

### Who Should Attend?

Commissioners of Education, Permanent Secretaries, Board members of Educational Institutions, Vice Chancellors, Rectors, Provosts, Education Secretaries, Directors of Private School boards, Directors of Schools, Principals, and all stakeholders in the Education sector.

## Legal and Ethical Issues in Education

Duration 3 or 5 Days

### Course Overview

The Legal and Ethical Issues in Education course provides an in-depth exploration of the legal and ethical considerations shaping the educational landscape. Participants will examine key issues such as student rights, privacy, and equal access. Through case studies and discussions, attendees will gain insights into navigating legal complexities, ensuring ethical conduct, and fostering a legally sound and inclusive educational environment. This course is essential for educators, administrators, and policymakers seeking a comprehensive understanding of legal and ethical aspects in education.

### Course Outcome

Upon completion, participants will have acquired knowledge and developed applicable skills in the following areas:

- Legal and Ethical Foundations in Education
- Overview of Educational Standards and Regulations
- The Role and Responsibilities of School Administrators in Legal Compliance
- Ethical Considerations in Educational Decision-Making
- Student Rights and Responsibilities
- Balancing Educational Goals with Legal and Ethical Imperatives

### Who Should Attend?

This course is design for Policy Makers, Education Stakeholders, School Board Members, Educational Directors, and School Administrators responsible for Educational Leadership, Student Services, Legal Compliance, Public Relations, and Ethical Standards in education.



## International Education Management

Duration 3 or 5 Days

### Course Overview

Global education trends, policies, and best practices are examined in the International Education Management course. It is intended for people working in the field of education and covers subjects including institutional partnerships, recruiting international students, cross-cultural communication, and strategic planning. Participants acquire knowledge about navigating regulatory frameworks, managing diverse student groups, and utilizing technology to offer instruction effectively. This course fosters a global perspective in education management by providing professionals with the necessary abilities to lead and succeed in the fast-paced world of international education.

### Course Outcome

Upon completion, participants will have acquired knowledge and developed applicable skills in the following areas:

- Strategic Components of International Education Management
- Overview of International Education Standards and Regulations
- The Role and Responsibilities of Academic Leaders in Global Education
- Cross-Cultural Engagement and Communication in International Education
- Financial Management in the Context of International Education
- Navigating Legal and Ethical Considerations in International Educational Partnerships.

### Who Should Attend?

This course is tailored for Academic Leaders, International Program Directors, Educational Administrators, and those responsible for Global Partnerships, International Student Services, Cross-Cultural Engagement, and Strategic Planning in the field of international education.

## Grant Writing and Fundraising for Schools

Duration 3 or 5 Days

### Course Overview

The Grant Writing and Fundraising for Schools course is designed to empower educators and administrators with the skills necessary to secure external funding for educational initiatives. Participants learn the intricacies of grant proposal development, donor engagement, and strategic fundraising planning. This practical course emphasizes effective communication, budgeting, and relationship-building with potential funders. By exploring successful case studies and best practices, attendees gain the expertise to navigate the competitive grant landscape and implement sustainable fundraising strategies.

### Course Outcome

Upon completion, participants will have acquired knowledge and developed applicable skills in the following areas:

- Understanding the Grant Writing Process
- Crafting Compelling Grant Proposals
- Identifying Funding Sources and Opportunities
- Developing Effective Fundraising Strategies
- Building and Nurturing Relationships with Donors
- Financial Management and Accountability in Grant-Funded Projects.

### Who Should Attend?

This course is tailored for School Administrators, Principals, Teachers, and individuals involved in Educational Development, seeking to enhance their capabilities in securing grants and fundraising for school initiatives.

## Concepts and Legal Frameworks for University Autonomy

Duration 3 or 5 Days

### Course Overview

Exploring Concepts and Legal Frameworks course delves into the multifaceted dimensions of university autonomy, examining both theoretical concepts and applicable legal frameworks. Geared towards academics, administrators, and policymakers, the course explores the historical evolution of university autonomy, its importance in fostering academic freedom, and its intersection with governance structures. Participants gain insights into international legal perspectives and national regulations shaping institutional autonomy. Emphasizing case studies and interactive discussions, the course equips professionals to navigate complex issues.

### Course Outcome

By the end of this course, participants will have acquired a comprehensive understanding of university autonomy, including:

- Definition and principles underlying university autonomy.
- Importance of autonomy in the context of higher education.
- Historical Evolution of University Autonomy.
- Analysis of legal frameworks at the national and international levels.
- Comparative study of diverse global perspectives on university autonomy.
- Impact of Legal Frameworks on Institutional Autonomy.

### Who Should Attend?

The course is suitable for Board Members, Directors, Managers and their Employees who wish to efficiently and effectively manage, document, and share knowledge as well as formulate an effective Knowledge Management Strategy.

## Policy and Governance in Autonomous Universities

Duration 3 or 5 Days

### Course Overview

The Policy and Governance in Autonomous Universities course provides a comprehensive exploration of the strategic formulation and effective implementation of policies in the context of autonomous higher education institutions. Tailored for academic leaders and administrators, the course covers governance structures, regulatory compliance, and strategic decision-making processes. Participants delve into case studies, examining successful models of policy implementation. Emphasis is placed on aligning policies with institutional goals, ensuring accountability, and fostering a culture of continuous improvement.

### Course Outcome

Upon completion of this course, participants will have acquired a robust understanding of policy and governance in autonomous universities, including:

- Analysing Policies Impacting University Autonomy.
- Identification of factors that either promote or hinder institutional autonomy.
- Exploration of diverse governance models employed by autonomous universities.
- Understanding the roles and responsibilities of key stakeholders in university governance.
- Techniques for evaluating the effectiveness of existing policies in fostering university autonomy.

### Who Should Attend?

This course is tailored for Stakeholders, Leadership of the Ministry of Education, University administrators, policymakers, legal professionals, and individuals involved in crafting and implementing policies within higher education. Whether you are a university leader, a policymaker, or a legal advisor, this course will enhance your ability to navigate the dynamic field of policy and governance in autonomous universities.

## Entrepreneurial Approaches to Managing Tertiary Institution

Duration 3 or 5 Days

### Course Overview

The Entrepreneurial Approaches to Managing Tertiary Institution course is designed for academic leaders and administrators seeking to infuse innovation and adaptability into higher education management. Participants explore entrepreneurial strategies to enhance institutional sustainability, revenue generation, and academic excellence. The course covers topics such as fostering industry partnerships, developing entrepreneurial cultures, and leveraging technology for educational advancement. Through case studies and practical exercises, participants gain insights into effective resource allocation, risk management, and strategic decision-making.

### Course Outcome

Upon completion of this course, participants will have gained expertise in the following key areas:

- Application of financial modeling techniques to enhance budgeting, forecasting, and resource allocation.
- Examination of entrepreneurial strategies to diversify revenue streams for autonomous universities.
- Identification of opportunities for innovation and growth within the higher education financial landscape.
- In-depth analysis of effective fundraising strategies, including donor engagement and alumni relations.

### Who Should Attend?

This course is ideal for Directors, University administrators, entrepreneurs in the education sector, stakeholders, and individuals involved in financial decision-making within higher education institutions. Whether you are responsible for financial strategy, seeking entrepreneurial opportunities, or interested in optimizing revenue streams for universities, this course will provide valuable insights and practical skills.



## Strategic Planning for University Autonomy

Duration 3 or 5 Days

### Course Overview

Strategic Planning for University Autonomy is a targeted course for academic leaders and administrators navigating the complexities of autonomous higher education institutions. Participants engage in comprehensive discussions on developing and implementing strategic plans that align with institutional goals while upholding autonomy. The course covers aspects such as stakeholder involvement, risk management, and leveraging autonomy for academic innovation. Through case studies and practical exercises, participants gain the skills to craft and execute strategic plans that not only enhance institutional autonomy but also drive sustained excellence, ensuring universities remain agile and responsive to evolving educational landscapes.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas:

- Developing Strategic Plans for Autonomous Universities.
- Integration of autonomy-focused elements into the strategic planning process.
- Techniques for aligning academic priorities, research initiatives, and institutional goals with the overarching objectives of university autonomy.
- Exploration of sustainability models within the strategic planning framework.
- Strategies for effective communication and engagement with diverse stakeholders, including faculty, students, and external partners.

### Who Should Attend?

This course is essential for university administrators, academic leaders, strategic planners, and individuals involved in shaping the vision and direction of autonomous higher education institutions. Whether you are a university executive, an academic planner, or a policymaker, this course will enhance your ability to formulate and execute strategic plans that promote autonomy and long-term success.

## Innovation and Technology in University Management

Duration 3 or 5 Days

### Course Overview

This cutting-edge course is designed to empower professionals with the knowledge and skills needed to harness the transformative power of innovation and technology in the realm of university management. Participants will explore strategies for integrating technology to streamline university operations, fostering innovation in teaching and research, and examine case studies showcasing universities successfully leveraging technology to enhance autonomy. By the end of the course, attendees will be equipped to drive technological advancements that contribute to the efficiency, effectiveness, and autonomy of higher education institutions.

### Course Outcome

Upon completion of this course, participants will have gained expertise in the following key areas:

- Strategies for implementing technology solutions to streamline administrative processes, enhance communication, and optimize resource management.
- Utilizing data-driven insights for informed decision-making in university management.
- Exploring innovative approaches to integrate technology into teaching methodologies and research practices.
- Creating an environment that nurtures creativity and experimentation in academic pursuits.

### Who Should Attend?

This course is ideal for university administrators, IT professionals, educators, and individuals involved in shaping the technological landscape of higher education. Whether you are responsible for university operations, academic innovation, or technology integration, this course will provide valuable insights and practical skills to navigate the evolving intersection of innovation and technology in university management.

## Entrepreneurial Leadership in Higher Education

Duration 3 or 5 Days

### Course Overview

The Entrepreneurial Leadership in Higher Education course is designed for academic leaders aiming to cultivate innovative and adaptable approaches within higher education institutions. Participants delve into entrepreneurial leadership strategies, emphasizing vision-setting, risk management, and fostering a culture of creativity. The course explores the intersection of academia and entrepreneurship, addressing challenges such as resource optimization, strategic decision-making, and stakeholder engagement. Through case studies and interactive discussions, participants gain practical insights into leading transformative initiatives, enhancing institutional resilience, and navigating the evolving landscape of higher education.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas:

- Strategies for identifying and nurturing entrepreneurial leadership qualities in academic professionals.
- Personalized development plans for cultivating entrepreneurial leadership skills.
- Exploration of leadership styles conducive to fostering a culture of innovation in higher education.
- Techniques for instilling an entrepreneurial mindset among faculty and staff.
- Establishing frameworks for encouraging creativity, risk-taking, and collaboration within the academic community.

### Who Should Attend?

This course is essential for university administrators, academic leaders, educators, and individuals aspiring to lead with an entrepreneurial mindset in higher education. Whether you are in a leadership role or seeking to develop entrepreneurial leadership skills, this course will provide valuable insights and practical strategies to thrive in the dynamic world of higher education.

## Global Collaboration and Partnerships in Higher Education

Duration 3 or 5 Days

### Course Overview

The Global Collaboration and Partnerships in Higher Education course is tailored for academic leaders and administrators seeking to cultivate international alliances and enhance global engagement for their institutions. Participants explore strategies for establishing effective collaborations with universities, research institutions, and industry partners worldwide. The course addresses cross-cultural communication, international program development, and the creation of sustainable partnerships. Emphasizing the importance of diverse perspectives, participants gain insights into navigating legal and logistical challenges while fostering a culture of global citizenship within their institutions.

### Course Outcome

Upon completion of this course, participants will have developed expertise in the following key areas:

- Research institutions.
- Understanding the nuances of cross-cultural communication and collaboration.
- Approaches to establishing strategic partnerships with industry and research organisations for mutual benefit.
- Navigating the intersection of academia and industry to foster innovation and applied research.

### Who Should Attend?

This course is essential for university administrators, international relations professionals, researchers, and individuals seeking to enhance global engagement within higher education. Whether you are responsible for international strategy, industry partnerships, or academic collaborations, this course will provide valuable insights and practical strategies to navigate the global landscape of higher education.

Teach house facilitators are exceptional and very dynamic. Beyond the core course, they had a lot of add on which are very impactful to both work and life in general

- Bassey Unmo LNG Investment Services



# Energy Efficiency, Oil and Gas

- Energy Efficiency and Sustainability Management
- Renewable Energy Integration in Oil and Gas
- Carbon Management in Oil and Gas
- Energy Efficient Technologies in Refining.
- Regulatory Compliance and Oversight in Energy
- Energy Policy Analysis
- Energy Governance and Risk Management
- Energy Diplomacy and Geopolitics of Gas
- Gas Supply Chain Management and Logistics
- International Gas Markets and Trade Policies
- Gas Sector Policy and Strategy

## Energy Efficiency and Sustainability Management

Duration 3 or 5 Days

### Course Overview

Sustainable energy meets today's energy needs without jeopardizing future generations' energy needs. To reduce environmental impacts, the following factors must be combined: use of existing renewable energy technologies, research and investment in new technologies, improved energy efficiency of existing technologies, and reduction of energy demand and wasted energy. This course will assist participants in understanding and confronting the challenges that industries face today, both locally and globally. The principles of energy and sustainability management will be clearly understood by students at the end of the course, enabling them to deliver productive work plans and make sizable cost savings.

### Course Outcome

Participants are expected to acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Having a basic understanding of sustainable energy
- Demonstrate a thorough knowledge of sustainability theory and practice.
- Demonstrate a grasp of understanding on the different types of energy sources
- Deepen their knowledge of how solar water heating systems, photovoltaic systems, wind turbine technology, biogas technology, geothermal powerplants, & tidal power systems work

### Who Should Attend?

This Energy Efficiency and Sustainable Management course is open to anyone with a keen eye for picking up new skills. While it's well known that this extensive training helps people get ready for job opportunities in related fields, it also helps you advance your career for promotions.

## Renewable Energy Integration in Oil and Gas

Duration 3 or 5 Days

### Course Overview

Renewable Energy Integration in Oil and Gas" is a specialized course tailored for professionals seeking to enhance their expertise in incorporating renewable energy solutions within the oil and gas sector. Through case studies, simulations, and industry best practices, participants will explore the challenges and opportunities of integrating renewable energy sources such as solar, wind, and bioenergy into traditional oil and gas operations. Key topics include feasibility analysis, hybrid energy systems, regulatory frameworks, and risk management strategies. Upon completion, participants will possess the knowledge and tools to drive sustainable energy transitions in the oil and gas industry.

### Course Outcome

Participants are expected to acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the course:

- Understand the principles and technologies of renewable energy integration in oil and gas operations.
- Analyse the feasibility and economic viability of incorporating renewable energy solutions.
- Develop strategies for optimizing energy efficiency and reducing carbon footprint.
- Evaluate regulatory frameworks and policies impacting renewable energy adoption.
- Implement risk management strategies to ensure the successful integration of renewable energy.

### Who Should Attend?

The Renewable Energy Integration in Oil and Gas course is designed for organisation and individuals eager to acquire new skills. Recognized for its comprehensive nature, this training not only prepares participants for employment prospects in relevant sectors but also facilitates career progression and advancement through increased expertise.

## Carbon Management in Oil and Gas

Duration 3 or 5 Days

### Course Overview

Carbon Management in Oil and Gas explores strategies to mitigate carbon emissions within the petroleum industry. The course covers carbon capture, utilization, and storage (CCUS) technologies, emissions monitoring, regulatory frameworks, and sustainable practices. Students analysethe environmental impact of oil and gas operations, assess carbon footprint reduction methods, and develop comprehensive carbon management plans to address climate change concerns in the energy sector.

### Course Outcome

By the end of the course, participants are anticipated to gain essential, practical knowledge, develop relevant skills, and achieve a greater understanding of the following concepts:

- Enhanced understanding of carbon emissions in oil and gas operations.
- Proficiency in evaluating and implementing carbon capture, utilization, and storage (CCUS) technologies.
- Mastery of emissions monitoring techniques and compliance with regulatory frameworks.
- Development of comprehensive carbon management plans to reduce environmental impact.

### Who Should Attend?

Professionals in the oil and gas industry, this course delves into carbon emissions reduction strategies, regulatory compliance, and sustainable practices to address climate change concerns effectively.

## Energy Efficient Technologies in Refining.

Duration 3 or 5 Days

### Course Overview

The course "Energy Efficient Technologies in Refining" explores strategies to optimize energy consumption and environmental impact in oil refining processes. Topics include advanced heat integration, process intensification, cogeneration, and waste heat recovery systems. Through lectures, case studies, and hands-on projects, students will learn to enhance heat transfer efficiency, minimize energy losses, and utilize renewable energy sources to improve refinery operations. Assessment methods include assignments, exams, and project presentations.

### Course Outcome

Upon completing the course, participants will be able to:

- Analyse energy consumption patterns in refining operations.
- Implement advanced heat integration techniques to improve efficiency.
- Evaluate the feasibility of process intensification methods.
- Design co-generation systems for energy optimization.
- Identify opportunities for waste heat recovery and utilization.
- Develop strategies for incorporating renewable energy sources into refinery processes.

### Who Should Attend?

This course is ideal for chemical, petroleum, and environmental engineers, refinery operators, energy managers, policymakers, researchers, and students interested in energy-efficient refining.

## Regulatory Compliance and Oversight in Energy

Duration 3 or 5 Days

### Course Overview

The course "Regulatory Compliance and Oversight in Energy" examines legal frameworks and regulatory requirements governing the energy sector. Topics include environmental regulations, safety standards, and industry compliance practices. Through case studies and discussions, participants learn to navigate complex regulatory landscapes, ensure adherence to guidelines, and mitigate compliance risks. Assessment methods include assignments, quizzes, and practical exercises to reinforce understanding of regulatory principles and their application in the energy industry.

### Course Outcome

By the end of the course, participants are anticipated to gain essential, practical knowledge, develop relevant skills, and achieve a greater understanding of the following concepts:

- Understand key regulatory frameworks governing the energy sector.
- Identify compliance requirements and standards relevant to energy operations.
- Analyse the impact of regulatory changes on energy industry practices.
- Navigate legal complexities and interpret regulatory documents effectively.
- Communicate effectively with regulatory agencies and stakeholders.
- Implement best practices for maintaining regulatory compliance.

### Who Should Attend?

This course is essential for energy industry professionals, regulatory compliance officers, policymakers, legal advisors, and environmental consultants seeking comprehensive understanding of energy regulations.



## Energy Policy Analysis

Duration 3 or 5 Days

### Course Overview

Teach House course "Energy Policy Analysis" delves deeply into energy policies, including their creation, implementation, and consequences. Policy frameworks, stakeholder dynamics, and evaluation approaches are among the topics discussed. Participants learn how to analyse policy efficacy, assess regulatory environments, and identify areas for policy change. Students gain critical thinking skills through case studies and conversations, which are necessary for navigating complicated energy policy sector and addressing current energy concerns.

### Course Outcome

Upon completing the course, participants will be able to:

- Understand the principles and theories underlying energy policy formulation and implementation.
- Analyse the impacts of energy policies on various stakeholders and sectors.
- Evaluate the effectiveness and efficiency of existing energy policies.
- Identify potential areas for policy improvement and innovation.
- Develop strategies for advocating and influencing energy policy decisions.
- Navigate political, economic, and social factors shaping energy policy landscapes.

### Who Should Attend?

Ideal for policymakers, energy analysts, researchers, consultants, and professionals seeking to understand, shape, or evaluate energy policies effectively.

## Energy Diplomacy and Geopolitics of Gas

Duration 3 or 5 Days

### Course Overview

Energy Diplomacy and Geopolitics of Gas examines the intricate interplay between global energy dynamics, diplomatic relations, and geopolitical strategies in the gas sector. Participants will delve into the geopolitical factors shaping gas trade, resource allocation, and market influence. Through case studies and simulations, they analyse energy security concerns, diplomatic negotiations, and the impact of geopolitical tensions on gas supply chains. The course equips learners with insights to navigate the complex landscape of energy diplomacy and geopolitical challenges in the gas industry.

### Course Outcome

Participants are expected to acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the course:

- Develop an understanding of the geopolitical factors shaping the global gas industry.
- Develop skills to analyse and assess energy security risks and diplomatic strategies in gas trade.
- Enhance their ability to navigate complex negotiations and diplomatic challenges related to gas supply and transit.
- Acquire insights into the impact of geopolitical tensions on gas markets and pricing dynamics.

### Who Should Attend?

This course is designed for policymakers, regulators, energy analysts, diplomats, and professionals interested in understanding global energy geopolitics and gas diplomacy.

## Gas Supply Chain Management and Logistics

Duration 3 or 5 Days

### Course Overview

This hands-on course unveils the intricacies of managing and optimizing the gas supply chain. Master key operations like procurement, transportation, storage, and distribution through real-world case studies and exercises. Hone strategies to boost efficiency, minimize risks, and guarantee reliable gas delivery. Emerge equipped with the expertise to excel in the dynamic world of gas logistics and supply chain management.

### Course Outcome

Upon completion of the course participants acquire key applicable knowledge, skills and a deeper comprehension of the following:

- Acquire a comprehensive understanding of the natural gas supply chain, from procurement to distribution.
- Develop skills to optimize gas supply chain processes, improving efficiency and reducing costs.
- Gain insights into risk management strategies and mitigation techniques specific to gas logistics.
- Enhance their ability to adapt to changing market conditions and regulatory requirements.

### Who Should Attend?

Ideal participants include gas industry professionals, supply chain managers, logistics specialists, energy analysts, and policymakers seeking to enhance gas supply efficiency.

## International Gas Markets and Trade Policies

Duration 3 or 5 Days

### Course Overview

International Gas Markets and Trade Policies provides an in-depth analysis of global gas markets and the policies shaping international trade. Participants explore market dynamics, pricing mechanisms, and regulatory frameworks governing gas trade. Through case studies and simulations, they examine geopolitical factors, trade agreements, and market access strategies. The course equips learners with insights to navigate the complexities of international gas markets and formulate effective trade policies in a rapidly evolving energy sector.

### Course Outcome

Upon completion of the course, participants will:

- Gain a comprehensive understanding of global gas market dynamics, including supply-demand fundamentals and pricing mechanisms.
- Develop expertise in analysing trade policies, regulatory frameworks, and geopolitical factors influencing international gas trade.
- Acquire skills to assess market risks, formulate effective market strategies, and optimize trading operations.
- Enhance their ability to navigate complex market scenarios and make informed decisions in the global gas trade.

### Who Should Attend?

This course is ideal for regulators, energy traders, policymakers, market analysts, economists, and industry professionals involved in international gas trade and policy development. Participants gain insights to navigate the complexities of global gas markets effectively.

## Gas Sector Policy and Strategy

Duration 3 or 5 Days

### Course Overview

Gas Sector Policy and Strategy examines the formulation and implementation of regulatory frameworks, energy policies, and strategic planning principles in the gas industry. Participants analysepolicy impacts on market dynamics, sustainability goals, and stakeholder interests through case studies. This course equips participant with tools to develop and evaluate effective policies and strategies, navigating the gas sector.

### Course Outcome

Upon completing the course, participants will have a comprehensive understanding and enhanced skills

- Understand the complexities of gas sector policies and regulatory frameworks.
- Analyse the impact of policies on market dynamics and stakeholder interests.
- Develop skills to formulate and implement effective gas sector strategies.
- Evaluate strategies for achieving sustainability goals and addressing emerging challenges.
- Navigate regulatory compliance and governance requirements.
- Apply strategic planning principles to real-world gas industry scenarios.

### Who Should Attend?

Ideal for regulators, energy traders, policymakers, market analysts, economists, and industry professionals involved in international gas trade and policy development. Participants gain insights to navigate the complexities of global gas markets effectively.





# Finance and Budgeting

- Asset Securitization
- Financial Management for Pensioners
- Fixed Income Products
- Operations, Regulations and Compliance on Emerging Financial Markets
- Financial Analysis Fundamentals
- Advanced Budgeting Techniques
- Strategic Cost Management
- International Financial Reporting Standards
- International Accounting Standards
- Mastering QuickBooks Accounting
- Tax Planning Strategies
- Financial Accounting & Reporting
- Financial Analysis, Modelling & Forecasting
- Financial Crime Prevention and Investigation
- Excel for Accounting and Finance Professionals
- Public Sector Accounting and Budgeting
- Principles of Cost Accounting and Cost Reduction Strategies
- Financial Excellence
- Corporate Financial Planning, Budgeting & Control
- Budgeting, Forecasting and the Planning Process
- Finance for Non-Finance Professionals
- Essentials of Corporate Finance
- Budget Preparation Skills
- Taxation and Treasury Policies

## Asset Securitization

Duration 3 or 5 Days

### Course Overview

In recent times, financial institutions in emerging economies have embraced the concept of Asset Securitization and its transforming influence on the field of finance. Every organisation strives to enhance liquidity; generate sustainable income and maximize profit overtime hence the need for a provider, user, regulator or advisor of product/services, marketplace/exchange to understand and analyseasset securitization, its process and the different entities involved in securitization. In other words, securitized assets create new opportunities for generating income with diverse risk/return trade-offs.

### Course Outcome

This course will orientate participants on:

- Understanding the Concept and Principles of securitization
- Identifying and capitalizing on optimum internal and external conditions
- The mechanics of the securitization process from origination and structuring through to pricing and trading
- The essential risk management techniques to utilize in securitization
- Hands-on credit enhancement techniques, including a review of credit enhancement decisions in recent deals

### Who Should Attend?

The course is suitable for every professional involved in the global financial services industry such as Board members, Directors, Managers and employees of Supervisory Agencies, Stock Exchanges, Central Banks, Financial Institutions, Investment and Corporate banks who wish to understand the current securitization market.

## Financial Management for Pensioners

Duration 3 or 5 Days

### Course Overview

This course is designed to train individuals who are yet to retire or have already retired on how to manage their finance in the form of cash inflows from gratuity and pensions. In order to prepare for retirement and achieve their desired level of well-being, older workers need to make sure they understand the decisions that they face, have sufficient financial literacy to manage their assets, and continue to invest in their own human capital in order to remain relevant and competitive should they desire to take up a job after retirement.

### Course Outcome

Upon completion of this programme, delegates would have acquired immense knowledge and developed applicable skills in the following areas:

- Understanding personal finance
- Financial planning and budgeting
- Financial risk measurement techniques
- Debt management
- Establishing your financial attitude
- Improving life after retirement

### Who Should Attend?

The course is suitable for Board Members, Directors, Managers, Military Officers, Employees of Private Organisations, Government and Non-Government Institutions.

## Fixed Income Products

Duration 3 or 5 Days

### Course Overview

Fixed income broadly refers to those types of investment security that pay investors fixed interest or dividend payments until their maturity date. Government and corporate bonds are the most common types of fixed-income products. In recent times, financial institutions in emerging economies have embraced the concept of fixed income products and its transforming influence on the field of finance. Considering the central role that debts play in the current financial market, a good knowledge of the current spectrum of fixed income securities and their associated derivatives and structural products is a necessity for financial practitioners.

### Course Outcome

Upon completion of this programme, delegates would have acquired immense knowledge and developed applicable skills in the following areas:

- Introduction to Debt Securities and features of debt securities.
- Valuation of Debt Securities
- Analysing Bonds and risk involved in investing in Bonds
- Overview of Bond Sectors
- Introduction to Bond Portfolio Management
- Credit Derivatives in Bond Portfolio Management

### Who Should Attend?

The course is suitable for every professional involved in the global financial services industry such as Board members, Directors, Managers and employees of Supervisory Agencies, Stock Exchanges, Central Banks, Financial Institutions, Investment and Corporate banks who wish to understand the current securitization market.

## Operations, Regulations and Compliance on Emerging Financial Markets

Duration 3 or 5 Days

### Course Overview

Emerging markets are categorized as smaller markets and less well establish when compared to developed counterparts, often with less comprehensive regulations around how companies and investors can operate however it maintains a level of influence on mainstream markets. This training course has been designed to reinforce and strengthen the capacity of professional involved in the global financial services industry and their institutions, to prepare and implement regulatory compliance and best practice more successfully as well as ensure every form of financial and economic fraud is prevented.

### Course Outcome

Upon completion of this course, delegates would have acquired immense knowledge and developed applicable skills in the following areas:

- Regulatory compliance
- Managing corruption in the workplace
- Preventing financial and economic fraud
- Evidence gathering and interviewing skills
- Freedom of information: implementation
- Auditing and monitoring
- Systems for reporting and responding to concerns
- Corrective action processes

### Who Should Attend?

The course is suitable for every professional involved in the global financial services industry such as Board members, Directors, Managers and employees of Supervisory Agencies, Stock Exchanges, Central Banks, Financial Institutions, Investment and Corporate banks.

## Financial Analysis Fundamentals

Duration 3 or 5 Days

### Course Overview

This course is designed to empower professionals to navigate the complexities of financial analysis, ensuring informed decision-making and contributing to the overall success of their organisations. Participants will gain a comprehensive understanding of principles, regulations, and frameworks governing financial analysis in diverse business landscapes. Given the universal relevance of effective financial analysis, organisations seek to attract stakeholders and mitigate risks through sound financial practices, making this course invaluable.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Fundamental principles of financial analysis
- Overview of financial analysis standards and best practices
- Role and Responsibilities of Financial Analysts
- Financial decision-making and risk assessment
- Integration of financial analysis with strategic planning

### Who Should Attend?

This course is ideal for finance professionals, analysts, and managers responsible for financial decision-making, risk assessment, and strategic planning. It is beneficial for those in roles such as Finance Management, Investment Analysis, Corporate Strategy, and Business Planning.



## Advanced Budgeting Techniques

Duration 3 or 5 Days

### Course Overview

This course explores the dynamic nature of budgeting methodologies for strategic financial planning. Participants delve into advanced topics including zero-based budgeting, rolling budgets, beyond-budgeting principles, and dynamic forecasting techniques. Through case studies and practical exercises, participants refine their skills in budget variance analysis, cost optimization, and resource allocation. Emphasis is placed on utilizing advanced budgeting tools to drive organisational performance and adapt to changing market dynamics.

### Course Outcome

Participants at the end of this course will have acquired advanced knowledge and practical skills in the following key areas:

- Advanced budgeting methodologies and techniques
- Strategic alignment of budgets with organisational goals
- Forecasting and scenario analysis in budget planning
- Cost optimization strategies within budget constraints
- Integration of advanced budgeting with strategic decision-making

### Who Should Attend?

This course is ideal for financial managers, budget analysts, and professionals responsible for strategic financial planning. Individuals involved in budget creation, financial forecasting, and decision-makers in finance-related roles will find this course instrumental. It caters to those working in Finance Management, Budget Analysis, and Strategic Planning.

## Strategic Cost Management

Duration 3 or 5 Days

### Course Overview

Our course on Strategic cost management is designed for professionals seeking an in-depth understanding of strategic approaches to cost management. This program focuses on advanced techniques and methodologies to optimize costs while aligning with organisational strategies. Participants will gain valuable insights into developing and implementing cost-effective strategies to enhance overall business performance.

### Course Outcome

At the end of the course, participants will have acquired advanced knowledge and practical skills in the following key areas:

- Strategic approaches to cost management
- Cost optimization techniques for sustainable business operations
- Activity-based costing and resource allocation strategies
- Integration of cost management with strategic decision-making
- Performance measurement and evaluation in cost management

### Who Should Attend?

This course is well-suited for financial managers, cost analysts, and professionals responsible for managing and controlling costs within organisations. Individuals involved in strategic planning, operations management, and decision-makers in finance-related roles will find this course beneficial. It caters to those working in Finance Management, Cost Analysis, and Business Strategy.

## International Financial Reporting Standards

Duration 3 or 5 Days

### Course Overview

International Financial Reporting Standards explores the principles and practices governing global financial reporting. Participants delve into the framework, standards, and interpretations set by the International Accounting Standards Board (IASB). Through case studies and practical applications, learners analyse financial statements preparation, presentation, and disclosure requirements. The course equips participants with the knowledge and skills necessary to interpret, apply, and comply with International Financial Reporting Standards in diverse organisational contexts and global markets.

### Course Outcome

Participants will have both practical skills and knowledge in the following key areas after finishing the course:

- Understanding the principles of International Financial Reporting Standards
- Application of IFRS in financial reporting processes
- Interpretation and analysis of financial statements under IFRS
- Compliance and regulatory considerations in international financial reporting
- Integration of IFRS into organisational financial practices

### Who Should Attend?

Ideal participants include accounting professionals, financial analysts, auditors, regulators, and anyone involved in financial reporting and compliance within multinational organisations.

## International Accounting Standards

Duration 3 or 5 Days

### Course Overview

This course is designed to provides professionals with a comprehensive understanding of the globally recognized standards in accounting. Participants will explore the intricacies of International Accounting Standards (IAS), gaining insights into the principles, regulations, and framework that govern accounting practices on an international scale. This course is essential for those navigating the complexities of global financial markets and multinational business operations.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles of International Accounting Standards (IAS)
- Application of IAS in accounting processes
- Interpretation and analysis of financial statements under IAS
- Compliance and regulatory considerations in international accounting
- Integration of IAS into organisational accounting practices

### Who Should Attend?

This course is tailored for accountants, financial analysts, auditors, and individuals involved in accounting practices across international contexts. It is particularly beneficial for those working in roles such as Accounting Management, Financial Analysis, Auditing, and Compliance, where adherence to international accounting standards is crucial.

## Mastering QuickBooks Accounting

Duration 3 or 5 Days

### Course Overview

The goal of this course is to provide professionals with the knowledge and abilities to manage their finances accurately and efficiently using QuickBooks. Through an exploration of QuickBooks' features, participants will acquire useful knowledge about financial reporting, bookkeeping, and general accounting procedures. For those who want to use this popular program to automate your accounting procedures, this course is a must.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Efficient utilization of QuickBooks for bookkeeping and accounting tasks
- Navigation of QuickBooks functionalities for financial reporting
- Integration of QuickBooks into day-to-day accounting processes
- Streamlining financial transactions and reporting with QuickBooks
- Troubleshooting and optimizing QuickBooks for personalized accounting needs

### Who Should Attend?

This course is design for financial crime investigators, compliance officers, risk managers, and individuals responsible for ensuring the security of financial systems. It is particularly beneficial for those working in roleThis course is ideal for accountants, bookkeepers, small business owners, and professionals involved in financial management who seek proficiency in using QuickBooks. It caters to those working in roles such as Accounting Management, Bookkeeping, Financial Analysis, and Small Business Administration.s such as Financial Crime Prevention, Compliance Management, Risk Analysis, and Investigations.



## Tax Planning Strategies

Duration 3 or 5 Days

### Course Overview

This course is designed to equip professionals with advanced knowledge and practical skills in navigating the intricacies of tax planning. Participants will explore strategic approaches to minimize tax liabilities while ensuring compliance with relevant regulations. This course is essential for individuals seeking to optimize tax outcomes and contribute to effective financial decision-making within organisations.

### Course Outcome

Participants will have acquired advanced knowledge and practical skills in the following key areas:

- Strategic tax planning approaches for individuals and businesses
- Optimization of tax structures to minimize liabilities
- Compliance considerations in tax planning
- Integration of tax planning with overall financial strategies
- Risk assessment and mitigation in tax planning

### Who Should Attend?

The tax planning strategies is for tax professionals, financial managers, accountants, and individuals involved in strategic financial planning. It is particularly beneficial for those working in roles such as Tax Management, Financial Analysis, Business Strategy, and Corporate Finance.

## Financial Accounting & Reporting

Duration 3 or 5 Days

### Course Overview

This course provides professionals with an understanding of fundamental principles and practices in financial accounting. Participants will explore the entire financial reporting process, from recording transactions to preparing financial statements, ensuring compliance with accounting standards. This course is essential for individuals aiming to strengthen their financial accounting skills and contribute to accurate and transparent financial reporting.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Principles and concepts of financial accounting
- Recording and classifying financial transactions
- Preparation of financial statements in compliance with accounting standards
- Analysis and interpretation of financial statements
- Integration of financial accounting with overall financial management
-

### Who Should Attend?

This course is suitable for accountants, financial analysts, auditors, and individuals involved in financial reporting and accounting functions. It caters to those working in roles such as Accounting Management, Financial Analysis, Auditing, and Compliance.



## Financial Analysis, Modelling & Forecasting

Duration 3 or 5 Days

### Course Overview

This course equips participants with advanced skills in financial analysis, modelling, and forecasting. Through hands-on exercises and real-world case studies, students learn to interpret financial data, build robust financial models, and develop accurate forecasts. Topics include ratio analysis, valuation techniques, scenario planning, and risk assessment. By mastering these tools and techniques, participants gain the ability to make informed decisions and effectively navigate financial complexities in various industries.

### Course Outcome

Participants will have acquired advanced knowledge and practical skills in the following key areas:

- Advanced financial analysis techniques for decision-making
- Building dynamic financial models for scenario analysis
- Forecasting methodologies for predicting future financial trends
- Integration of financial analysis with strategic planning
- Risk assessment and mitigation in financial modeling

### Who Should Attend?

Ideal for financial analysts, investment professionals, business strategists, and individuals involved in financial planning and decision-making. It caters to those working in roles such as Financial Analysis, Investment Analysis, Corporate Strategy, and Business Planning.

## Financial Crime Prevention and Investigation

Duration 3 or 5 Days

### Course Overview

This course is designed to equip professionals with specialized knowledge and skills in preventing and investigating financial crimes. Participants will explore strategies for detecting and mitigating various forms of financial misconduct, including fraud, money laundering, and corruption. This course is essential for individuals seeking to enhance their capabilities in safeguarding organisational assets and maintaining financial integrity.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Identification and prevention of financial crimes
- Techniques for investigating fraud, money laundering, and corruption
- Compliance with anti-money laundering (AML) regulations
- Utilization of technology in financial crime prevention
- Collaboration and reporting in financial crime investigations

### Who Should Attend?

This course is design for financial crime investigators, compliance officers, risk managers, and individuals responsible for ensuring the security of financial systems. It is particularly beneficial for those working in roles such as Financial Crime Prevention, Compliance Management, Risk Analysis, and Investigations.

## Excel for Accounting and Finance Professionals

Duration 3 or 5 Days

### Course Overview

The goal of this course is to enhance the spreadsheet proficiency of professionals in accounting and finance by highlighting the useful applications of Microsoft Excel in financial contexts. In-depth Excel functions, formulas, and data analysis strategies that are especially useful for accounting and finance tasks will be covered for attendees. For those who wish to increase productivity, simplify financial activities, and use Excel to make educated decisions, this training is essential.

### Course Outcome

On completing, participants would have gained expertise in the following crucial areas:

- Advanced Excel functions relevant to accounting and finance
- Financial modelling and analysis using Excel
- Automation of financial processes for efficiency
- Data visualization and reporting in Excel
- Integration of Excel into financial decision-making processes

### Who Should Attend?

Ideal for accountants, financial analysts, auditors, and professionals in finance-related roles who utilize Excel in their daily tasks. It caters to those working in roles such as Accounting Management, Financial Analysis, Auditing, and Financial Planning.

## Public Sector Accounting and Budgeting

Duration 3 or 5 Days

### Course Overview

Public sector accounting and budgeting course is designed to provide professionals in the public sector with specialized knowledge in accounting principles and budgeting practices tailored for government entities. Participants will explore the unique challenges and requirements of financial management in the public sector, gaining insights into accounting standards, fiscal policies, and budgeting processes. This course is essential for individuals involved in public finance, government accounting, and budgetary decision-making.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Public sector accounting principles and standards
- Government budgeting processes and methodologies
- Fiscal policies and regulations impacting public finance
- Financial reporting requirements for government entities
- Integration of accounting and budgeting in public financial management

### Who Should Attend?

This course is suitable for government accountants, finance managers in public organisations, budget analysts, and professionals engaged in financial management within the public sector. It caters to those working in roles such as Government Accounting, Public Finance Management, Budget Analysis, and Public Administration.

## Principles of Cost Accounting and Cost Reduction Strategies

Duration 3 or 5 Days

### Course Overview

This course is tailored for professionals seeking a comprehensive understanding of cost accounting principles and effective strategies for cost reduction. Participants will explore methodologies to analyse and control costs, ultimately contributing to improved organisational efficiency and profitability. This course is essential for individuals aiming to enhance their cost accounting skills and implement practical cost reduction measures.

### Course Outcome

Participants will have acquired knowledge and practical skills in the following key areas:

- Principles and concepts of cost accounting
- Methods for analysing and controlling costs
- Cost reduction strategies for organisational efficiency
- Implementation of cost-saving measures
- Integration of cost accounting with strategic decision-making

### Who Should Attend?

Ideal for cost accountants, financial managers, operations managers, and professionals involved in cost analysis and management. It caters to those working in roles such as Cost Accounting, Financial Management, Operations Management, and Business Strategy.

## Financial Excellence

Duration 3 or 5 Days

### Course Overview

Our financial excellence course is designed to enhance the financial acumen and expertise of professionals across various industries. Participants will engage in a holistic exploration of financial principles, strategies, and best practices, fostering a well-rounded understanding of financial management. This program is essential for individuals aspiring to achieve financial excellence and contribute strategically to their organisations.

### Course Outcome

By the end of the course, participants will be equipped with practical skills and knowledge in key areas.

- Comprehensive understanding of financial principles and concepts
- Strategic financial planning and forecasting
- Financial risk management and mitigation
- Integration of financial strategies with organisational goals
- Excellence in financial decision-making

### Who Should Attend?

The course is suitable for finance professionals, executives, managers, and individuals in leadership roles who desire to enhance their financial knowledge and decision-making skills. It caters to those working in roles such as Financial Management, Business Leadership, Strategic Planning, and Corporate Finance.

## Corporate Financial Planning, Budgeting & Control

Duration 3 or 5 Days

### Course Overview

This course is strategically crafted to empower professionals with comprehensive skills in financial planning, budget management, and control mechanisms within corporate environments. Participants will explore advanced techniques for effective financial decision-making, resource allocation, and performance monitoring. This course is essential for individuals aiming to contribute strategically to organisational success through sound financial planning and control.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Strategic financial planning and forecasting
- Budget development, implementation, and variance analysis
- Cost control mechanisms for optimal resource allocation
- Performance monitoring and key financial indicators
- Integration of financial planning with corporate strategy

### Who Should Attend?

This course is ideal for financial managers, budget analysts, controllers, and professionals responsible for corporate financial planning and control. It caters to those working in roles such as Financial Management, Corporate Strategy, Budget Analysis, and Business Planning.

## Budgeting, Forecasting, and the Planning Process

Duration 3 or 5 Days

### Course Overview

This course is designed to equip professionals with comprehensive skills in developing, managing, and optimizing budgets and forecasts. Participants will explore best practices in the planning process, integrating strategic goals with financial decision-making. This course is essential for individuals seeking to enhance their expertise in budgeting and forecasting to drive effective organisational planning.

### Course Outcome

Participants will have acquired knowledge and practical skills in the following key areas:

- Budget development and management
- Forecasting methodologies for short-term and long-term planning
- Integration of strategic goals into the planning process
- Variance analysis and performance measurement
- Continuous improvement in the planning and forecasting process

### Who Should Attend?

Ideal for budget analysts, financial planners, business strategists, and professionals involved in the planning process within organisations. It caters to those working in roles such as Financial Management, Budget Analysis, Business Planning, and Corporate Strategy.



## Finance for Non-Finance Professionals

Duration 3 or 5 Days

### Course Overview

The purpose of this course is to impart fundamental financial information and skills to people from a variety of backgrounds. In order to make wise decisions and effectively contribute to their organisations, participants will acquire a practical understanding of financial principles. For non-financial professionals looking to improve their financial literacy and close the knowledge gap between operational and financial functions, this course is essential.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Basic financial concepts and terminology
- Interpreting financial statements and reports
- Budgeting and cost management
- Financial decision-making and analysis
- Integration of financial knowledge into day-to-day operations

### Who Should Attend?

This course is suitable for individuals from various departments and disciplines who are not directly involved in finance but require a foundational understanding of financial principles. It caters to those working in roles such as Marketing, Human Resources, Operations, Sales, and Project Management.

## Essentials of Corporate Finance

Duration 3 or 5 Days

### Course Overview

Essential of corporate finance is course is a one stop shop on corporate finance, designed to provide professionals with a solid foundation in key principles and practices of corporate finance. Participants will delve into critical topics such as financial analysis, capital budgeting, and risk management, gaining essential skills for effective decision-making within corporate financial environments. This course is essential for individuals seeking a comprehensive understanding of the core concepts in corporate finance.

### Course Outcome

At the end of this course participants will have acquired knowledge and practical skills in the following key areas:

- Financial statement analysis and interpretation
- Capital budgeting and investment decisions
- Cost of capital and optimal capital structure
- Risk management and financial planning
- Integration of corporate finance principles into strategic decision-making

### Who Should Attend?

This course is designed for finance professionals, business analysts, and individuals involved in financial decision-making within corporations. It caters to those working in roles such as Financial Management, Corporate Finance, Business Analysis, and Strategic Planning.

## Budget Preparation Skills

Duration 3 or 5 Days

### Course Overview

This course is designed to enhance the proficiency of professionals in developing, managing, and presenting budgets effectively. Participants will acquire practical skills in budget preparation, covering key aspects such as forecasting, expense allocation, and variance analysis. This course is essential for individuals seeking to strengthen their budgeting skills and contribute strategically to the financial planning process within organisations.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the budgeting process and its importance
- Developing accurate and realistic budget projections
- Allocating resources efficiently to meet organisational goals
- Variance analysis and effective budget management
- Presenting budgets in a clear and persuasive manner

### Who Should Attend?

Ideal for budget analysts, financial planners, managers, and professionals responsible for the budgeting process. It caters to those working in roles such as Financial Management, Budget Analysis, Business Planning, and Corporate Strategy.

## Taxation and Treasury Policies

Duration 3 or 5 Days

### Course Overview

The Taxation and Treasury Policies training course offers a comprehensive understanding of the corporate treasury and tax function, including strategy and organisation, cash management, risk management, and corporate finance. Traditional finance and other business courses examine a wide range of factors influencing company decision-making, but give little systematic thought to the role of taxes. In contrast, standard tax accounting courses focus on administrative difficulties while ignoring the complex environment in which tax variables work.

### Course Outcome

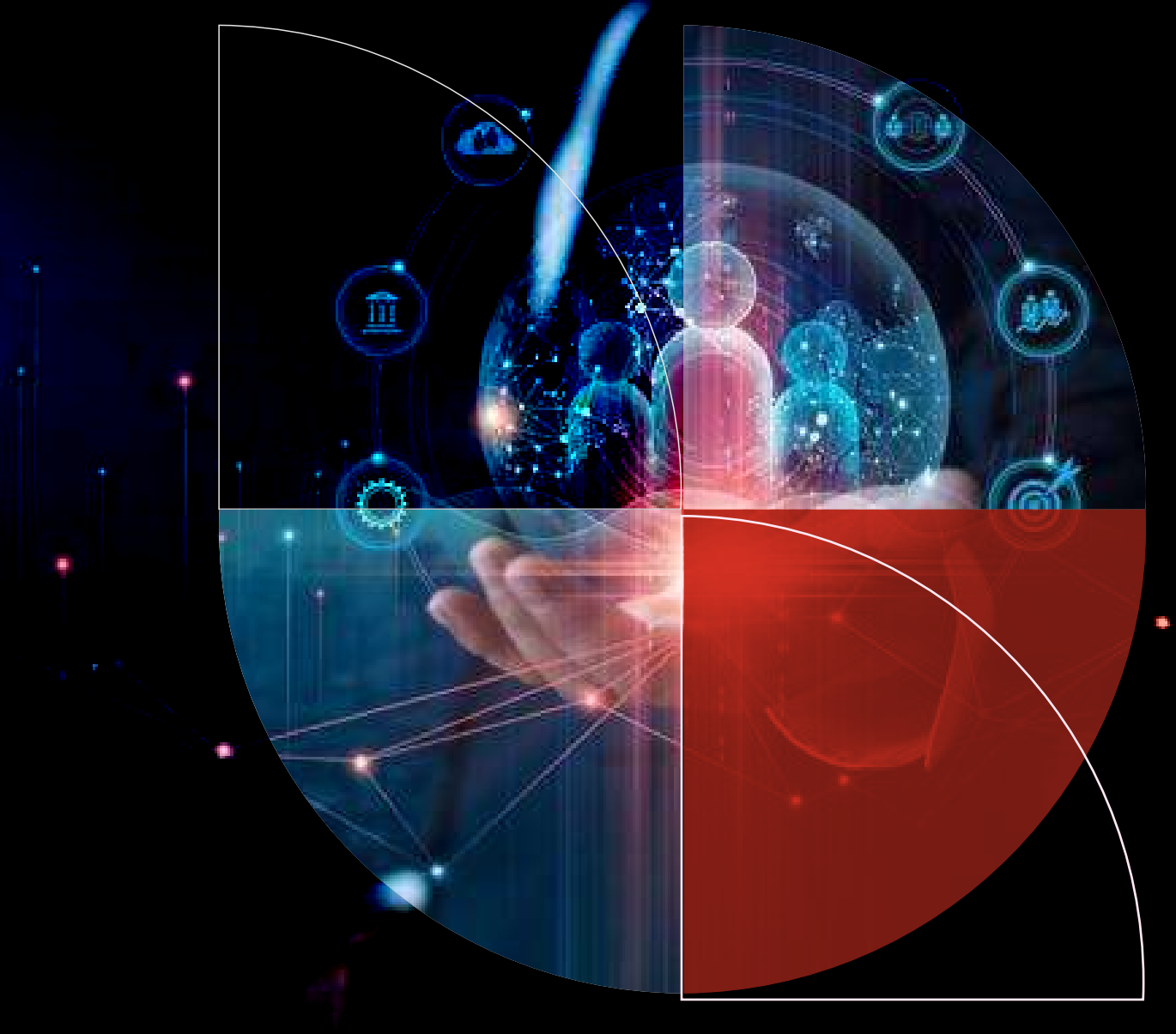
Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Tax planning strategies for optimal financial outcomes
- Compliance with tax regulations and reporting requirements
- Treasury policies and cash management techniques
- Risk mitigation strategies in treasury operations
- Integration of taxation and treasury functions for financial optimization

### Who Should Attend?

This course is suitable for tax professionals, treasury managers, finance executives, and individuals involved in financial decision-making within organisations. It caters to those working in roles such as Tax Management, Treasury Operations, Financial Management, and Corporate Finance.

> The facilitators are tremendous, with in-depth knowledge on the subject matter
>
> - Nasiru Sulieman Duhu Chad Basin NNPC



# Human Resource Management

- Fundamentals of Human Resources Management
- Virtual Human Resource Management
- Performance Management and Appraisal
- Compensation and Benefits Administration
- Employment Law and Regulations
- Diversity and Inclusion in the Workplace
- HR Analytics and Metrics
- Talent Management
- Conflict Resolution and Mediation
- Leadership and Organizational Behavior
- Strategic Human Resource Management
- Employee Relations and Engagement
- Workplace Health and Safety
- Change Management in HR

## Fundamentals of Human Resources Management

Duration 3 or 5 Days

### Course Overview

Fundamentals of Human Resources Management introduces participants to the foundational concepts and principles of HR management. Participants will explore key topics such as recruitment, employee selection, performance management, training and development, compensation and benefits, and employee relations. Through interactive modules, case studies, and practical exercises, participants will develop the necessary knowledge and skills to effectively manage HR functions and make strategic contributions to an organisation's success in the field of human resources.

### Course Outcome

Upon completion of the course "Fundamentals of Human Resources Management," participants will be empowered with the following:

- Gain a comprehensive understanding of key HR management principles and practices.
- Develop the skills needed to effectively recruit, select, and onboard new employees.
- Learn how to design and implement performance management systems.
- Acquire knowledge of compensation and benefits strategies.
- Understand the importance of employee training and development.
- Enhance the ability to foster positive employee relations and manage workplace conflicts effectively.

### Who Should Attend?

Professionals working in human resources, managers, team leaders, and individuals seeking to advance their understanding of HR practices and strategies.

## Virtual Human Resource Management

Duration 3 or 5 Days

### Course Overview

Our Virtual Human Resource Management course is designed for HR professionals adapting to virtual work environments. It covers remote team management, virtual recruitment, performance evaluation, and digital employee engagement strategies. Participants will explore best practices for maintaining organisational culture in virtual settings, leveraging technology for HR functions, and addressing the unique challenges of remote workforce management, equipping them to excel in virtual HR roles.

### Course Outcome

Participants will gain the following at the end of the training;

- Develop a deeper understanding of HR practices and processes
- Learn how to effectively manage remote teams and implement virtual HR strategies
- Enhance your skills in employee recruitment, retention, and performance management
- Acquire knowledge on legal and ethical considerations in virtual HR management
- Gain insights on how to create a positive organisational culture in a virtual work setting.

### Who Should Attend?

Virtual Human Resource Management training is ideal for HR professionals, managers, and business leaders who want to improve their HR skills and adapt to remote work environments.

## Performance Management and Appraisal

Duration 3 or 5 Days

### Course Overview

This course delves into effective performance management strategies, appraisal methods, and feedback mechanisms. Participants will learn to align individual and organisational goals, conduct fair evaluations, and facilitate constructive performance discussions.

### Course Outcome

Participants will gain a deeper understanding in the following areas;

- Clear performance expectations
- Regular feedback for employees
- Identification of skill gaps
- Employee skill development
- Improved organisational performance

### Who Should Attend?

HR managers, team leaders, and professionals involved in employee performance evaluation and feedback processes.

## Compensation and Benefits Administration

Duration 3 or 5 Days

### Course Overview

Explore the principles of designing and managing competitive compensation packages and employee benefits. Gain insights into salary structures, incentive programs, and regulatory compliance, ensuring fair and motivating rewards.

### Course Outcome

Upon completing the course, participants will acquire essential understandings;

- Ability to design competitive compensation packages.
- Understanding of market trends and employee satisfaction metrics.
- Compliance with legal regulations.
- Skills in managing payroll processes efficiently.
- Talent retention through effective benefits administration.

### Who Should Attend?

Our Compensation and Benefits Administration course is made for; HR specialists, compensation analysts, and professionals responsible for designing and managing employee rewards and benefits.

## Employment Law and Regulations

Duration 3 or 5 Days

### Course Overview

Ideal for HR managers, legal advisors, and compliance officers, this course provides comprehensive knowledge of labour laws and regulations. Participants will learn to navigate employment contracts, discrimination laws, and workplace safety regulations. By mastering legal compliance, attendees can mitigate risks and foster a fair and inclusive work environment.

### Course Outcome

Upon completing the course, participants will accumulate key upstanding and dynamics of the following;

- Knowledge of labour laws and regulations.
- Skills in drafting employment contracts.
- Ability to navigate discrimination laws.
- Compliance with workplace safety regulations.
- Mitigation of legal risks in the workplace.

### Who Should Attend?

HR professionals, compensation analysts, payroll administrators.



## Diversity and Inclusion in the Workplace

Duration 3 or 5 Days

### Course Overview

This course focuses on creating inclusive workplaces by understanding and managing diversity. Explore strategies for fostering a culture of inclusion, addressing biases, and leveraging diverse perspectives to enhance organisational performance and innovation. Participants will explore strategies for building diverse teams, addressing unconscious bias, and creating inclusive policies. By embracing diversity and inclusion, organisations can enhance innovation, employee morale, and organisational performance.

### Course Outcome

Upon completing the course, participants will attain valuable perspectives and insights in the following areas;

- Strategies for building diverse teams.
- Addressing unconscious bias in hiring and promotion.
- Creating inclusive workplace policies.
- Fostering a culture of belonging.
- Enhancing innovation and creativity through diversity.

### Who Should Attend?

This course is design for organisations, diversity officers, HR managers, and professionals committed to fostering inclusive work environments and managing diversity effectively.

## HR Analytics and Metrics:

Duration 3 or 5 Days

### Course Overview

Discover the power of data-driven HR decision-making through analytics and metrics. Learn to interpret HR data, measure workforce performance, and utilize insights to drive strategic HR initiatives and enhance organisational effectiveness. Participants will learn to interpret HR metrics, conduct predictive analysis, and optimize workforce planning. By harnessing analytics, attendees can enhance recruitment, retention, and overall organisational effectiveness.

### Course Outcome

Upon completing the course, participants will gather critical information in the following areas;

- Interpretation of HR metrics for decision-making.
- Conducting predictive analysis for workforce planning.
- Optimization of recruitment strategies.
- Identifying trends in employee engagement.
- Aligning HR initiatives with organisational goals.

### Who Should Attend?

HR data analysts, HRIS specialists, and professionals keen on leveraging data for strategic HR decision-making and performance measurement can benefit from specialized training and expertise.

## Talent Management

Duration 3 or 5 Days

### Course Overview

Geared towards HR managers, talent acquisition specialists, and organisational development professionals, this course focuses on attracting, developing, and retaining top talent. Participants will explore talent identification strategies, succession planning, and performance management techniques. By mastering talent management, organisations can cultivate a high-performing workforce and sustain competitive advantage.

### Course Outcome

At the end of the course, participants will glean important insights.

- Talent identification and recruitment strategies.
- Succession planning for key roles.
- Performance management techniques.
- Employee development and training programs.
- Cultivating a high-performing organisational culture.

### Who Should Attend?

HR managers, talent acquisition specialists, organisational development professionals, and anyone interested in improving recruitment, talent management, and organisational effectiveness through strategic planning and employee development initiatives should attend.

## Conflict Resolution and Mediation:

Duration 3 or 5 Days

### Course Overview

This course is essential for HR professionals, managers, and team leaders seeking effective conflict resolution strategies. Participants will learn mediation techniques, communication skills, and conflict management frameworks. By fostering constructive dialogue and resolving disputes, attendees can promote a harmonious work environment and enhance team productivity.

### Course Outcome

Upon completing the course, participants will attain valuable perspectives.

- Enhanced communication skills to de-escalate conflicts and foster collaborative resolutions.
- Proficiency in mediation techniques to facilitate constructive dialogue and resolve disputes effectively.
- Improved conflict management strategies to mitigate workplace tensions and maintain productivity.
- Increased empathy and understanding to address diverse perspectives and resolve conflicts impartially.

### Who Should Attend?

Ideal for leaders, managers, and HR professionals seeking to enhance their skills in personnel management, leadership, and human resources strategies for organisational growth and effectiveness.

## Leadership and Organisational Behaviour

Duration 3 or 5 Days

### Course Overview

Designed for aspiring leaders, managers, and HR professionals, this course explores theories and practices of effective leadership and organisational behaviour. Participants will learn to inspire and motivate teams, cultivate organisational culture, and navigate change management. By honing leadership skills, attendees can drive innovation, foster employee engagement, and achieve strategic goals.

### Course Outcome

Upon completing the course, participants will attain valuable perspectives and insights in the following areas;

- Developed leadership abilities to inspire and motivate teams towards shared goals.
- Deepened understanding of organisational dynamics to navigate complex workplace environments effectively.
- Enhanced decision-making skills based on insights into human behaviour and organisational psychology.
- Cultivated adaptive leadership styles to lead teams through change and uncertainty.
- Fostered a culture of innovation and collaboration by leveraging principles of organisational behaviour and leadership.

### Who Should Attend?

HR executives, business leaders, and strategic planners looking to optimize human capital, align talent strategies with organisational goals, and drive business success through strategic workforce planning should attend.



## Strategic Human Resource Management

Duration 3 or 5 Days

### Course Overview

Explore strategic HR planning, change management, and HR's role in driving organisational success through effective human capital management. Geared towards HR executives, business leaders, and strategic planners, this course focuses on aligning HR practices with organisational objectives. Participants will delve into strategic workforce planning, talent acquisition strategies, and performance management systems. By integrating HR initiatives with business strategy, attendees can drive sustainable growth and competitive advantage.

### Course Outcome

At the end of the course, participants will glean important insights;

- Aligned HR strategies with organisational objectives to drive business growth and success.
- Enhanced talent acquisition and retention strategies to attract and retain top talent.
- Implemented performance management systems to optimize employee productivity and development.
- Developed strategic workforce planning initiatives to anticipate and meet future organisational needs.
- Strengthened HR analytics capabilities to make data-driven decisions and measure the impact of HR interventions.

### Who Should Attend?

HR professionals, managers, team leaders, and anyone involved in people management and organisational development initiatives would benefit from attending.

## Employee Relations and Engagement

Duration 3 or 5 Days

### Course Overview

Focus on building positive employer-employee relationships and fostering employee engagement. Explore communication strategies, employee involvement initiatives, and recognition programs to create a supportive and engaged workforce. This course is tailored for HR professionals, employee relations specialists, and organisational psychologists aiming to enhance employee satisfaction and retention. Participants will explore techniques for fostering positive employee relations, managing grievances, and designing employee engagement programs. By nurturing strong employee relations, organisations can boost productivity, reduce turnover, and foster a positive workplace culture.

### Course Outcome

Upon completion, participants will have acquired knowledge and developed applicable skills in the following areas:

- Understanding the Grant Writing Process
- Crafting Compelling Grant Proposals
- Identifying Funding Sources and Opportunities
- Developing Effective Fundraising Strategies
- Building and Nurturing Relationships with Donors
- Financial Management and Accountability in Grant-Funded Projects.

### Who Should Attend?

This course is tailored for School Administrators, Principals, Teachers, and individuals involved in Educational Development, seeking to enhance their capabilities in securing grants and fundraising for school initiatives.

## Workplace Health and Safety

Duration 3 or 5 Days

### Course Overview

Examine the principles of creating a safe and healthy work environment. Learn about occupational health regulations, risk assessment, and safety management to ensure employee well-being and compliance with workplace health and safety standards.

### Course Outcome

After completing the course, participants will acquire essential understandings the following areas;

- Implemented comprehensive safety protocols to ensure a safe working environment for all employees.
- Conducted risk assessments and implemented preventive measures to mitigate workplace hazards.
- Enhanced emergency preparedness and response procedures to ensure swift and effective action in crisis situations.

### Who Should Attend?

Safety officers, HR managers, and professionals responsible for ensuring compliance with workplace health and safety regulations and promoting employee well-being.



# ICT and AI

- Introduction to Information Technology
- Data Management, Manipulation and Analysis Using Excel
- Database Management Systems
- Management Information Systems
- Digital Marketing
- Introduction to Artificial Intelligence
- AI for Business Strategy
- Machine Learning Fundamentals

## Introduction to Information Technology

Duration 3 or 5 Days

### Course Overview

This course provides participants with a foundational understanding of key concepts, principles, and applications within the dynamic field of information technology (IT). Participants will explore fundamental IT components, processes, and their role in contemporary digital environments. This course is ideal for individuals looking to establish a solid foundation in information technology or those seeking to enhance their knowledge in this rapidly evolving field.

### Course Outcome

Upon completion, participants will have acquired knowledge and understanding in the following key areas:

- Fundamental concepts and components of information technology
- Basics of computer systems, hardware, and software
- Overview of networking principles and protocols
- Introduction to cybersecurity and data protection
- Emerging trends and future directions in information technology

### Who Should Attend?

This course is suitable for students, professionals, and individuals with varying levels of IT knowledge who want to gain a comprehensive introduction to information technology. It caters to those considering careers in IT, as well as professionals in non-technical roles seeking a foundational understanding of IT concepts.

## Data Management, Manipulation, and Analysis Using Excel

Duration 3 or 5 Days

### Course Overview

Master Excel for data organisation, analysis, and visualization. Learn advanced functions and techniques for efficient data manipulation. This course is designed to provide participants with practical skills in leveraging Microsoft Excel for effective data handling and analysis. Participants will explore data management techniques, manipulation functions, and advanced analysis tools within Excel. This course is essential for professionals, analysts, and individuals seeking to enhance their proficiency in using Excel for data-related tasks.

### Course Outcome

After completing this course participants will have acquired practical skills in the following key areas:

- Efficient data entry and management techniques in Excel
- Data manipulation using Excel functions and formulas
- Advanced data analysis tools, including Pivot Tables and Pivot Charts
- Visualizing data through charts and graphs
- Automating tasks and increasing efficiency in data-related workflows

### Who Should Attend?

The ideal for participants for this course are professionals, analysts, researchers, and individuals working with data who want to enhance their Excel skills for efficient data management and analysis. It caters to those in roles such as Data Analysis, Business Intelligence, Research, and Data Management.

## Database Management Systems

Duration 3 or 5 Days

### Course Overview

This course is strategically designed to provide participants with comprehensive knowledge and practical skills in managing and leveraging database systems. Participants will explore the principles of database design, implementation, and administration, covering both relational and non-relational database models. This course is essential for IT professionals, database administrators, and individuals seeking expertise in database management.

### Course Outcome

Upon completing the course participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the fundamentals of database management systems
- Database design and normalization principles
- Implementation and administration of relational databases
- Exploring non-relational database models
- Security, backup, and recovery strategies in database management

### Who Should Attend?

This course is suitable for IT professionals, database administrators, software developers, and individuals interested in mastering the principles and practices of database management systems. It caters to those working in roles such as Database Administration, Software Development, and Information Technology.

## Management Information Systems

Duration 3 or 5 Days

### Course Overview

This course is meticulously crafted to provide participants with a comprehensive understanding of the role and functionality of information systems in organisational management. Participants will explore the principles of designing, implementing, and managing information systems to support decision-making and business processes. This course is essential for business professionals, managers, and individuals seeking to leverage information systems for effective organisational management.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the role of information systems in organisational management
- Designing and implementing information systems for business processes
- Leveraging technology for decision support and strategic planning
- Security, privacy, and ethical considerations in information systems
- Integrating information systems for seamless organisational communication

### Who Should Attend?

This course is ideal for business professionals, managers, IT professionals, and individuals interested in understanding how information systems contribute to organisational success. It caters to those working in roles such as Business Analysis, IT Management, Operations Management, and Strategic Planning.

## Digital Marketing

Duration 3 or 5 Days

### Course Overview

Explore the dynamic sector of digital marketing. Gain insights into SEO, SEM, social media, analytics, and content strategy. This course is strategically designed to provide participants with a comprehensive understanding of key concepts, strategies, and tools in the dynamic field of digital marketing. Participants will explore various digital channels, online marketing tactics, and analytics to create effective digital marketing campaigns. This course is essential for marketing professionals, business owners, and individuals seeking to thrive in the digital landscape.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the foundations of digital marketing
- Developing effective digital marketing strategies and campaigns
- Utilizing various digital channels, including social media and email marketing
- Analyzing and interpreting digital marketing analytics
- Optimizing online presence and brand visibility

### Who Should Attend?

This course is ideal for Directors, University administrators, entrepreneurs in the education sector, stakeholders, and individuals involved in financial decision-making within higher education institutions. Whether you are responsible for financial strategy, seeking entrepreneurial opportunities, or interested in optimizing revenue streams for universities, this course will provide valuable insights and practical skills.



## Introduction to Artificial Intelligence

Duration 3 or 5 Days

### Course Overview

This course is meticulously designed to provide participants with a foundational understanding of key concepts, principles, and applications within the dynamic field of artificial intelligence (AI). Participants will explore the basics of machine learning, natural language processing, and other AI domains, gaining insights into the transformative potential of AI technologies. This course is essential for individuals seeking to grasp the fundamentals of AI and its impact on various industries.

### Course Outcome

Upon completion, participants will have acquired knowledge and understanding in the following key areas:

- Fundamental concepts and components of artificial intelligence
- Basics of machine learning and its applications
- Natural language processing and computer vision principles
- Ethical considerations in AI development and deployment
- Emerging trends and future directions in artificial intelligence

### Who Should Attend?

This course is suitable for students, professionals, and individuals with varying levels of technical background who want to gain a comprehensive introduction to artificial intelligence. It caters to those considering careers in AI, as well as professionals in non-technical roles seeking a foundational understanding of AI concepts.

## AI for Business Strategy

Duration 3 or 5 Days

### Course Overview

Discover how AI is transforming business strategy and decision-making. Explore use cases and implementation strategies for AI-driven innovation. This course is strategically crafted to provide participants with insights and practical skills in leveraging artificial intelligence (AI) for strategic decision-making and business innovation. Participants will explore how AI technologies can enhance business processes, optimize decision support systems, and drive competitive advantage. This course is essential for business leaders, managers, and professionals seeking to harness the power of AI in shaping effective business strategies.

### Course Outcome

After the course participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the role of AI in shaping business strategy
- Identifying opportunities for AI integration in business processes
- Implementing AI-driven decision support systems
- Evaluating ethical considerations in AI for business
- Creating a roadmap for AI adoption in business strategy

### Who Should Attend?

Organisation, business leaders, executives, managers, and professionals across various industries who aim to integrate AI into their business strategies. It caters to those working in roles such as Business Strategy, Innovation Management, Operations, and Technology Management.

## Machine Learning Fundamentals

Duration 3 or 5 Days

### Course Overview

This course is meticulously designed to provide participants with a solid foundation in the principles, algorithms, and applications of machine learning. Participants will delve into the core concepts of supervised and unsupervised learning, explore popular machine learning algorithms, and gain practical insights into applying machine learning techniques. This course is essential for students, professionals, and enthusiasts seeking a comprehensive understanding of machine learning.

### Course Outcome

Upon completing the course participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the fundamentals of machine learning
- Exploring supervised and unsupervised learning approaches
- Implementing and interpreting popular machine learning algorithms
- Practical applications of machine learning in real-world scenarios
- Evaluating ethical considerations and challenges in machine learning

### Who Should Attend?

This course is suitable for students, professionals, and individuals with varying technical backgrounds who want to gain fundamental knowledge in machine learning. It caters to those considering careers in machine learning, data science, and artificial intelligence, as well as professionals seeking to enhance their skills in this dynamic field.

## AI for Public Sector Transformation

Duration 3 or 5 Days

### Course Overview

This forward-looking course explores how Artificial Intelligence (AI) can be leveraged to drive innovation, efficiency, and service delivery in the public sector. As governments and public institutions face increasing demands for transparency, agility, and citizen-centric services, AI offers powerful tools for decision-making, process automation, and data management. Participants will gain a practical understanding of AI technologies, their applications in governance, and strategies for ethical and sustainable implementation.

### Course Outcome

Upon completion, delegates will have developed insights and competencies in the following areas:

- Understanding Artificial Intelligence: Concepts and Capabilities
- Use Cases of AI in Public Service Delivery, Health, Education, and Security
- AI-Driven Decision-Making, Automation, and Predictive Analytics
- Data Governance, Privacy, and Ethical Considerations
- Policy and Regulatory Frameworks for AI Adoption
- Building AI Readiness in Government Institutions
- Case Studies: Successful AI Integration in Public Sector Settings

### Who Should Attend?

This course is suitable for senior public officers, policy makers, IT directors, digital transformation leads, administrative heads, protocol officers, and professionals involved in governance, public administration, and innovation in the public sector.

## AI Implementation Roadmap for Enterprises

Duration 3 or 5 Days

### Course Overview

This course offers a structured and strategic guide for organisations seeking to implement Artificial Intelligence (AI) solutions to enhance efficiency, competitiveness, and innovation. As AI continues to reshape industries, enterprises must develop a clear roadmap that aligns technology adoption with business objectives. This programme equips participants with the knowledge to design, manage, and sustain AI initiatives—while addressing operational, technical, and ethical considerations.

### Course Outcome

By the end of this training, delegates will be able to:

- Understand the Business Value and Scope of AI in Enterprise Environments
- Identify Use Cases and Prioritise AI Opportunities Based on Organisational Needs
- Develop an AI Vision, Strategy, and Implementation Framework
- Build Internal Capacity and Manage Change for AI Adoption
- Assess Technology Infrastructure and Select Suitable AI Tools
- Manage Risks, Data Governance, and Ethical AI Practices
- Monitor, Evaluate, and Scale AI Projects for Long-Term Impact

### Who Should Attend?

This course is ideal for business executives, technology strategists, innovation managers, CIOs, digital transformation leads, project managers, and professionals involved in enterprise-level technology deployment and strategy formulation.



## AI Strategy for Public and Intergovernmental Organisations

Duration 3 or 5 Days

### Course Overview

This high-level course provides a strategic framework for designing, implementing, and governing Artificial Intelligence (AI) initiatives within public institutions and intergovernmental bodies. As AI technologies reshape governance, diplomacy, service delivery, and policy development, organisations must craft tailored strategies that maximise value while safeguarding ethical, legal, and societal interests. This programme equips participants with the tools to align AI adoption with institutional mandates, international standards, and long-term development goals.

### Course Outcome

Upon completion, delegates will be able to:

- Understand AI's Relevance and Impact on Public Governance and Global Cooperation
- Develop an Institutional AI Vision Aligned with Public Sector Mandates
- Design a Strategic AI Roadmap with Clear Objectives and Milestones
- Address Data Policy, Sovereignty, Ethics, and AI Governance Frameworks
- Build Institutional Capacity and Foster Multi-Stakeholder Collaboration
- Evaluate and Mitigate Risks, Biases, and Implementation Challenges
- Monitor, Review, and Sustain AI Strategies across Diverse Policy Environments

### Who Should Attend?

This course is ideal for senior government officials, directors of intergovernmental agencies, policymakers, digital transformation leads, CIOs, AI taskforce members, regulatory officials, and stakeholders involved in shaping or overseeing AI-related strategies in public and international contexts.

## Generative AI Tools for Workplace Productivity

Duration 3 or 5 Days

### Course Overview

This practical course introduces participants to the rapidly evolving world of Generative AI and its transformative potential in enhancing workplace productivity. From content creation to data analysis, task automation to real-time communication support, Generative AI tools such as ChatGPT, Claude, Copilot, and others are reshaping how work gets done. This course equips professionals with hands-on skills to responsibly and effectively integrate these tools into daily tasks and organisational workflows.

### Course Outcome

Upon completion of the course, delegates will be able to:

- Understand the Fundamentals of Generative AI and its Capabilities
- Explore Key Generative AI Tools: Text, Image, Code, and Presentation Generators
- Apply AI to Enhance Writing, Reporting, Scheduling, and Document Management
- Use AI for Brainstorming, Summarisation, and Meeting Support
- Navigate Limitations, Biases, and Ethical Use of AI Tools
- Implement AI in Team Collaboration and Knowledge Management
- Develop Guidelines for Responsible AI Use in the Workplace

### Who Should Attend?

This course is ideal for professionals across sectors—administrators, managers, executive assistants, communications officers, analysts, HR personnel, protocol staff, and anyone seeking to improve efficiency and creativity through AI-powered tools.





# Journalism

Data Journalism
Investigative Journalism
Photo Journalism
Print Journalism

## Data Journalism

Duration 3 or 5 Days

### Course Overview

Data journalism is the gathering, filtering and visualizing of what is happening beyond what the eyes can see, giving better explanations and providing context to new stories. A better understanding of data journalism is important in this digital era where there is an increase in the role of the use of numerical data in the production and distribution of information A few pioneering journalists already demonstrate how data can be used to create deeper insight into what is happening around us and how it affects us.

### Course Outcome

Participants would acquire knowledge and develop skills to:

- Understand spreadsheets, statistics and develop skills for understanding and working with data.
- Appreciate the sheer scale and range of digital sources of information and develop skills to access them and retrieve relevant data.
- Utilize software to condense data from disparate sources, establish patterns in the data, and produce compelling summaries and visualizations.
- Improve ability to tell stories behind numbers and master contemporary media channels for disseminating them.

### Who Should Attend?

Print and Online Journalist, Reporters, Content Creators and other stakeholders in the media industries

## Investigative Journalism

Duration 3 or 5 Days

### Course Overview

The role of the media as a watchdog is indispensable for sustainable democracy. Thus, strengthening the capacity of journalists to research issues of corruption, governance, accountability and power relations is relevant for fostering good governance and public accountability. This ensures that citizens constantly possess credible information on the performance and conduct of public officials, even where such matters have been deliberately or accidentally concealed or overlooked.

### Course Outcome

Having completed this training, participants will be able to:

- Understand the role of journalism in maintaining good governance and public accountability.
- Carry out in-depth and original research.
- Understand the essential methods required to source for data, cross-check and structure information to reveal criminal matters.
- Rigorously assess credibility of information sources and apply principles for protecting sources.
- Learn to develop and utilize freedom of information requests.

### Who Should Attend?

Print and Online Journalist, Reporters, Content Makers and other stakeholders in the media industries

## Photo Journalism

Duration 3 or 5 Days

### Course Overview

Telling a story through a series of images is a calculated and precise process that requires a whole range of skills, knowledge and experience. This course is designed to give you an insight into the practice of photojournalism to be able to communicate a story effectively through photo-essays as well as acquaint you with the legal and ethical aspect of photojournalism.

### Course Outcome

Participants would have acquired knowledge to:

- Explore concepts related to the role of images in communication.
- Understand the place of photojournalism in the contemporary media landscape.
- Acquire skills to research a story and communicate it visually.
- Acquire skills to take and edit good photographs and also create photo-essays.
- Acquire skills to develop and maintain digital image libraries.
- Gain understanding of current issues in photojournalism ethics and copyright concerns.

### Who Should Attend?

Photojournalists, Print and Online Journalist, Reporters, Content Makers and other stakeholders in the media industries.

# Print Journalism

Duration 3 or 5 Days

## Course Overview

The publication of news and views on various aspects of human activities through printed media is known as print journalism. Although the means of delivering news is evolving and has dramatically changed the field of journalism from its root, the skills required to publish news remains the same. Newspapers which was onetime the major source of news for people is faced with high level of competition from other news sources. In other to stay relevant, newspaper professionals must consistently demonstrate the qualities of precision, accuracy, speed, fairness and public responsibility. This course is designed to improve the proficiency of print journalists in the media industry.

## Course Outcome

Having completed this training, participants will be able to:

- Have a better understanding on the various concepts and classification of print journalism
- Develop skills in writing, editing and proof-reading of news story.
- Become acquainted with the various trends, laws and ethics of print journalism.
- Familiarize with different news agencies and news gathering techniques.
- Understand the role of print journalism in development.

## Who Should Attend?

Print and Online Journalist, Reporters, Content Makers and other stakeholders in the media industries. have on control within a business.

The group discussions and peer feedback sessions were valuable in allowing me to get feedback on my work and learn from others' perspectives. The ability of the trainers to facilitate new knowledge was very impressive. I learnt a lot from all the sections. The information shared radicalised my thinking and impacted me in ways I never knew.

Emmanuel Kofi Nkansah ECOWAS COURT OF JUSTICES




# Language Translation and Interpretation

- Fundamentals of Translation
- Techniques of Translation
- Legal Translation and Interpretation
- Literary Translation
- Audiovisual Translation
- Localization and Globalization
- AI tools for Translation
- Interpreting Techniques
- Specialized Translation: Business and Technical Documents
- Comparative Linguistics for Translators
- Terminology Management
- Translation Ethics and Professionalism
- Translation Quality Assessment
- Cultural Competence in Translation
- Machine Translation and AI in Translation
- Website and Software Localization
- Subtitling for the Deaf and Hard of Hearing
- Diplomatic Language and Translation

## Fundamentals of Translation

Duration 3 or 5 Days

### Course Overview

The course "Fundamentals of Translation" provides an introduction to the principles and practices of translation. Students delve into linguistic theories, cultural nuances, and practical techniques essential for accurate and effective translation. Through interactive sessions and hands-on exercises, participants develop proficiency in translating various text types while honing their analytical and critical thinking skills. By the end of the course, students emerge equipped with a solid foundation to pursue careers in translation across diverse industries.

### Course Outcome

on completion, participants will have acquired knowledge and awareness in the following key areas:

- Fundamental principles and theories in translation studies
- Different translation approaches and methodologies
- Ethical considerations and cultural sensitivity in translation
- Basics of linguistic analysis and translation techniques
- Career pathways and opportunities in the field of translation

### Who Should Attend?

This course is suitable for translators, language enthusiasts, aspiring translators, and individuals interested in gaining insights into the theory and practice of translation. It caters to those looking to explore careers in Translation Studies, Linguistics, Literature, and Multilingual Communication.

## Techniques of Translation

Duration 3 or 5 Days

### Course Overview

This course is strategically crafted to provide participants with practical skills and techniques essential for proficient translation across languages. Participants will delve into the intricacies of translation methods, linguistic analysis, and cultural adaptation. This course is ideal for aspiring translators, language professionals, and individuals seeking to enhance their translation capabilities.

### Course Outcome

Upon completion, participants will have acquired practical skills and techniques in the following key areas:

- Source text analysis and comprehension
- Target language expression and writing techniques
- Vocabulary selection and terminological consistency
- Cultural adaptation and sensitivity in translation
- Revision and proofreading in the translation process

### Who Should Attend?

This course is suitable for students, aspiring translators, linguists, and language enthusiasts looking to develop practical skills in the art and science of translation. It caters to those interested in pursuing careers in Translation Studies, Multilingual Communication, and Linguistics.

## Legal Translation and Interpretation

Duration 3 or 5 Days

### Course Overview

This course is meticulously designed to provide participants with specialized skills and knowledge required for accurate and precise translation in legal contexts. Participants will explore the complexities of legal language, terminology, and ethical considerations inherent in legal translation and interpretation. This course is essential for aspiring legal translators, linguists, and language professionals seeking expertise in the field of legal language.

### Course Outcome

Participants will have acquired specialized skills and knowledge in the following key areas:

- Understanding legal terminology and documentation
- Techniques for accurate legal translation and interpretation
- Ethical considerations in legal language services
- Legal system awareness and court procedures
- Case studies and practical applications in legal translation

### Who Should Attend?

Suitable for linguists, legal professionals, translators, and individuals aspiring to specialize in legal translation and interpretation. It caters to those interested in pursuing careers in Legal Translation, Court Interpreting, and Multilingual Legal Communication.

## Literary Translation

Duration 3 or 5 Days

### Course Overview

Our literary translation course is designed to immerse participants in the art and craft of translating literary works, encompassing fiction, poetry, and other creative texts. Participants will explore the nuances of literary language, cultural sensitivity, and the creative decisions involved in capturing the essence of literary pieces. This course is ideal for aspiring literary translators, language enthusiasts, and individuals seeking to delve into the world of translated literature.

### Course Outcome

Participants will have acquired skills and insights in the following key areas:

- Understanding the nuances of literary language and style
- Techniques for preserving the artistic intent of the source text
- Cultural adaptation and sensitivity in literary translation
- Analysis of different literary genres and text types
- Practical experience in translating literary excerpts

### Who Should Attend?

This course is suitable for students, aspiring literary translators, writers, and individuals interested in the translation of literary works. It caters to those pursuing careers in Literary Translation, Comparative Literature, and Multilingual Creative Writing.

## Audiovisual Translation

Duration 3 or 5 Days

### Course Overview

This course is intricately designed to equip participants with the specialized skills required for translating audiovisual content, including films, television series, and online videos. Participants will explore the techniques of subtitling and dubbing, considering linguistic, cultural, and technical aspects inherent in audiovisual translation. This course is essential for aspiring audiovisual translators, linguists, and language professionals interested in the dynamic field of multimedia translation.

### Course Outcome

Upon completion, participants will have acquired specialized skills and knowledge in the following key areas:

- Techniques for subtitling and dubbing in audiovisual translation
- Synchronization of translation with visual and auditory elements
- Cultural adaptation and linguistic challenges in multimedia translation
- Technology tools and software for audiovisual translation
- Practical experience in subtitling and dubbing exercises

### Who Should Attend?

Suitable for linguists, translators, audiovisual professionals, and individuals aspiring to specialize in the subtitling and dubbing of audiovisual content. It caters to those interested in pursuing careers in Audiovisual Translation, Media Localization, and Multimedia Communication.



## AI Tools for Translation

Duration 3 or 5 Days

### Course Overview

This course is strategically designed to provide participants with a deep understanding of the integration of artificial intelligence (AI) into the field of translation. Participants will explore the capabilities of AI tools, including machine translation, natural language processing, and neural machine translation. This course is essential for translators, language professionals, and individuals seeking to leverage AI technologies to enhance translation processes.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles and capabilities of AI in translation
- Implementation of machine translation and neural machine translation
- Evaluating and selecting AI tools for specific translation needs
- Addressing challenges and considerations in AI-assisted translation
- Integrating AI tools into translation workflows for efficiency

### Who Should Attend?

This course is suitable for translators, linguists, language professionals, and individuals interested in harnessing the power of AI for translation. It caters to those working in roles such as Translation Services, Language Technology, and Multilingual Communication.

## Interpreting Techniques

Duration 3 or 5 Days

### Course Overview

The Interpreting Techniques course provides a comprehensive understanding of various interpreting methods and skills. Students will learn about consecutive and simultaneous interpretation, sight translation, note-taking techniques, and strategies for managing challenging interpreting situations. Emphasis will be placed on developing linguistic proficiency, cultural awareness, and ethical considerations in the field of interpretation. Practical exercises and real-world simulations will enhance learning outcomes.

### Course Outcome

- Understanding the Grant Writing Process
- Crafting Compelling Grant Proposals
- Identifying Funding Sources and Opportunities
- Developing Effective Fundraising Strategies
- Building and Nurturing Relationships with Donors
- Financial Management and Accountability in Grant-Funded Projects.

### Who Should Attend?

The course is perfect for international organisation, translators, individuals who have a passion for languages, those who want to become interpreters, and professionals who want to enhance their interpreting abilities in different settings and languages.

## Specialized Translation: Business and Technical Documents

Duration 3 or 5 Days

### Course Overview

This course is meticulously designed to equip participants with specialized skills in translating complex business and technical content. Participants will explore the intricacies of translating documents such as business reports, technical manuals, and financial statements. This course is essential for translators, language professionals, and individuals seeking expertise in the translation of specialized business and technical materials.

### Course Outcome

At the end of the course participants will have gained expertise and understanding in the following specific areas of focus;

- Understanding the language and terminology of business and technical content
- Translating financial statements, business reports, and marketing materials
- Technical manual translation for various industries
- Ensuring accuracy and precision in the translation of technical jargon
- Practical experience in translating business and technical documents

### Who Should Attend?

This course is suitable for translators, linguists, language professionals, and individuals interested in specializing in the translation of business and technical documents. It caters to those working in roles such as Business Translation, Technical Translation, and Multilingual Communication in business and technical domains.

## Comparative Linguistics for Translators

Duration 3 or 5 Days

### Course Overview

The aim of this course is to provide translators with a comprehensive grasp of linguistic structures, language groupings, and comparative language analysis. Enrollees will acquire essential knowledge in comparative linguistics, enabling them to make informed and precise translation decisions across different languages. This course is indispensable for translators, linguists, and language experts seeking to enhance their understanding of linguistic variety and its impact on translation.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding language families and linguistic typology
- Comparative analysis of linguistic structures across languages
- Recognizing language-specific challenges in translation
- Applying comparative linguistics in translation decision-making
- Practical experience in translating texts involving linguistic diversity

### Who Should Attend?

This course is suitable for translators, linguists, language professionals, and individuals interested in honing their skills in cross-linguistic analysis for translation purposes. It caters to those working in roles such as Translation Services, Linguistic Analysis, and Multilingual Communication.

## Terminology Management

Duration 3 or 5 Days

### Course Overview

This course is meticulously designed to provide participants with specialized skills in systematically organizing and managing terminology in translation and linguistic contexts. Participants will explore the principles of terminology extraction, standardization, and creation of terminology databases. This course is essential for translators, language professionals, and individuals seeking expertise in maintaining consistency and accuracy through effective terminology management.

### Course Outcome

Participants will have gained expertise and practical skills in the following essential areas:

- Principles of terminology extraction and identification
- Creating and managing terminology databases
- Standardising terminology for consistency in translation
- Integrating terminology management into translation workflows
- Practical application of terminology management in translation projects

### Who Should Attend?

Our course is well-suited for translators, linguists, language specialists, and individuals looking to enhance their proficiency in managing translation terminology. It is tailored for professionals in Translation Services, Linguistic Analysis, and Multilingual Communication fields.



## Translation Ethics and Professionalism

Duration 3 or 5 Days

### Course Overview

The "Translation Ethics and Professionalism" course provides a comprehensive understanding of ethical considerations and professional conduct in the field of translation. It covers ethical dilemmas, cultural sensitivity, confidentiality, and industry standards. Participants learn to navigate complex linguistic and cultural landscapes while upholding professional integrity. The course equips individuals with the knowledge and skills to maintain ethical standards and professionalism in translation practice.

### Course Outcome

After completing the program, Participants will be able to:

- Compare translation theories and methodologies.
- Generate ethical and professional translations of various genres of texts.
- Utilize technological tools for translation facilitation.
- Identify the author's voice, style, and culture in the target text.
- Apply ethical and professional translation strategies in real-life settings.
- Demonstrate expertise in their working languages.

### Who Should Attend?

Translators, linguists, language professionals, and individuals seeking to enhance their ethical conduct in translation practice.

## Translation Quality Assessment

Duration 3 or 5 Days

### Course Overview

Translation Quality Assessment offers a comprehensive understanding of evaluation methodologies crucial in assessing the quality of translated texts. Through practical exercises and theoretical discussions, participants will learn to apply industry-standard criteria, analysetranslation errors, and provide constructive feedback. This course equips professionals with the skills necessary to ensure high-quality translations in diverse contexts.

### Course Outcome

On completing the program, Participants will be able to:

- Gain proficiency in utilizing industry-standard criteria for evaluating translation quality.
- Develop skills to identify and analyse-common errors in translated texts.
- Acquire techniques for providing constructive feedback to translators.
- Understand the importance of context and target audience in translation quality assessment.
- Enhance ability to improve translation quality through targeted revisions and edits.

### Who Should Attend?

This course is ideal for translators, linguists, language professionals, and anyone involved in assessing or improving the quality of translations.

## Cultural Competence in Translation

Duration 3 or 5 Days

### Course Overview

The Cultural Competence in Translation course explores strategies for navigating diverse cultural contexts in translation. Topics include understanding cultural nuances, adapting language to different audiences, and respecting cultural sensitivities. Through case studies and practical exercises, students develop skills in maintaining linguistic accuracy while honoring cultural diversity. The course emphasizes ethical considerations and effective communication in multicultural settings.

### Course Outcome

At the end of the training participants will be empowered with the following;

- Enhanced understanding of cultural nuances in translation.
- Improved ability to adapt language for diverse audiences.
- Increased proficiency in maintaining linguistic accuracy while respecting cultural sensitivities.
- Heightened awareness of ethical considerations in cross-cultural communication.
- Strengthened skills in effectively navigating multicultural settings and fostering inclusive and respectful communication practices.

### Who Should Attend?

Ideal participants include translators, interpreters, and communication professionals seeking to enhance their understanding and practice of culturally sensitive translation.

## Machine Translation and AI

Duration 3 or 5 Days

### Course Overview

Machine Translation and AI in Translation is a comprehensive course delving into the intersection of language, technology, and artificial intelligence. Students explore advanced algorithms, neural network architectures, and natural language processing techniques. From statistical methods to neural machine translation, the course equips learners with the skills to develop, evaluate, and enhance translation systems, fostering proficiency in cutting-edge translation technologies

### Course Outcome

Participants will be proficient in the following;

- Proficiency in designing and evaluating machine translation systems.
- Deep understanding of neural network architectures.
- Advanced knowledge of natural language processing techniques.
- Skills in implementing statistical methods and neural machine translation algorithms.
- Ability to enhance translation quality and efficiency using AI-driven techniques.

### Who Should Attend?

This course is tailored for language enthusiasts, computational linguists, and AI practitioners keen on mastering machine translation techniques and technologies.

## Website and Software Localization

Duration 3 or 5 Days

### Course Overview

Learn website and software localization techniques to effectively engage global audiences and expand market reach. Website and software localization involves adapting digital content, such as websites and applications, to suit the linguistic, cultural, and technical preferences of specific target markets. This process includes translating text, modifying graphics, adjusting layout and design elements, and ensuring functionality across different platforms and devices. By localizing content, businesses can effectively engage with diverse audiences worldwide, enhance user experience, and increase global market reach.

### Course Outcome

We envision that participant will have a gained the following on completion of the course;

- Gain proficiency in translating and adapting digital content for diverse linguistic and cultural audiences.
- Acquire skills in modifying graphics, layout, and design elements to align with target market preferences.
- Understand the technical aspects of website and software localization, ensuring functionality across different platforms and devices.
- Enhance user experience by optimizing content for global audiences.

### Who Should Attend?

The ideal audience for website and software localization training includes digital marketers, product managers, developers, and localization professionals seeking to expand global market presence.



## Subtitling for the Deaf and Hard of Hearing

Duration 3 or 5 Days

### Course Overview

In this course, participants will learn the art and technique of subtitling for individuals who are deaf or hard of hearing. Understanding the unique needs of this audience, learners will explore how to accurately and effectively create subtitles to convey dialogue, sound effects, and other essential audio elements. Through practical exercises and real-life examples, participants will develop the skills necessary to produce high-quality subtitles for accessibility purposes.

### Course Outcome

Upon completion of the course on Subtitling for the Deaf and Hard of Hearing, participants can expect the following outcomes:

- Acquire specialized skills in creating accurate and effective subtitles for accessibility purposes.
- Develop an understanding of the unique needs and challenges faced by individuals who are deaf or hard of hearing.
- Gain knowledge of the techniques and best practices in subtitling to convey dialogue, sound effects, and other audio elements.
- Learn to apply proper formatting, timing, and synchronization of subtitles.
- Improve media accessibility and inclusivity by producing high-quality subtitles.

### Who Should Attend?

This course is tailored for Academic Leaders, International Program Directors, Educational Administrators, and those responsible for Global Partnerships, International Student Services, Cross-Cultural Engagement, and Strategic Planning in the field of international education.

## Diplomatic Language and Translation

Duration 3 or 5 Days

### Course Overview

The Diplomatic Language and Translation course offers comprehensive training in communication skills essential for diplomacy. Topics include diplomatic language proficiency, cross-cultural communication, translation techniques, and protocol etiquette. Students learn to navigate complex international relations through effective language usage and translation strategies. Practical exercises and case studies enhance understanding of diplomatic contexts, preparing participants for roles in diplomacy, international organisations, and related fields.

### Course Outcome

Upon completion of the course on Subtitling for the Deaf and Hard of Hearing, participants can expect the following outcomes:

- Enhanced proficiency in diplomatic language usage, including formal expressions and diplomatic terminology.
- Improved cross-cultural communication skills for effective interaction in diverse diplomatic settings.
- Mastery of translation techniques tailored to diplomatic contexts, ensuring accurate and nuanced communication.
- Understanding of diplomatic protocol and etiquette, facilitating smooth interactions and negotiations.

### Who Should Attend?

This course is ideal for diplomats, international relations professionals, translators, and anyone interested in mastering diplomatic communication and translation skills.





# Leadership

- Ethical Leadership
- Improving Work Ethics & Attitudinal Change
- Leadership Skills for Chief Executive Officers (CEOs)
- Strategic Leadership for Organisational Growth
- Strategic Partnership and Risk Management in Bilateral Relationships
- Team Management: Building an Effective & Efficient Workforce
- Values-based Leadership
- Transformational Leadership
- Visionary Leadership
- Leadership in the Digital Age
- Driving Organizational Change

## Ethical Leadership

Duration 3 or 5 Days

### Course Overview

The need for organisations to have leaders who are committed to ethical approaches have never been more important in this contemporary era of distrust, increasing cynicism, fake news, and rampant uncertainty. Unethical behaviours do not result from fundamentally bad people in positions of power but rather from a long, unfolding process that begins with an ethical quandary—a conflict between competing values. However, as leaders, we have the opportunity to foster an environment that reduces the likelihood of people in our organisation making unethical decisions when faced with ethical quandaries.

### Course Outcome

At the end of the programme, participants will acquire key applicable knowledge, expert skills and a deeper comprehension of the following:

- Key components of both ethical & unethical leadership practices
- Develop the ability to take a stand and justify ethical decisions that promote the values of their organisations as well as the ethics of their industry.
- Equipped to make difficult decisions involving multiple parties' within and outside their organisation .
- The ability to combine different stakeholder value propositions into a cohesive strategy to help them respond to ethical challenges.

### Who Should Attend?

This course is designed for executives, leaders, managers, permanent secretaries and directors or anyone committed to creating a culture of trust within their organisation .

## Improving Work Ethics & Attitudinal Change

Duration 3 or 5 Days

### Course Overview

Organisations that support doing the right thing, doing it well, and doing it for the right reasons tend to outperform other organisations in terms of such measures as customer satisfaction and employee retention. Failure to maintain an effective ethics program can seriously jeopardize an organisation's reputation, its bottom line, and even its survival. This course is designed to define standards that represent acceptable behaviour in the workplace or when conducting public duties.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to

- Adopt strategies and systems for learning and internalizing best practices
- Gain a broader insight into the effects of organisational culture and how to leverage on it to enhance corporate goals.
- Equip them in becoming effective team players capable of communicating effectively in a team environment.
- Broaden their horizon on how critical organisational processes and strategy knit together to accomplish institutional objectives.

### Who Should Attend?

This course is suitable for leaders of private and public organisations at all levels, business developers, government executives, and staff of private and public parastatals interested in improving work ethics and attitudinal change in the workplace.

## Leadership Skills for Chief Executive Officers (CEOs)

Duration 3 or 5 Days

### Course Overview

The rate of change in businesses globally is so intense that it puts pressure on organisation's processes, people and resources thereby driving them to explore various coping strategies. Consequently, business owners end up hiring the wrong people in desperation, delegate too little, micro-manage people because of their fear of being disappointed or losing control and the list goes on. This capacity building workshop is designed to help business owners bridge the gap between their staffs and them.

### Course Outcome

At the end of the programme, participants will acquire key applicable knowledge, expert skills and a deeper comprehension of the following:

- Increase personal and corporate productivity level
- Broaden their horizon on how critical organisational processes and strategy knit together to accomplish institutional objectives
- Gain a broader insight into the effects of organisational culture and how to leverage on it to enhance corporate goals.

### Who Should Attend?

This course is suitable for CEOs, Administrators, Directors of Public and Private Organisations, Management Executives, Senior Managers, Middle-level Managers, Supervisors and Heads of Departments, Team Leaders and Coordinators.

## Strategic Leadership for Organisational Growth

Duration 3 or 5 Days

### Course Overview

In today's demanding global environment, those in positions of leadership must adopt unique leadership skills for addressing challenges. This "one-of-a-kind" program offers an intensive development experience that will help participants become more effective leaders. take your leadership to the next level. The programme will help in the formation of skills for managing people, resources and systems, and educate on the need to provide direction by formulating policies and implementing strategic programs designed to promote organisation al growth.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Enhanced strategic thinking skills and execution
- Improved leadership monitoring, support, and performance evaluation structure
- Sharpened your leadership skills in order to meet the challenges of strategic execution and lead your team and organisation to success.
- Develop the necessary analytical and leadership skills to create and implement business strategies.

### Who Should Attend?

This program is designed for executives, directors, managers, permanent secretaries and leaders who desire to transform and grow their organisation s to greater heights.

## Strategic Partnership and Risk Management in Bilateral Relationships

Duration 3 or 5 Days

### Course Overview

This course explores how to manage the strategic alliances between businesses and groups that have exploded in recent years in response to modern developments. This will address the intricacies of alliances like bilateral agreements, ecosystems, and outsourcing. It will examine partnerships from a variety of industries and geographies with a view to applying the lessons learned beyond their specific contexts. We will also look at the relationship between strategic alliances, their applicability and risk management approaches, and the development of critical organisational capabilities.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Understand the contribution strategic partnerships and bilateral relationships can make in developing and creating solutions
- Learn to design effective alliances. Acquire specific frameworks in partner selection, network development
- Ability to create effective alliances. Acquire specific frameworks for partner selection and network expansion.
- Developed conflict resolution strategies for preventing and resolving tensions at every stage of the collaborative process.

### Who Should Attend?

This program is designed for executives, directors, managers, permanent secretaries and leaders who wish to manage and enhance the strategic alliances between their organisation s and other groups.



## Team Management: Building an Effective & Efficient Workforce

Duration 3 or 5 Days

### Course Overview

The best organisations rely heavily not only on the knowledge of their employees but the collective knowledge of the organisation. Public and private sector agencies that become learning organisations are constantly improving their products and services, viewing knowledge as a currency, while conforming to standards higher than those aligned with personal morality as they are seen to manage not only institutions but also human lives. This course shall provide detailed insights into building a highly effective and efficient workforce.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Implement practices and procedures that aid team work and increase corporate productivity
- Harness the knowledge and experience of other employees
- Manage the change from an average institution to a learning institution
- Develop procedures and systems for creating knowledge and changing policy
- Lessen the impact of staff turnover
- Improve public confidence and perception

### Who Should Attend?

This course is designed for staff of private and public organisations interested in improving personal or corporate productivity levels.

## Values-based Leadership

Duration 3 or 5 Days

### Course Overview

The course is designed to challenge leaders to examine the concept of values within the context of leadership, especially in the 21st century. In an era where high profile lapses by public and private-sector leaders in ethical and moral judgment are frequently exposed, citizens and co-workers have come to expect increasingly higher standards of ethical conduct as a broad range of activities are now viewed as immoral. As such, leaders are generally expected to meticulously conform to standards higher than those aligned with personal morality as they are seen to manage not only institutions but also human lives.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Appreciate the values and responsibilities of leadership
- Understand the concept of value and how it relates to leadership
- Apply the principles of values-based leaders
- Understudy history's record of values-based leaders
- Identify and decide on what legacy to leave behind
- Practice modern principles of leadership behaviour

### Who Should Attend?

This course is suitable for leaders from private and public sectors respectively.

## Transformational Leadership

Duration 3 or 5 Days

### Course Overview

In this course, participants will learn about the key principles and practices of transformational leadership, including the importance of vision, charisma, and emotional intelligence. They will learn how to create a compelling vision, inspire and motivate followers, build trust and rapport, and develop emotional intelligence.

Participants will further explore case studies of successful transformational leaders and apply this to real-world leadership challenges. By the end of the course, participants, will have developed a deep understanding of transformational leadership and the skills and strategies needed to become effective transformational leaders.

### Course Outcome

Participants will have acquired key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Participants will develop a clear understanding of the attributes and competencies of visionary leaders.
- Participants will be able to develop a vision and mission statement that aligns with their personal and organisation al goals.
- Participants will acquire strategic thinking and planning skills to identify opportunities and challenges for their organisation and make informed decisions.

### Who Should Attend?

The course is suitable for Board Members, Directors, Managers and their Employees who wish to efficiently and effectively manage, document, and share knowledge as well as formulate an effective KnowledgAThis program is designed for executives, leaders, managers, perm sec. and directors or anyone who wish to ensure their organisation s operate ethically.e Management Strategy.

## Visionary Leadership

Duration 3 or 5 Days

### Course Overview

Our visionary leadership course empowers participants with the right mindset needed to lead with vision, purpose, and impact. The course covers a range of topics, including visionary leadership theory, strategic thinking, emotional intelligence, innovation and creativity, change management, ethics and social responsibility, and leadership development.

### Course Outcome

- Participants would have acquired knowledge and developed applicable skills to Participants develop a deeper understanding of their strengths, weaknesses, values, and beliefs, which helps them to become more effective leaders.
- Participants learn how to communicate effectively with team members, stakeholders, and customers, which helps them to build stronger relationships and achieve organisational goals.
- Participants develop a strategic mindset and learn how to set goals, develop plans, and make decisions that align with the organisation 's vision and mission.

### Who Should Attend?

This program is designed for executives, leaders, managers, perm sec., directors, or anyone who wishes to ensure their organisation s operate ethically.

## Leadership in the Digital Age

Duration 3 or 5 Days

### Course Overview

Explore the evolution of leadership in the digital era, focusing on leveraging technology for effective communication, collaboration, and decision-making. Delve into strategies for leading diverse teams in virtual environments, navigating digital disruptions, and fostering innovation amidst technological advancements. Learn to cultivate adaptability, digital literacy, and ethical leadership to thrive in an ever-changing digital landscape.

### Course Outcome

We envision that participant will have a gained the following on completion of the course;

- Enhanced ability to lead diverse virtual teams effectively.
- Improved decision-making through data-driven insights.
- Increased innovation by leveraging emerging technologies.
- Greater adaptability to rapid technological changes.
- Enhanced digital literacy and ethical leadership in navigating digital challenges and opportunities.

### Who Should Attend?

Executives, managers, and team leaders seeking to enhance their leadership skills in the context of digital transformation and navigate digital challenges effectively.



# Driving Organisational Change

Duration 3 or 5 Days

## Course Overview

Master the art of initiating and managing organisational change to stay competitive in dynamic markets. Examine theories, frameworks, and best practices for diagnosing organisational needs, communicating change vision, and overcoming resistance. Develop skills in stakeholder engagement, change management methodologies, and evaluating change outcomes to drive successful and sustainable organisational transformation.

## Course Outcome

We designed this course specifically with the following outcome in mind;

- Successful implementation of strategic organisational transformations.
- Improved employee engagement and buy-in for change initiatives.
- Enhanced organisational agility and responsiveness to market dynamics.
- Increased efficiency and productivity through streamlined processes.
- Improved organisational culture fostering openness, resilience, and innovation.

## Who Should Attend?

Business leaders, change agents, and project managers aiming to lead successful organisational change initiatives and drive strategic transformation within their organisations.

The training has been eye-opening and beyond our expectations, Teach House professionality and delivery is top notch. Overall, I feel like the workshop was a great investment of my time and I would recommend it to others who are looking to improve their skills in this area. Thank you for a great experience!

- Hajara Onoja

COMMUNITY COURT OF JUSTICE, ECOWAS



# Legal

- Legal Research and Writing Techniques
- Compliance and Regulatory Training
- Litigation Management and Case Preparation
- Administrative Law and Procedure
- Law and Institution
- International Trade Law
- Case Management and Court Procedure
- Alternative Dispute Resolution Mechanisms
- International Criminal Law and Prosecution
- Competition Law and Policy
- Treaty Interpretation and Application
- Cross-Border Dispute Resolution
- Law of the Sea and Maritime Disputes
- Legal English and French
- Gender and Law
- Principles of International Human Rights Law
- Diplomatic Law and Practice
- International Dispute Resolution Mechanisms
- International Arbitration
- Law of Treaties
- International Humanitarian Law
- International Economic Law
- Legal Writing and Research in International Law
- Advocacy Skills for International Lawyers
- Comparative Law
- Legal Aspects of International Organisations
- International Legal Ethics
- Legal Interpretation and Jurisprudence in International Law
- Disputes and Compliance
- Effective Judicial Records Management & Law Reporting Techniques
- Enforceable Contracts
- Exercise of Company's Powers
- Incorporation of Companies
- Legal aspects of Public, Private Partnerships (PPPs)
- Overview of Public Officers Protection and Obligations Under Nigeria Law

## Legal Research and Writing Techniques

Duration 3 or 5 Days

### Course Overview

Master the art of legal research and writing with our comprehensive course. Learn to navigate through vast legal databases, effectively analyse case law, statutes, and regulations, and craft compelling legal documents. Hone your skills in drafting persuasive briefs, memoranda, and other essential legal writings. Gain the expertise to produce meticulous and persuasive legal documents essential for success in the legal profession.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Proficiency in conducting thorough legal research using diverse sources and methodologies.
- Ability to analysecomplex legal issues and synthesize findings into coherent arguments.
- Mastery in drafting legal documents such as memos, briefs, and opinions.
- Development of effective communication skills for conveying legal analysis and arguments.
- Enhancement of critical thinking and problem-solving abilities in legal contexts.

### Who Should Attend?

Ideal for law students, paralegals, and legal professionals seeking to enhance their research and writing skills in the legal field.

## Compliance and Regulatory Training

Duration 3 or 5 Days

### Course Overview

Compliance and Regulatory Training is crucial for organisations to navigate complex legal frameworks. This training covers essential topics such as industry-specific regulations, ethical standards, and compliance protocols. Participants gain a deep understanding of risk management, internal controls, and regulatory best practices. The training ensures organisational adherence to laws, mitigates risks, and fosters a culture of integrity and accountability

### Course Outcome

After completing the course, participants will have critical knowledge in the following areas:

- Comprehensive understanding of regulatory frameworks governing various industries.
- Ability to interpret and apply compliance requirements to ensure organisational adherence to laws and regulations.
- Proficiency in developing and implementing compliance programs and training initiatives.
- Skill in conducting compliance audits and risk assessments to mitigate legal liabilities.
- Awareness of ethical considerations in compliance practices and decision-making processes.

### Who Should Attend?

Essential for compliance officers, regulatory professionals, and anyone responsible for ensuring organisational compliance with laws and regulations.

## Litigation Management and Case Preparation

Duration 3 or 5 Days

### Course Overview

Learn the essential skills needed to effectively manage and prepare for litigation cases in our comprehensive course on Litigation Management and Case Preparation. From gathering evidence to developing strategies, our expert instructors will guide you through the entire process. Enhance your legal knowledge and boost your career prospects. Enrol now and take control of your litigation cases with confidence.

### Course Outcome

Participants will have practical understanding in the following areas by the end of the training;

- Expertise in managing the various stages of litigation proceedings.
- Proficiency in conducting case analysis and developing litigation strategies.
- Ability to draft pleadings, motions, and other legal documents for court proceedings.
- Skill in conducting discovery, including document review and deposition preparation.
- Competence in courtroom advocacy and presentation of evidence during trials.

### Who Should Attend?

Designed for attorneys, legal assistants, and litigation professionals involved in managing and preparing cases for trial or arbitration.

## Administrative Law and Procedure

Duration 3 or 5 Days

### Course Overview

Get a thorough understanding of the procedural frameworks and the intricacies of administrative law. Learn the ins and outs of the core ideas governing agency functions, adjudication procedures, administrative decision-making, and the vital idea of judicial review. Having gained these insights, you will have the know-how and abilities necessary to properly represent your clients and maneuver through complex administrative processes with assurance. Become more knowledgeable about procedural frameworks and administrative law right now.

### Course Outcome

We envision at the end of the programme; participants will receive essential information in the following areas:

- Understanding of the principles and doctrines governing administrative agencies.
- Proficiency in navigating administrative procedures, including rulemaking and adjudication.
- Ability to represent clients in administrative proceedings and appeals.
- Knowledge of the legal standards for judicial review of agency actions.
- Competence in advocating for clients' interests in interactions with governmental agencies.

### Who Should Attend?

Suitable for government officials, lawyers, and professionals dealing with administrative law matters or working in regulatory agencies.

## Law and Institution

Duration 3 or 5 Days

### Course Overview

Gain a deep understanding of law and its institutions with our comprehensive course. Explore the foundations of law, the functioning of courts, and the role of various legal institutions. Learn about the different branches of law and their application in practice. Acquire essential analytical and critical thinking skills to navigate the complex legal landscape. Enhance your understanding of the justice system and pave the way for a successful career in law. Enroll now and unlock your potential in the legal field.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Proficiency in conducting thorough legal research using diverse sources and methodologies.
- Ability to analysecomplex legal issues and synthesize findings into coherent arguments.
- Mastery in drafting legal documents such as memos, briefs, and opinions.
- Development of effective communication skills for conveying legal analysis and arguments.
- Enhancement of critical thinking and problem-solving abilities in legal contexts.

### Who Should Attend?

Relevant for students and professionals interested in understanding the impact of law on various public and private institutions and the societal implications of legal frameworks.



## International Trade Law

Duration 3 or 5 Days

### Course Overview

Deepen your understanding of the legal regulations and agreements that shape global commerce in our comprehensive course. Explore the complexities of cross-border transactions, analyse dispute resolution mechanisms, and gain insights into the dynamic landscape of international trade relationships. Equip yourself with the knowledge and skills to navigate the ever-changing global business environment. Enrol now and stay ahead in the world of international commerce.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Deep understanding of legal systems and their institutions.
- Analysis of global governance principles and their application.
- Critique of legal frameworks concerning human rights.
- Proficiency in legal research methodologies.
- Appreciation of law's interplay with politics and society.

### Who Should Attend?

Designed for students and professionals interested in understanding the impact of law on various public and private institutions and the societal implications of legal frameworks.

## Case Management and Court Procedure

Duration 3 or 5 Days

### Course Overview

Gain mastery in the art of effective case management and procedural intricacies within judicial systems. Learn the essential skills for navigating court proceedings, including case preparation, document filing, and courtroom etiquette, ensuring smooth and efficient administration of justice.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Mastery in international trade regulations and agreements.
- Application of legal principles in cross-border transactions.
- Evaluation of trade policies' impact on globalization.
- Negotiation and drafting of international trade contracts.
- Navigation of complex legal landscapes for smooth business operations.

### Who Should Attend?

Court management and procedure training is ideal for legal practitioners, court administrators, paralegals, law enforcement personnel, government officials, legal assistants, and individuals aspiring for legal careers.

## Alternative Dispute Resolution Mechanisms

Duration 3 or 5 Days

### Course Overview

Discover the power of Alternative Dispute Resolution (ADR) mechanisms in our comprehensive course. Explore the various methods such as mediation, arbitration, and negotiation that offer efficient and cost-effective alternatives to traditional litigation. Learn how to effectively manage conflicts, facilitate communication, and reach mutually beneficial resolutions. Enhance your negotiation and problem-solving skills to become a skilled ADR practitioner. Enroll now and become a valuable asset in resolving disputes outside the courtroom.

### Course Outcome

By the time you are done with our course, you' will have real-world knowledge you can use in these areas:

- Enhanced negotiation skills
- Effective mediation techniques
- Reduced litigation costs
- Amicable conflict resolution
- Improved client satisfaction

### Who Should Attend?

Ideal for legal professionals, mediators, negotiators, and anyone involved in conflict resolution.

## International Criminal Law and Prosecution

Duration 3 or 5 Days

### Course Overview

We carefully designed this course to shared insights into the international criminal law and prosecution. Learn about the principles and frameworks that govern the prosecution of international crimes such as genocide, war crimes, and crimes against humanity. Investigate the function of international tribunals and courts in keeping offenders accountable. Gain a thorough understanding of the difficulties and complications of prosecuting persons on a worldwide scale. Enrol today and start your journey to become an educated and skilled international criminal law practitioner.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Improved understanding of global legal frameworks
- Enhanced skills in prosecuting international crimes
- Strengthened advocacy for human rights
- Contributing to global justice initiatives
- Greater knowledge of transnational criminal activities

### Who Should Attend?

Designed for legal practitioners, prosecutors, human rights advocates, and professionals in international relations.

## Competition Law and Policy

Duration 3 or 5 Days

### Course Overview

Master the intricate web of Competition Law and Policy to excel in the global market. Understand antitrust regulations, mergers, and unfair trade practices. Gain insights into policy formulation and enforcement, empowering yourself to navigate the complexities of competition law and contribute to fair market practices and consumer protection.

### Course Outcome

Upon successful completion of the program, participants will acquire valuable knowledge and skills in the following key areas:

- Better compliance with antitrust regulations
- Enhanced understanding of merger regulations
- Improved enforcement of fair-trade practices
- Strengthened consumer protection
- Enhanced corporate legal strategy

### Who Should Attend?

Suitable for legal advisors, compliance officers, policymakers, and professionals in corporate law and business strategy.



## Treaty Interpretation and Application

Duration 3 or 5 Days

### Course Overview

Unravel the complexities of Treaty Interpretation and Application. Gain a deep understanding of international agreements and their legal implications. Master the art of interpreting treaties and ensuring their effective application. Position yourself as a key player in international relations and diplomacy, equipped to navigate the intricate web of treaty law with precision.

### Course Outcome

By the program's end, participants will be equipped with practical knowledge applicable to the following areas;

- Proficiency in interpreting international agreements
- Improved application of treaty provisions
- Enhanced skills in international diplomacy
- Strengthened negotiation abilities
- Contribution to effective international relations

### Who Should Attend?

Beneficial for diplomats, international lawyers, policymakers, and professionals in international organisations and government agencies.

## Cross-Border Dispute Resolution

Duration 3 or 5 Days

### Course Overview

Equip yourself with the skills to resolve Cross-Border Disputes with finesse. Navigate the complexities of international conflicts, understanding diverse legal systems and jurisdictional challenges. Master the art of conflict resolution across borders, positioning yourself as a pivotal player in fostering global harmony and cooperation.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Expertise in navigating international legal systems
- Improved cross-cultural negotiation skills
- Efficient resolution of international conflicts
- Strengthened global cooperation
- Enhanced proficiency in international arbitration

### Who Should Attend?

Recommended for international lawyers, arbitrators, business executives, and professionals involved in global trade and diplomacy.

## Law of the Sea and Maritime Disputes

Duration 3 or 5 Days

### Course Overview

Explore the depths of maritime law and the Law of the Sea. Gain expertise in resolving complex maritime disputes, understanding navigational rights, and jurisdictional issues. Position yourself as a key player in international maritime law, equipped to navigate the intricacies of maritime disputes and contribute to global maritime governance and sustainable ocean management.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Expertise in maritime law and navigation rights
- Capability to resolve complex maritime disputes
- Understanding of international maritime regulations
- Contribution to sustainable ocean governance
- Enhanced proficiency in maritime law practice

### Who Should Attend?

Ideal for maritime lawyers, shipping industry professionals, marine conservationists, and government officials involved in maritime affairs.

## Legal English and French

Duration 3 or 5 Days

### Course Overview

Master the language of international law with proficiency in both English and French. Enhance legal communication skills, legal drafting, and interpretation in both languages. Gain a competitive edge in the international legal arena and broaden your career opportunities with fluency in legal English and French, positioning yourself as a versatile and sought-after legal professional.

### Course Outcome

At the conclusion of the training, participants will acquire practical knowledge and expertise in the following of areas

- Enhanced legal communication skills in both languages
- Versatility and expanded career opportunities
- Ability to draft legal documents in English and French
- Improved legal interpretation and translation skills
- Competitive edge in the international legal arena

### Who Should Attend?

Suitable for legal translators, international lawyers, diplomats, and professionals seeking to work in multilingual legal environments.

## Gender and Law

Duration 3 or 5 Days

### Course Overview

Explore the intersection of gender and the law, addressing issues of equality, discrimination, and human rights. Gain insights into gender-sensitive legal frameworks, advocacy, and policy development. Equip yourself to champion gender equality in the legal sphere, contributing to a more inclusive and just society while positioning yourself as a catalyst for change in the field of law.

### Course Outcome

We designed this course with the following outcomes in mind;

- Understanding of gender-sensitive legal frameworks
- Advocacy for gender equality in the legal sphere
- Contribution to inclusive legal policies and practices
- Championing human rights and non-discrimination
- Positioning as a catalyst for change in legal practice

### Who Should Attend?

Relevant for legal practitioners, policymakers, human rights advocates, and professionals passionate about gender equality and social justice.

## Principles of International Human Rights Law

Duration 3 or 5 Days

### Course Overview

Understanding foundational principles and mechanisms for protecting human rights globally. Explore the evolution and application of international human right law, examining key treaties and landmark cases. Gain expertise in advocating for human rights, understanding international legal instruments, and contributing to the advancement of human rights globally. Position yourself as a champion of human rights and a key player in promoting a more just and equitable world.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Expertise in advocating for human rights globally
- Understanding of international legal instruments
- Contribution to the advancement of human rights
- Positioning as a champion of human rights
- Promotion of a more just and equitable world

### Who Should Attend?

Designed for legal practitioners, prosecutors, human rights advocates, and professionals in international relations.

## Diplomatic Law and Practice

Duration 3 or 5 Days

### Course Overview

Gain a deep understanding of diplomatic law and its practical applications. Master the art of diplomatic negotiation, protocol, and immunities. Equip yourself with the skills to navigate diplomatic challenges, positioning yourself as a proficient diplomat or legal advisor in international relations, and contributing to effective diplomatic engagements and international cooperation.

### Course Outcome

Upon completing this course the participants will gain applicable knowledge in the following areas;

- Proficiency in diplomatic negotiation and protocol
- Understanding of diplomatic immunities and privileges
- Ability to navigate diplomatic challenges effectively
- Positioning as a proficient diplomat or legal advisor
- Contribution to effective international diplomacy

### Who Should Attend?

Ideal for diplomats, international relations professionals, legal advisors to diplomatic missions, and government officials involved in international diplomacy.

## International Dispute Resolution Mechanisms

Duration 3 or 5 Days

### Course Overview

Master the art of resolving international disputes through various mechanisms. Gain expertise in arbitration, mediation, and negotiation in the international context. Equip yourself to navigate complex cross-border disputes, positioning yourself as a key player in fostering international cooperation and resolving conflicts effectively while contributing to global peace and stability.

### Course Outcome

At the end of the training participants will gain applicable knowledge in the following areas;

- Mastery of arbitration, mediation, and negotiation
- Expertise in resolving complex cross-border disputes
- Contribution to fostering international cooperation
- Effective resolution of international conflicts
- Promotion of global peace and stability

### Who Should Attend?

Ideal for diplomats, international relations professionals, legal advisors to diplomatic missions, and government officials involved in international diplomacy.



## International Arbitration

Duration 3 or 5 Days

### Course Overview

In our practical training, you will discover the full possibilities of international arbitration. Explore the principles and methods of arbitration in the global context, including major institutions and arbitration rules. Develop the ability to negotiate complicated cross-border issues and function as an effective arbitrator or attorney. Whether you are a lawyer or a business leader, this course will provide you with vital insights on settling international disputes promptly and fairly.

### Course Outcome

When the training is completed, participants will gain applicable knowledge in the following areas;

- Mastery of arbitral proceedings and enforcement
- Expertise in navigating international arbitration laws
- Positioning as a proficient arbitrator or legal advisor
- Contribution to the effective resolution of international disputes
- Promotion of international trade and investment

### Who Should Attend?

Recommended for legal practitioners, corporate counsels, international business professionals, and individuals involved in resolving international commercial disputes.

## Law of Treaties

Duration 3 or 5 Days

### Course Overview

Understanding agreements, shaping relations and explore the cornerstone of international relations with our insightful course. Dive into the intricacies of treaty law, from formation and interpretation to termination and reservations. Gain a deep understanding of treaty practice and its impact on state relations and global governance. Equip yourself with the knowledge to navigate treaty negotiations and implementation effectively. Join us in shaping the future of international cooperation through the law of treaties.

### Course Outcome

After the training, participants will have attained insights in the following outlined areas.;

- Understanding the principles governing treaty interpretation.
- Mastery of the rules regarding treaty reservations and objections.
- Proficiency in discerning the grounds for invalidity or termination of treaties.
- Competence in applying the law of treaties to state practice and international agreements.
- Skill in analysing the relationship between treaties and customary international law.

### Who Should Attend?

Legal professionals, diplomats, policymakers, international relations scholars

## International Humanitarian Law

Duration 3 or 5 Days

### Course Overview

Take our in-depth course to learn about the difficulties of humanitarian protection and conflict. Explore the subtleties of armed warfare, the laws that regulate it, and humanitarian ideals. Learn how to negotiate the space between the law and human rights so that you can truly have a difference during humanitarian crises. Come along with us to be an agent of good in the most difficult settings on the planet.

### Course Outcome

At the conclusion of the training program, participants will have acquired insights across the following areas.

- Proficiency in applying legal frameworks to humanitarian crises
- Enhanced ability to protect human rights in conflict zones
- Understanding of the legal complexities of armed conflict
- Skills to navigate international humanitarian law effectively
- Capability to contribute to global humanitarian efforts and legal advocacy

### Who Should Attend?

Ideal for humanitarian workers, military legal advisors, human rights advocates, and legal professionals specializing in armed conflict and humanitarian issues.

## International Economic Law

Duration 3 or 5 Days

### Course Overview

Gain a competitive edge in the global economy with our dynamic course on international economic law. Explore the intricacies of trade, investment, and regulatory frameworks, empowering yourself to navigate the complexities of international commerce. Master the legal principles that underpin economic globalization and position yourself as a key player in shaping the future of international business and trade relations.

### Course Outcome

By the conclusion of the training, participants will have gained insights into various key areas;

- Expertise in international trade and investment regulations
- Capability to navigate complex global economic frameworks
- Understanding of legal implications in international business transactions
- Skills to influence economic policies and trade negotiations
- Contribution to shaping the future of international economic relations

### Who Should Attend?

Relevant for international trade lawyers, corporate counsel, economists, and professionals engaged in global trade and investment activities.

## Legal Writing and Research in International Law

Duration 3 or 5 Days

### Course Overview

Our course on legal writing and research in international law will help you take your legal writing and research skills to the next level on the worldwide stage. Learn how to write persuasive legal arguments, use international legal resources, and effectively communicate in the global legal arena. Equip yourself with the tools necessary to create high-quality legal documents that stand out in international contexts, establishing yourself as a skilled and compelling international legal expert.

### Course Outcome

When the training is completed, participants will gain applicable knowledge in the following areas;

- Enhanced proficiency in crafting persuasive legal documents
- Mastery of international legal research methodologies
- Ability to communicate effectively in the global legal arena
- Skills to produce high-quality international legal writings
- Positioning as a competent and effective international legal communicator

### Who Should Attend?

Ideal for humanitarian workers, military legal advisors, human rights advocates, and legal professionals specializing in armed conflict and humanitarian issues.



## Advocacy Skills for International Lawyers

Duration 3 or 5 Days

### Course Overview

Hone your advocacy skills to influence change on a global scale. Our course equips legal professionals with the art of persuasive argumentation, strategic communication, and effective representation in international legal settings. Master the ability to advocate for justice, navigate diverse legal systems, and drive impactful change in the international sphere. Empower yourself to be a formidable advocate for the causes that matter most in the global arena.

### Course Outcome

When the training is completed, participants will gain applicable knowledge in the following areas;

- Proficiency in persuasive argumentation in international legal settings
- Capability to navigate diverse legal systems effectively
- Enhanced strategic communication skills for international advocacy
- Ability to drive impactful change in global legal contexts
- Empowerment to be a formidable advocate for international legal causes

### Who Should Attend?

Designed for international litigators, legal advocates, diplomats, and lawyers involved in cross-border disputes and international legal advocacy.

## Comparative Law

Duration 3 or 5 Days

### Course Overview

Expand your legal knowledge with our Comparative Law course! Dive into the fascinating world of legal systems around the globe, discovering their similarities and differences. Gain a deeper understanding of how different countries approach legal issues and develop critical thinking skills through comparative analysis. With expert instructors and engaging content, this course is perfect for law students, legal professionals, or anyone intrigued by the intricacies of global legal systems. Enroll today and broaden your legal horizons!

### Course Outcome

At the end of the training, participants will have a deep understanding and insights into the following area;

- Gain a deep understanding of legal systems worldwide, fostering a global perspective.
- Develop critical thinking skills through comparative analysis of legal approaches.
- Enhance legal research and writing abilities by exploring different legal systems.
- Expand career opportunities in multinational law firms, global corporations, or international organisations.
- Cultivate a broader understanding of cultural, social, and historical factors influencing legal systems.

### Who Should Attend?

Legal professionals seeking a broader understanding of global legal systems, scholars and researchers interested in comparative analysis and the complexities of legal systems worldwide.

## Concepts and Legal Frameworks for University Autonomy

Duration 3 or 5 Days

### Course Overview

Unlock the complexities of international organisations with our Legal Aspects of International Organisations course. Delve into the legal frameworks governing these dynamic entities, spanning from the United Nations to regional bodies. Explore the intricacies of international law, treaties, and jurisdiction to comprehend the inner workings of global governance. Designed for legal professionals and enthusiasts alike, this course offers expert guidance and thought-provoking content. Expand your legal expertise and gain a competitive edge in the global arena. Enroll now and navigate the legal complexities of international organisations with confidence.

### Course Outcome

When the training is completed, participants will gain applicable knowledge in the following areas;

- Acquire an in-depth understanding of the legal frameworks governing international organisations.
- Analysethe legal implications of international governance and decision-making processes.
- Develop the ability to navigate the complexities of treaties, agreements, and international law.

### Who Should Attend?

Legal practitioners aiming to enhance their ethical decision-making skills in an international context, legal professionals working in cross-border transactions, international litigation, or human rights advocacy.

## International Legal Ethics

Duration 3 or 5 Days

### Course Overview

Ethics knows no borders, and in the globalized world, understanding international legal ethics is crucial. Our International Legal Ethics course offers a comprehensive exploration of the ethical issues faced by legal professionals in an international context. From conflicts of interest to cultural differences, we delve into the complex challenges that arise. Benefit from expert guidance, case studies, and interactive discussions to develop a strong ethical foundation for your legal practice. Join us today and enhance your professional integrity while navigating the complex world of international law. Enroll now to make a difference with ethical legal practice!

### Course Outcome

When the training is completed, participants will gain applicable knowledge in the following areas;

- Gain a comprehensive understanding of ethical challenges faced in international legal practice.
- Develop a strong ethical foundation and enhance professional integrity.
- Analysethe impact of cultural differences and multiple legal systems on ethical decision-making.
- Acquire practical skills to navigate conflicts of interest and maintain confidentiality in an international context.
- Strengthen ethical judgment and decision-making abilities in complex cross-border legal scenarios.

### Who Should Attend?

Designed for international litigators, legal advocates, diplomats, and lawyers involved in cross-border disputes and international legal advocacy

## Legal Interpretation and Jurisprudence in International Law

Duration 3 or 5 Days

### Course Overview

Master the art of legal interpretation and delve into the depths of jurisprudence in international law through our comprehensive course. Discover the principles, methods, and approaches used in interpreting international legal texts, including treaties, conventions, and customary law. Unravel the complexities of jurisprudence and gain a nuanced understanding of how international law is developed and applied. With expert instruction and real-world case studies, this course is designed for legal professionals seeking to enhance their skills and deepen their knowledge. Join us now to sharpen your legal acumen and become a formidable player in the realm of international law!

### Course Outcome

When the training is completed, participants will gain applicable knowledge in the following areas;

- Master the principles and methods of interpreting international legal texts.
- Develop a nuanced understanding of the evolution and application of international law.
- Enhance legal research skills by analysing case law and legal precedents in international jurisprudence.
- Acquire expertise in identifying and resolving legal ambiguities and conflicts in international legal texts.
- Expand career prospects in international courts, tribunals, or academic institutions specializing in international law.

### Who Should Attend?

Designed for professionals specializing in international law, particularly those interested in legal interpretation and analysing jurisprudence., judges, legal advisors, and practitioners working in international courts or tribunals dealing with complex legal issues.



## Disputes and Compliance

Duration 3 or 5 Days

### Course Overview

Private businesses and Public Institutions cannot avoid the twin subject of compliance and dispute settlement/resolution. The Private sector very often have to deal with compliance with regulations enforceable by Government regulators whereas the public sector has to deal with compliance with the law in discharging its functions. On the other hand, both private and public sectors are inundated with multiple disputes and are in dire need of the right legal approaches to minimize disputes and the most effective options to resolve them when they cannot be avoided or minimized.

### Course Outcome

Participants would have acquired knowledge and interacted on:

- Choice of Dispute Resolution including negotiated settlements, litigation, arbitration, mediation, and adjudication.
- Settlement Issues including enforcement of judgements and awards and jurisdiction.
- Business integrity and extant laws including bribery, corruption and money laundering.
- Preventing Costly Litigation through Effective Use of Alternative Dispute Resolution Options

### Who Should Attend?

This course is suitable for leaders of organisations at all levels, business developers, government executive, senior management and legal units.

## Effective Judicial Records Management & Law Reporting Techniques

Duration 3 or 5 Days

### Course Overview

In developed countries, many state courts have implemented electronic court records (ECR) and electronic data management systems (EDMS) in an effort to improve court operations and manage unruly paperwork. However, with records management, quality retention and use are critical to the fair and efficient adjudication of cases and the enforcement of legal remedies that courts are required to perform. This course addresses the strategies, tools, and technologies used to capture, categorize, manage, store, preserve, and deliver documents and records in support of legal processes.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills in the following areas:

- Understand the application of case law reporting in the hierarchy of courts in Nigeria and observe court proceedings from the stand point of a legal reporter.
- Understand judicial records management and the procedures undertaken by courts in records management, to safeguard the sanctity of the court.
- Appreciate the jurisdictions of court in Nigeria to know which decisions have binding effect to be legal precedents.
- Improve participant's knowledge on the importance of technological advancement in the legal system.

### Who Should Attend?

This course is suitable for all judicial officers and public prosecutors.

## Enforceable Contracts

Duration 3 or 5 Days

### Course Overview

In this course, participants will understand the concept of a legal document binding two or more parties, the requirements of valid contracts, elements of a contract. The lectures will offer an overview of the general principles guiding a valid contract. An understanding of the basic conception of a contract is vital to comprehending and appreciating everyday commercial agreements.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills in the following areas:

- Formation of contract and requirements of a valid contract.
- Terms and interpretation of a contract
- Privity of contract
- Agency and assignment of Obligations and the performance and discharge of obligations.
- Statutory Remedies for unfair conduct or terms
- Enforcement and compensation

### Who Should Attend?

This course is suitable for all judicial officers and public prosecutors.

## Exercise of Company's Powers

Duration 3 or 5 Days

### Course Overview

In this course, participants would be taught about the division of powers between a General meeting and Board of directors, who is responsible for the acts and liability of a company, forms of company contracts, membership of a company and their liabilities, the effect and storage of company documents. This course will help a participant understand fully the functions of a company secretary, and appreciate the legal framework of a company.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills in the following areas:

- Acts by or on behalf of the company exercise of company's powers.
- Liability for acts of a company
- Constructive notice of registration documents
- Authentication and service of documents
- Membership of company

### Who Should Attend?

This course is suitable for all judicial officers and public prosecutors.

## Incorporation of Companies

Duration 3 or 5 Days

### Course Overview

acquires its registered status, the capacity of an individual to form a company, the types of companies we have, and requirements to incorporating a company. At the end of the course, participants are expected to understand and appreciate the legal anatomy of a company.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills in the following areas:

- The formation of a company
- The meaning and requirements of a Memorandum and Article of Association.
- Documents required for registering a company with Corporate Affairs Commission
- The capacity and powers of companies
- Rights and Obligations of Members

### Who Should Attend?

This course is suitable for all judicial officers and public prosecutors.



## Legal aspects of Public, Private Partnerships (PPPs)

Duration 3 or 5 Days

### Course Overview

This course will outline and consider in details each phase of structuring the legal framework for Public Private Partnership (PPP) projects. PPPs account for a greater percentage of businesses and infrastructural development all over the world. So much so that every Government, National, State or regional through its agencies and or entities has constantly had the need to interact with and engage the private sector to achieve policy objectives, fulfil campaign promises and achieve its infrastructural plan for the public good.

### Course Outcome

Participants would have acquired knowledge and interacted on:

- Key terms in PPP agreements.
- Negotiating and Drafting PPP Agreements.
- Drafting key provisions in concession agreements.
- Renegotiation of agreements.
- Alternative Dispute Resolution (ADR) mechanism in PPPs
- Overview of Investor-State Arbitration

### Who Should Attend?

This course is suitable for legal units of organisations, business developers, government executive and senior management,

## Overview of Public Officers Protection and Obligations Under Nigeria Law

Duration 3 or 5 Days

### Course Overview

Every Public officer ought to be acquainted with and fortified in the knowledge of the protection afforded him/her under the Public Officers Protection Law while in the discharge of their duties. This Course aims to take an overview of the Public Officers Protection Law in Nigeria and examine its exceptions to enable public officers properly appreciate the cover afforded them by the law, exceptions to the protection and in which cases they will be personally liable for acts done or purported to be done in pursuant to discharge of their public duties. The Course also covers an overview of the Code of Conduct for Public Officers in Nigeria.

### Course Outcome

Participants would have acquired knowledge and interacted on:

- Who is a Public Officer?
- An overview of Public Officers protection under Nigeria Law
- When a Public officer will not enjoy protection of the law
- Overview of the Code of Conduct law for Public Officers in Nigeria

### Who Should Attend?

This course is suitable for public officers at all levels of Government.

## Concepts and Legal Frameworks for University Autonomy

Duration 3 or 5 Days

### Course Overview

Exploring Concepts and Legal Frameworks course delves into the multifaceted dimensions of university autonomy, examining both theoretical concepts and applicable legal frameworks. Geared towards academics, administrators, and policy-makers, the course explores the historical evolution of university autonomy, its importance in fostering academic freedom, and its intersection with governance structures. Participants gain insights into international legal perspectives and national regulations shaping institutional autonomy. Emphasizing case studies and interactive discussions, the course equips professionals to navigate complex issues, and uphold academic integrity.

### Course Outcome

By the end of this course, participants will have acquired a comprehensive understanding of university autonomy, including:

- Definition and principles underlying university autonomy.
- Importance of autonomy in the context of higher education.
- Historical Evolution of University Autonomy.
- Analysis of legal frameworks at the national and international levels.
- Comparative study of diverse global perspectives on university autonomy.
- Impact of Legal Frameworks on Institutional Autonomy.

### Who Should Attend?

The course is suitable for Board Members, Directors, Managers and their Employees who wish to efficiently and effectively manage, document, and share knowledge as well as formulate an effective Knowledge Management Strategy.



# Logistics & Supply Chain Management

- Procurement
- Facilities Planning and Management
- SAP Material Management (MM)
- Warehousing and Inventory Management
- Tendering, Procurement and Negotiation Skills

## Procurement

Duration 3 or 5 Days

### Course Overview

This course will deliver knowledge and skills for creating processes to identify, assess and retain competent providers of goods and services in a format that promotes efficiency and enables the attainment of corporate goals. They will learn strategies for cost effective acquisition of relevant supplies and how to develop product and service standardisation

### Course Outcome

Upon completion of this course, participants would have acquired immense knowledge and developed applicable skills in the following areas:

- Procurement strategy development.
- Designing and deploying competitive bidding processes.
- Understanding tenders and the tender process.
- Supplier identification and negotiation skills.
- Implementing product standardisation protocols.

### Who Should Attend?

The course is suitable for Financial Managers and Controllers, Team Leads and supporting staff involved in the acquisition of goods and services for corporate processes in Government Institutions, NGOs and the Private sector.

## Facilities Planning and Management

Duration 3 or 5 Days

### Course Overview

This course is designed to equip professionals with knowledge and skills on the practices associated with effective facility management. This course shall examine the responsibilities of a facility manager, health and safety regulations and how to comply with them. Project management principles for facility management and skills in facilities budgeting and reporting are also examined.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Increase their productivity level
- Understand the responsibilities and functions of a facility manager
- Understand the role of leadership and strategy in facility management
- Understand the practices associated with effective facility management
- Learn the importance of compliance and occupational health and safety (OHS) in facility management
- Apply project and people management principles for facility management

### Who Should Attend?

This course is suitable for facility managers, staff of private and public organisations interested in improving personal or corporate productivity levels.

## SAP Material Management (MM)

Duration 3 or 5 Days

### Course Overview

Systems Applications and Products (SAP), is a widely-used enterprise resource planning software, which creates a centralized system for businesses that enables every department to access and share common data to create a better work environment for every employee in the company. Materials Management module in SAP consists of a number of components and subcomponents including Mater Data, Purchasing and Inventory. This course is designed to equip professionals with knowledge and skills on SAP MM.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Adopt practical ways of enhancing work processes and data management in the workplace using SAP.
- Understand basic skills and concepts of SAP MM.
- Identify and practice the techniques associated with purchasing, pricing and inventory management.
- Understand how to complete purchases and manage inventories more effectively.
- Broaden their understanding on invoicing, valuation, accounting, MRP, reporting, and configuration among others.

### Who Should Attend?

This course is suitable for personnel of profit and non-profit organisation s; including civil society organisation s, donor agencies, foundations, state and federal ministries and international development agencies.

## Warehousing and Inventory Management

Duration 3 or 5 Days

### Course Overview

This course will provide participants with knowledge and skills to develop effective processes for handling, storing and tracking goods and materials for meeting corporate demands. Participants will learn the basic of establishing storage spaces and how to use relevant tools to eliminate loss and wastage as goods are transferred from supplier to consumer.

### Course Outcome

Upon completion of this course, participants would have acquired immense knowledge and developed applicable skills to:

- The role of warehousing in a procurement strategy.
- Warehouse setup, management and operations.
- Lean principles for warehouse management.
- Inventory management tools.

### Who Should Attend?

The course is suitable for Operations managers, Financial Managers and Controllers, Warehousing staff and operatives such as, Stock Keepers and Assistants.

## Tendering, Procurement and Negotiation Skills

Duration 3 or 5 Days

### Course Overview

Having the right knowledge and skills in tendering, procurement and negotiation is essential for the success of an organisation , and requires appropriate planning and preparation rather than luck and optimism as suppliers will always seek to optimize their return and need to be engaged in a way that ensures an appropriate relationship for the short and long term. By applying the right processes for selecting suppliers, costs will be controlled, quality will improve and organisation al efficiency will increase.

This course is designed to help participants understand the process of identifying, selecting and negotiating with suppliers that will influence organisation al success.

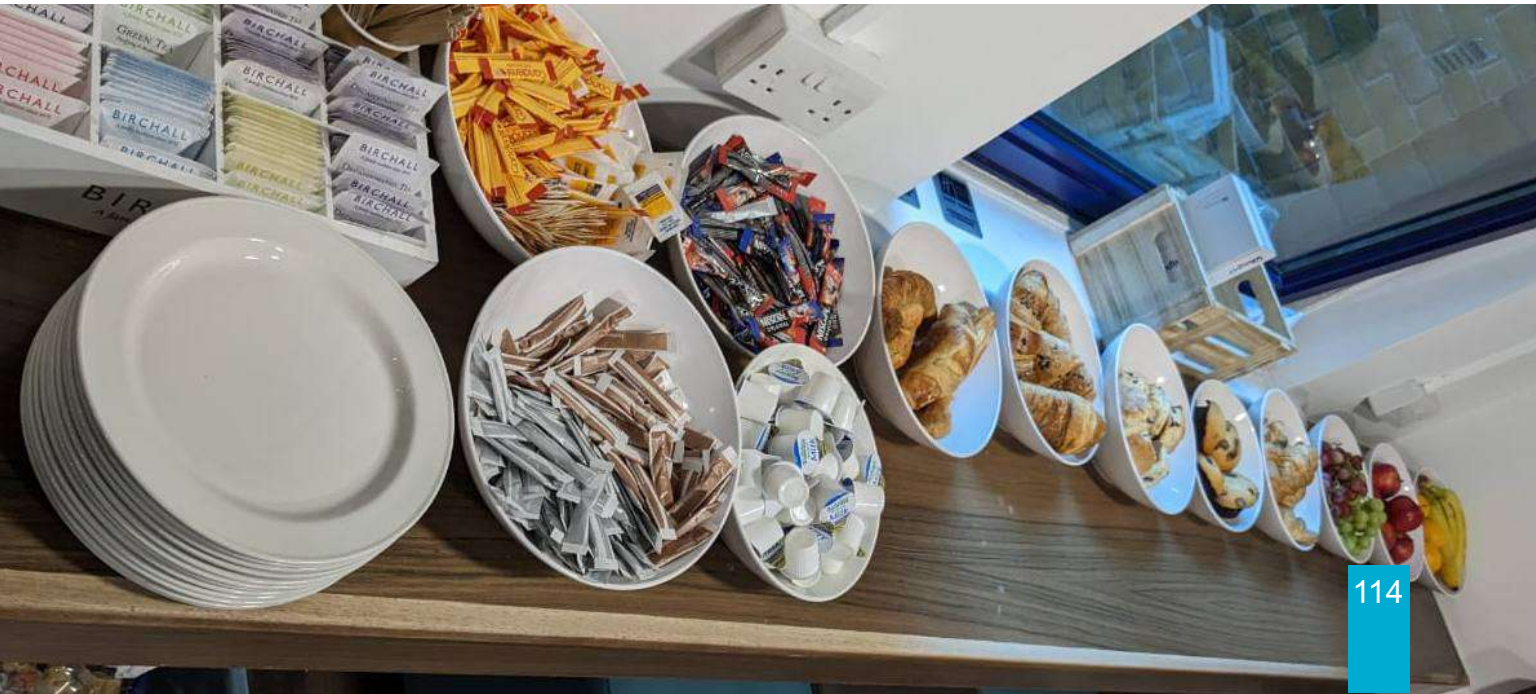
### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Broaden their understanding of tendering and procurement processes and the skills associated with them.
- Understand how corporate strategy influences tendering and procurement processes
- Get practical information on the concept of negotiation and the processes involved in it
- Understand records management equipment systems and how to operate filing classification systems

### Who Should Attend?

This course is suitable for Contracts, Purchasing, Project Personnel, Procurement Personnel.





# Management

- The Art of Management
- Strategic Management
- Stakeholder Management
- People Management
- Operations Management
- Change Management
- Risk Management
- Strategic Decision Making
- Performance Management
- Strategic Planning
- Stress Management

## The Art of Management

Duration 3 or 5 Days

### Course Overview

This course intricately explores the many sides and nature of Management, highlighting the delicate equilibrium between creativity and practicality. By creating real-world case studies and hands-on activities, participants develop the skills to adeptly manoeuvre through intricacies, motivate teams, and cultivate a culture of innovation within varied organisational landscapes.

### Course Outcome

We envisioned the following outcome at the end of the training;

- Enhanced leadership effectiveness through refined communication and interpersonal skills.
- Increased ability to inspire and motivate teams to achieve organisational goals.
- Improved decision-making in complex and ambiguous situations.
- Heightened adaptability to diverse organisational cultures and environments.
- Strengthened capacity to foster innovation and creativity within teams and across departments.

### Who Should Attend?

Ideal for aspiring and current leaders seeking to hone their interpersonal skills, inspire teams, and navigate organisational complexities effectively.

## Strategic Management

Duration 3 or 5 Days

### Course Overview

Explore the intricate process of formulating and implementing strategic initiatives to achieve organisational objectives. This course examines strategic analysis, decision-making frameworks, and the dynamic interplay between internal capabilities and external factors. Students develop skills in crafting coherent strategies that anticipate market trends and capitalize on competitive advantages.

### Course Outcome

We designed this course with the following outcome at the end of the training;

- Proficiency in conducting comprehensive strategic analysis and market assessments.
- Enhanced capability to formulate and implement effective business strategies.
- Improved strategic agility to respond to emerging market trends and competitive pressures.
- Heightened understanding of resource allocation and prioritization to maximize organisational value.
- Increased ability to evaluate and adjust strategic initiatives in dynamic business environments.

### Who Should Attend?

Recommended for executives, managers, and consultants aiming to enhance their strategic thinking capabilities and drive organisational success through informed decision-making.

## Stakeholder Management

Duration 3 or 5 Days

### Course Overview

This course intricately explores stakeholder management, critically analysing the various stakeholder relationships and their impact on organisational success. This course equips students with strategies for identifying, prioritizing, and engaging stakeholders effectively. Through practical exercises and real-world examples, learners gain insights into managing competing interests, building consensus, and fostering mutually beneficial partnerships.

### Course Outcome

Participants will gain the following skill and understanding at the end of the training;

- Improved stakeholder engagement strategies leading to stronger relationships and support.
- Enhanced ability to identify and prioritize stakeholders' needs and expectations.
- Strengthened capacity to manage stakeholder conflicts and mitigate risks.
- Increased credibility and trust among key stakeholders through transparent communication and collaboration.
- Improved organisational reputation and sustainability through effective stakeholder management practices.

### Who Should Attend?

Essential for project managers, community engagement professionals, and business leaders seeking to build and maintain positive relationships with diverse stakeholders.

## People Management

Duration 3 or 5 Days

### Course Overview

Learn the art and science of leading and developing individuals within organisations. This course covers key topics such as recruitment, performance management, motivation, and conflict resolution. Through interactive simulations and case studies, students develop practical skills in fostering employee engagement, building high-performing teams, and navigating the complexities of human dynamics in the workplace.

### Course Outcome

We envisioned the following outcome at the end of the training;

- Enhanced recruitment and selection processes resulting in better talent acquisition.
- Improved employee retention rates through targeted development and recognition programs.
- Strengthened team dynamics and collaboration leading to higher productivity and morale.
- Reduced conflicts and improved conflict resolution skills among team members.
- Enhanced organisational culture fostering a positive work environment and employee satisfaction.

### Who Should Attend?

Suitable for HR professionals, team leaders, and supervisors looking to enhance their abilities in recruiting, developing, and retaining top talent within their organisations.

## Operations Management

Duration 3 or 5 Days

### Course Overview

This course delves into optimizing processes and resources to enhance efficiency and effectiveness in delivering goods and services. Topics include supply chain management, process design, quality control, and inventory management.

### Course Outcome

Upon completing the course we envision the participant acquiring the following capabilities;

- Enhanced productivity through streamlined processes.
- Improved quality control resulting in higher customer satisfaction.
- Optimized inventory management leading to cost savings.
- Reduced lead times and faster delivery of products/services.
- Increased operational flexibility to adapt to changing market demands.
- Enhanced resource utilization and efficiency across the organisation.

### Who Should Attend?

Ideal for professionals in manufacturing, logistics, or service industries seeking to streamline processes and improve operational efficiency.



## Change Management

Duration 3 or 5 Days

### Course Overview

Navigating organisational change requires a multi-pronged approach. Start with understanding change theories like Kotter's 8-Step Model to guide your strategy. Embrace stakeholder engagement: involve employees, leaders, and partners early and often in decision-making and communication. Explore strategies for navigating organisational change successfully. Topics include change theories, stakeholder engagement, communication strategies, and resistance management.

### Course Outcome

Participants will gain the following skill and understanding at the end of the training;

- Successful implementation of organisational transformations.
- Increased employee buy-in and commitment to change initiatives.
- Reduced resistance to change, leading to smoother transitions.
- Improved communication and stakeholder engagement throughout the change process.
- Enhanced agility to adapt to market shifts and emerging opportunities.
- Sustainable cultural shifts fostering innovation and continuous improvement.

### Who Should Attend?

Suited for leaders, managers, and HR professionals navigating organisational transformations and driving successful change initiatives.

## Risk Management

Duration 3 or 5 Days

### Course Overview

Learn to identify, assess, and mitigate risks across various organisational contexts. Topics include risk analysis, risk mitigation strategies, crisis management, and compliance. The course on risk management offers a comprehensive exploration of identifying, assessing, and mitigating risks across diverse organisational contexts. Participants will gain the expertise needed to protect organisations from potential threats, ensuring resilience, continuity, and sustainable growth in an ever-evolving business sector.

### Course Outcome

Participant at the end of the training will have been able to;

- Proactive identification and mitigation of potential risks.
- Improved decision-making by considering risk factors.
- Enhanced resilience to external shocks and crises.
- Protection of organisational assets and reputation.
- Compliance with regulatory requirements and industry standards.
- Increased confidence among stakeholders and investors due to effective risk management practices.

### Who Should Attend?

Essential for risk analysts, project managers, and executives responsible for identifying, assessing, and mitigating risks in their organisations.

## Strategic Decision Making

Duration 3 or 5 Days

### Course Overview

Master the art of making informed and effective decisions to achieve organisational goals. The Strategic Decision-Making course provides frameworks for analyzing complex situations, weighing options, and making effective decisions. Topics include decision analysis, game theory, risk management, and strategic planning. Participants learn to assess various factors influencing decisions, such as uncertainty, competition, and stakeholder interests. The course emphasizes practical application through case studies and simulations, preparing individuals for strategic leadership roles.

### Course Outcome

We envisioned the following outcome at the end of the training;

- Alignment of decisions with organisational goals and values.
- Enhanced ability to anticipate and respond to market trends and competitors' actions.
- Improved allocation of resources for maximum impact.
- Increased innovation and agility in pursuing strategic opportunities.
- Enhanced organisational resilience to uncertainties and disruptions.

### Who Should Attend?

Valuable for executives, managers, and strategists tasked with making critical decisions to drive organisational success and competitive advantage.

## Performance Management

Duration 3 or 5 Days

### Course Overview

Discover techniques for measuring, monitoring, and improving organisational performance. Topics include key performance indicators, performance appraisal, feedback mechanisms, and performance improvement strategies. Participants will gain insights and hands on experience

### Course Outcome

We envisioned the following outcome at the end of the training;

- Clearer alignment of individual goals with organisational objectives.
- Improved employee engagement and motivation through regular feedback and recognition.
- Enhanced transparency and accountability in performance evaluation processes.
- Identification of training and development needs for skill enhancement.
- Optimization of talent retention and succession planning efforts.
- Improved overall organisational performance and achievement of strategic priorities.

### Who Should Attend?

Recommended for HR professionals, managers, and team leaders focused on maximizing employee productivity and achieving organisational goals.

## Strategic Planning

Duration 3 or 5 Days

### Course Overview

The course is intended to provide participants with a pragmatic approach that will guide the formulation and implementation of corporate, business and functional strategies. This course will provide detailed insight on strategy development on various business outlooks sufficient to reposition organisations for impactful strategic result. Participants will learn how to shape and guide overall business direction to achieve corporate objectives. In addition, they will learn how to develop, implement and track strategic goals for organisational goals and success.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Differentiate between conventional and strategic planning.
- Develop processes for the diffusion of strategic thought processes through the organisation.
- Master the utility of tools for assessing business environment conditions.
- Develop strategies and practices to reposition organisations for long-term competitive advantages.
- Understand and utilise business success metrics and indicators

### Who Should Attend?

This course is suitable for leaders of organisations at all levels, business developers, government executive, and senior management.



# Stress Management

Duration 3 or 5 Days

## Course Overview

With heightening demands for our time and resources, life's pressures can have a negative effect on our personal and corporate productivity levels, if not properly managed. Public and private organisations often loose huge amounts of money to stress directly or indirectly. As such, organisations must practically assess the risk of stress within the workplace before planning interventions. This course shall provide participants with detailed knowledge on how to manage stress personally and in the work place.

## Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Learn what stress is
- Understand the causes of stress
- Understand stress symptoms
- Understand how personal and environmental factors interact to produce stress
- Undergo a 5-Step Assessment
- Identify strategies for managing stress at work.

## Who Should Attend?

This course is suitable for leaders of organisations at all levels, staffs of public corporations and private sector businesses, and anyone interested in managing stress in order to enhance productivity.

Through this training, I have acquired the ability to manage my time effectively and meet expectations. In an organisational setting, teamwork enhances our potential to achieve superior outcomes.

- Attahiru Ismail NECO

# Parliamentary Administration

- Parliamentary Administration
- Parliamentary Procedure and Rules
- Legislative Drafting
- Parliamentary Meeting Management
- Parliamentary Governance and Oversight
- Committee Management
- Legislative Research and Analysis
- Parliamentary Ethics and Conduct
- Parliamentary Communication and Public Relations
- Parliamentary Law and Legal Issues
- Parliamentary Reporting and Documentation
- Crisis Management in Parliamentary Settings
- Interparliamentary Relations
- Information Technology in Parliamentary Processes
- International Comparative Parliamentary Studies



## Parliamentary Administration

Duration 3 or 5 Days

### Course Overview

Gain a deep understanding of parliamentary administration with our comprehensive course. Explore the essential functions and responsibilities of parliamentary staff, including procedural support, legislative drafting, committee management, and constituent services. Dive into the intricacies of parliamentary governance, including the relationship between executive and legislative branches. With expert instruction and practical insights, this course is designed for parliamentary staff, government officials, and individuals interested in the inner workings of democratic institutions. Enroll now and master the art of parliamentary administration to contribute effectively to the democratic process.

### Course Outcome

At the end, participants will have acquired knowledge and awareness in the following key areas:

- Gain a comprehensive understanding of the functions and responsibilities of parliamentary administration, enabling effective support to parliamentary processes and operations.
- Develop practical skills in legislative drafting, committee management, and procedural support, enhancing efficiency and effectiveness in parliamentary work.
- Acquire knowledge of the relationship between executive and legislative branches, facilitating a deeper understanding of democratic governance.

### Who Should Attend?

Parliamentary staff seeking to enhance their knowledge and skills in parliamentary administration, government officials involved in legislative processes and interested in understanding the workings of parliamentary administration, Individuals aspiring to work in parliamentary administrations or democratic institutions.

## Parliamentary Procedure and Rules

Duration 3 or 5 Days

### Course Overview

Explore the fundamental principles and techniques of effective parliamentary practice, including meeting management, agenda setting, debate, voting, and decision-making processes. Enhance your understanding of the rules of order, proper decorum, and strategic maneuvering within parliamentary settings. Whether you are a government official, aspiring politician, or engaged citizen, this course equips you with the skills and knowledge to actively participate in legislative processes and make meaningful contributions to democratic governance. Enroll now and master parliamentary procedure and rules like a seasoned parliamentarian!

### Course Outcome

On completion, participants will have acquired knowledge and awareness in the following key areas:

- Understanding the principles and history of parliamentary procedure.
- Mastery of commonly used parliamentary motions and procedures.
- Ability to effectively chair meetings and maintain order.
- Knowledge of how to draft and amend motions.
- Skills in debate and persuasion within a parliamentary setting.
- Familiarity with the roles and responsibilities of different participants in parliamentary meetings.

### Who Should Attend?

This training is designed for members of parliament, parliamentary staff, government officials, and individuals involved in legislative processes seeking to enhance their understanding of parliamentary procedure and rules.

## Legislative Drafting

Duration 3 or 5 Days

### Course Overview

Participants Embarking on this journey through the intricate world of Legislative Drafting in this comprehensive course, will delve into the art and science of crafting clear, concise, and legally sound legislation. Learn the essential principles, techniques, and conventions used by legislative drafters worldwide. They will also, gain practical skills in drafting various legal instruments, from bills to regulations, while mastering the nuances of legal language, structure, and formatting. Whether you're a legal professional, policymaker, or aspiring drafter, this course will equip you with the expertise needed to navigate the complexities of legislative drafting with confidence and precision.

### Course Outcome

The course on legislative drafting equips participants with the skills and knowledge necessary to effectively draft legislation. Key outcomes include;

- Understanding the principles and techniques of legislative drafting, mastering the structure and language of legislative texts, and developing the ability to interpret and apply legal provisions.
- Participants learn how to draft clear, precise, and enforceable laws that meet the needs of stakeholders and withstand legal scrutiny.
- Participants will be proficient in drafting various types of legislation and have a comprehensive understanding of the legislative drafting process.

### Who Should Attend?

The course on Legislative Drafting is particularly suited for, Lawyers and legal professionals involved in drafting legislation, Legislative staff members and government officials responsible for drafting bills and regulations, Policy analysts and advisors who need to understand the intricacies of legislative language, Law students or individuals pursuing a career in public policy or government affairs, Advocates and lobbyists who work closely with legislative language and wish to understand the drafting process better, Academics and researchers interested in the legislative process and legal drafting techniques.

## Parliamentary Meeting Management

Duration 3 or 5 Days

### Course Overview

Take charge of parliamentary meetings with our comprehensive course on Parliamentary Meeting Management. Learn the essential skills and techniques to effectively plan, organise, and facilitate parliamentary meetings. Dive into the intricacies of agenda setting, meeting protocols, managing debates, and fostering constructive dialogue. Develop the ability to navigate challenging situations and ensure productive outcomes. Whether you are a parliamentary staffer, government official, or aspiring leader, this course equips you with the knowledge and confidence to lead successful parliamentary meetings. Enroll now and master the art

### Course Outcome

The course on parliamentary meeting management aims to equip participants with the knowledge and skills necessary to effectively plan, organize, and conduct parliamentary meetings. The outcomes may include:

- Understanding parliamentary procedures and rules of order.
- Developing strategies for agenda setting and meeting scheduling.
- Learning techniques for managing debates and discussions.
- Mastering the art of parliamentary etiquette and decorum.
- Gaining proficiency in drafting meeting minutes and resolutions.

### Who Should Attend?

The course on parliamentary meeting management is typically designed for individuals involved in parliamentary procedures, such as legislators, parliamentary staff, government officials, and individuals working in political organisations or advocacy groups. It may also be beneficial for professionals in fields related to public administration, policy analysis, or anyone interested in understanding parliamentary processes.

## Parliamentary Goverance And Oversight

Duration 3 or 5 Days

### Course Overview

The training will Investigate the intricacies of Parliamentary Governance, and members' will gain a deep understanding of their roles, responsibilities, and the powers of parliamentary bodies in overseeing governmental activities. They will Explore mechanisms for holding executives accountable, conducting inquiries, and scrutinizing public policies. Learn how parliamentary committees function, conduct hearings, and produce reports. Whether you're a parliamentarian, government official, or interested citizen, this course will equip you with the knowledge and tools needed to strengthen democratic governance and uphold transparency and accountability in the legislative process.

### Course Outcome

On completion, participants will have acquired knowledge and awareness in:

- Understanding the roles and responsibilities of parliaments in governance.
- Learning about the principles and practices of parliamentary oversight.
- Gaining insights into the mechanisms for holding governments accountable.
- Acquiring knowledge of the legislative process and its significance in governance.
- Developing skills for effective parliamentary scrutiny and monitoring of government actions.
- Enhancing the ability to engage in constructive dialogue and debate within parliamentary settings.

### Who Should Attend?

The course on parliamentary governance and oversight is typically beneficial for parliamentarians, government officials, civil servants, researchers, journalists, and anyone interested in understanding how parliaments function and oversee governmental activities.



## Committee Management

Duration 3 or 5 Days

### Course Overview

Master the art of Committee Management, Exploring the fundamentals of committee structures, functions, and the dynamics within an organisations. It will discuss proven strategies for effective committee leadership, agenda setting, and decision-making processes. providing techniques for promoting collaboration, managing conflicts, and maximizing productivity. Participants will advance practical skills in conducting meetings, facilitating discussions, and producing actionable outcomes. Whether you're a committee chair, member, or aspiring leader, this course will provide you with the knowledge needed to navigate the complexities of committee management with confidence and efficiency.

### Course Outcome

After completing the training, participants will have developed insights in the following aspects.

- Understanding the principles of effective committee structures and functions.
- Learning strategies for facilitating productive meetings and decision-making processes.
- Developing skills in conflict resolution and consensus-building within committees.
- Acquiring tools for effective communication and collaboration among committee members.
- Gaining insights into roles and responsibilities of committee members and leaders.

### Who Should Attend?

The course on committee management would be helpful for individuals involved in organisational leadership, project management, team coordination, or those responsible for overseeing or participating in committees within their organisation.

## Legislative Research And Analysis

Duration 3 or 5 Days

### Course Overview

This all-inclusive course embarks participants on a journey of Legislative Research and Analysis. Exploring the methodologies, tools, and resources essential for conducting thorough research and analysis of legislative matters. Participants will learn to decipher complex legislative texts, track legislative history, and identify relevant case law and precedents and the techniques for assessing the impact of proposed legislation, evaluating policy options, and drafting legislative reports. Enabling them to get practical skills in data collection, statistical analysis, and qualitative research methods. Whether you're a legislative staffer, policymaker, or legal professional.

### Course Outcome

On completion, participants will have acquired knowledge and awareness in the following key areas:

- Participants will gain a comprehensive understanding of how legislation is drafted, amended, debated, and enacted within legislative bodies.
- Students will develop effective research skills, including locating and analyzing legislative documents, statutes, regulations, and related materials.
- Participants will learn techniques for interpreting legal language, understanding legislative intent, and applying statutory and case law to legislative analysis.

### Who Should Attend?

The course on legislative research and analysis is typically beneficial for individuals working in fields such as law, public policy, government affairs, legislative advocacy, and political science. This includes lawyers, policymakers, legislative aides, researchers, lobbyists, and anyone else involved in the legislative process or interested in understanding it more deeply.

## Parliamentary Ethics And Conduct

Duration 3 or 5 Days

### Course Overview

The principles of Parliamentary Ethics and Conduct is an essential course in which Participants Expand their insights into ethical standards, codes of conduct, and integrity within parliamentary settings. They Learn how to navigate ethical dilemmas, uphold accountability, and maintain public trust. Develop strategies for promoting transparency, fairness, and professionalism in parliamentary proceedings.

### Course Outcome

The outcomes of a course on parliamentary ethics and conduct typically include:

- Participants will gain knowledge of the ethical principles that govern parliamentary conduct, including transparency, accountability, integrity, and respect for democratic values.
- Participants will learn about the rules and procedures that guide parliamentary behavior, including codes of conduct, conflict of interest regulations, and standards for debate and decision-making.
- Participants will develop skills in applying ethical standards to various parliamentary scenarios, such as decision-making processes, interactions with constituents, and handling of public resources.

### Who Should Attend?

The course on parliamentary ethics and conduct is essential for parliamentarians, legislative aides, government officials, parliamentary staff, journalists covering political affairs, and anyone involved or interested in the functioning of parliamentary institutions.

## Parliamentary Communication And Public Relations

Duration 3 or 5 Days

### Course Overview

Improving your skills in Parliamentary Communication and Public Relations with this dynamic course. Members will learn effective communication strategies to engage constituents, stakeholders, and the media. Exploring techniques for crafting compelling messages, managing public perception, and building positive relationships, obtaining deep insights into crisis communication and strategies for maintaining transparency and accountability in parliamentary settings.

### Course Outcome

Potential course outcomes for a parliamentary communications and public relations are:

- Understand the fundamentals of parliamentary procedures and their role in effective governance.
- Develop strategies for communicating parliamentary activities to the public, media, and stakeholders.
- Enhance skills in drafting press releases, speeches, and other communication materials tailored to parliamentary contexts.
- Learn techniques for managing media relations and handling press inquiries in a parliamentary setting.

### Who Should Attend?

The course on parliamentary communications and public relations is suitable for parliamentary staff, government spokespersons, communication officers, public relations professionals, and anyone involved in managing or communicating parliamentary affairs to the public.

## Parliamentary Law and Legal Issues

Duration 3 or 5 Days

### Course Overview

In this course, the complexities of Parliamentary Law and Legal Issues will be dealt with, enabling participants to explore the legal framework governing parliamentary proceedings, including constitutional principles and statutory provisions. They will navigate legal challenges, interpret legislative texts, and address procedural issues. Gain practical insights into parliamentary litigation, ethics, and the intersection of law and policymaking.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Have a solid understanding of parliamentary procedures and how they apply to their specific organisation or context.
- Be able to effectively navigate meetings, discussions, and decision-making processes using parliamentary rules and principles.
- Understand their legal rights, responsibilities, and liabilities within the context of parliamentary law.
- Be equipped to ensure compliance with relevant laws, regulations, and organisational bylaws.

### Who Should Attend?

A course on parliamentary law and legal issues would be beneficial for anyone involved in decision-making processes within organisation , such as executives, board members, committee chairs, administrators, and legal advisors. It's especially valuable for those in roles where understanding parliamentary procedures and legal ramifications is essential for effective governance and compliance.



## Parliamentary Reporting And Documentation

Duration 3 or 5 Days

### Course Overview

Master the art of parliamentary reporting and documentation with our comprehensive course. Learn the essential skills and techniques to accurately and effectively report on parliamentary proceedings, debates, and decisions. Explore the best practices for capturing and documenting key information, including committee meetings, legislative sessions, and voting records. Develop proficiency in drafting clear and concise parliamentary reports and minutes. Whether you are a parliamentary reporter, legislative assistant, or aspiring journalist, this course equips you with the tools and knowledge to produce accurate and impactful parliamentary documentation. .

### Course Outcome

We envisioned participants will have acquired knowledge and practical skills in the following key areas:

- Enhanced understanding of parliamentary procedures and protocols.
- Improved ability to accurately report on parliamentary debates, discussions, and legislative processes.
- Proficiency in researching and gathering information related to parliamentary activities.
- Skills in crafting clear, concise, and engaging reports on parliamentary proceedings.
- Ability to analyseand interpret complex legislative documents and decisions.

### Who Should Attend?

The course on parliamentary reporting and documentation is typically beneficial for journalists, parliamentary staff, researchers, and anyone involved or interested in covering or analyzing parliamentary proceedings and government activities.

## Crisis Management In Parliementary Settings

Duration 3 or 5 Days

### Course Overview

This course explores strategies for identifying, assessing, and mitigating crises that may arise from navigating crises effectively in parliamentary settings. With this vital course, Participants, will learn crisis communication techniques, stakeholder engagement, and decision-making under pressure, insights into crisis planning, coordination, and recovery efforts, ensuring parliamentary resilience and effective governance in times of uncertainty.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Participants will gain a comprehensive understanding of crisis dynamics within parliamentary environments, including the triggers, escalation factors, and impact on operations.
- Participants will be equipped with the knowledge and tools to conduct risk assessments, develop crisis management frameworks, and establish protocols tailored to parliamentary settings.

### Who Should Attend?

The course on Crisis Management in Parliamentary Settings is designed for parliamentary staff, government officials, policymakers, crisis response teams, and anyone involved in managing crises within parliamentary environments.

## Interparliamentary Relations

Duration 3 or 5 Days

### Course Overview

Attaining an understanding of diplomatic protocols, bilateral and multilateral agreements, and the role of parliamentary diplomacy, this insightful course explore the complexities of Antiparliamentary Relations. Participants will learn how to foster collaboration, build alliances, and advocate for mutual interests across national borders and develop skills in negotiation, communication, and conflict resolution to traverse international parliamentary interactions effectively.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas in:

- Understanding the role and importance of interparliamentary relations in modern diplomacy.
- Analyzing the structures, mechanisms, and processes involved in interparliamentary cooperation.
- Exploring the historical development and evolution of interparliamentary relations.
- Developing skills in networking, negotiation, and communication within interparliamentary forums.

### Who Should Attend?

The course on Interparliamentary Relations would be beneficial for parliamentarians, legislative staff, diplomats, government officials involved in international relations, and anyone interested in understanding and engaging in parliamentary diplomacy.

## Information Technology In Parliamentry Process

Duration 3 or 5 Days

### Course Overview

in this trailblazing course, participants, will consider Information Technology in Parliamentary Processes. Exploring the integration of technology into parliamentary operations, from electronic voting systems to digital documentation and communication platforms and they will learn how IT enhances efficiency, transparency, and accessibility in legislative processes. There by developing practical skills in utilizing parliamentary software and managing cybersecurity risks, ensuring modernization and effectiveness.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understand the role and significance of information technology in modern parliamentary operations.
- Analysethe integration of IT systems into various parliamentary procedures.
- Evaluate the benefits and challenges associated with the adoption of technology in legislative processes.
- Explore best practices for implementing and managing IT solutions within parliamentary settings.

### Who Should Attend?

The course on Information Technology in Parliamentary Processes would be beneficial for parliamentarians, legislative staff, government officials involved in parliamentary affairs, IT professionals working in legislative environments, and anyone interested in understanding how technology can enhance parliamentary processes.

## International Comparative Parliamentary Studies

Duration 3 or 5 Days

### Course Overview

Embark on a journey of International Comparative Parliamentary Studies in this enlightening course. Compare parliamentary systems, structures, and practices across diverse countries and regions. Analysethe impact of cultural, historical, and political contexts on parliamentary dynamics. Gain insights into global trends, innovations, and challenges in legislative governance. Explore case studies and engage in cross-cultural dialogue to deepen your understanding.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Analyse and compare the organisational structures of various parliamentary systems around the world.
- Evaluate the legislative processes and procedures employed in different parliamentary contexts.
- Understand the roles and functions of key parliamentary actors such as members of parliament, committees, and parliamentary staff.
- Examine the relationship between parliaments and other branches of government, including the executive and judiciary.

### Who Should Attend?

The course on International Comparative Parliamentary Studies would be beneficial for students, researchers, policymakers, and professionals interested in understanding the structures, processes, and dynamics of different parliamentary systems worldwide.





# Personnel Effectiveness & Productivity

- Personnel Effectiveness and Productivity in the Workplace
- Effective Proof-reading and Editing Techniques
- Effective Report Writing
- Geographic Information Systems (GIS)
- Self-Assessment for Professionals
- Task and Time Management
- Work Ethics & Professional Etiquettes
- Organisational Culture
- Strategic Thinking and Planning
- Kaizen Principles
- Design Thinking
- Change Management and Adaptability
- Networking and Relationship Building
- Decision Making and Problem Solving
- Negotiation
- Resilience Building
- Emotional Intelligence

## Personnel Effectiveness & Productivity in the Workplace

Duration 3 or 5 Days

### Course Overview

The course is designed to provide participants an opportunity to self-analyze, self-evaluate and reflect on their roles within the organisation. Participants will examine the strengths, weaknesses and work practices which influence personal and corporate productivity as well as the effectiveness of working in a group and the responsibilities that come with it.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Boost self-confidence and moral
- Get practical information for use in fulfilling the role of an effective staff
- Implement practices and procedures that increase personal and corporate productivity
- Examine the qualities, values and etiquettes that make up an ideal professional
- Acquire knowledge and skills required for effective communication in the workplace
- Apply the qualities of a values-based leader
- Become an effective team player with competences of communicating effectively in a team environment.

### Who Should Attend?

This course is suitable for leaders of organisations at all levels, business developers, government executive, and staff of private and public parastatals interested in improving personal or corporate productivity levels.

## Effective Proof-Reading and Editing Techniques

Duration 3 or 5 Days

### Course Overview

The final stage of any writing process is proofreading, which checks and identifies any grammar, spelling and punctuation errors and corrects them. Efficient editing and accurate proofreading ensure your writing achieves the desired communication impact while protecting your brand reputation.

This course is designed to equip you with knowledge and skills necessary to ensure that your writing is readable, persuasive and effective. It will also help you identify and prevent common authoring mistakes, improve your editing process and develop professional proofreading skills.

### Course Outcome

By the end of the training, participants would have acquired key applicable knowledge, specific skills and a deeper comprehension to:

- Understand the basics of editing and proofreading
- Understand the stages of editing and proofreading
- Outsmart grammar apps
- Have a checklist for personal editing and proofreading
- Ensure writings are powerful and error free

### Who Should Attend?

This course is suitable for people at all levels looking to become more confident at proofreading and copy-editing.

## Effective Report Writing

Duration 3 or 5 Days

### Course Overview

This course is designed to equip professionals with knowledge and skills required for professional report writing. This course is designed with practical guides for effective report writing for an internal and external audience. It shall examine report planning and preparation, reporting types, structure and templates as well as proof-reading and editing techniques respectively. In addition, report presentation and delivery using visual aids shall also be examined.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Understand the fundamentals of a professional report and how to prepare one.
- Understand the types of reports, how to plan, prepare, structure and write these reports.
- Understand and practice the use of visuals in report writing and presentation.
- Understand how to engage essential proof-reading and editing techniques

### Who Should Attend?

This course is suitable for leaders of organisations at all levels, business developers, government executives, and staff of private and public organisations as well as individuals interested in improving their report writing skills.

## Geographic Information Systems (GIS)

Duration 3 or 5 Days

### Course Overview

The Geographic Information System (GIS) is a computer-based tool for the storage, manipulation, and analysis of geographically referenced information. It is a system of hardware and software used for performing multiple functions related to geographic data. The Knowledge of GIS has become an increasingly sought after skill in industries from IT, Agriculture, Energy to Public Health. This course is designed to equip participants with knowledge and skills necessary for enhancing their use of Geographic Information Systems (GIS) tools to visualize real world features, explore spatial data and analyse maps to communicate information and make informed decisions.

### Course Outcome

By the end of the training, participants will have acquired key applicable knowledge, skills and a deeper comprehension to:

- Understand the concept of GIS and its relevance to their work
- Demonstrate competence in the use of GIS software.
- Effectively combine spatial information from multidisciplinary sources to identify and explain relationships
- Evaluate the strength and weaknesses of GIS for data handling, analysis and presentation
- Incorporate GIS techniques into their current work activities

### Who Should Attend?

The course is suitable for anyone/organisation involved in statistical data collection and analysis. It is also suitable to anyone who is new to GIS and wish to learn the basics of GIS

## Self-Assessment for Professionals

Duration 3 or 5 Days

### Course Overview

Professionals are made to undergo a number of assessments, which reveal details of their personalities and peculiarities. These assessment aid in identifying elements that can be improved or exploited to achieve certain predefined goals, which in turn improve his/her perspective about his capabilities and potential. Participants shall be able to examine their strengths, weaknesses and vulnerabilities and its influence on personal and corporate productivity levels.

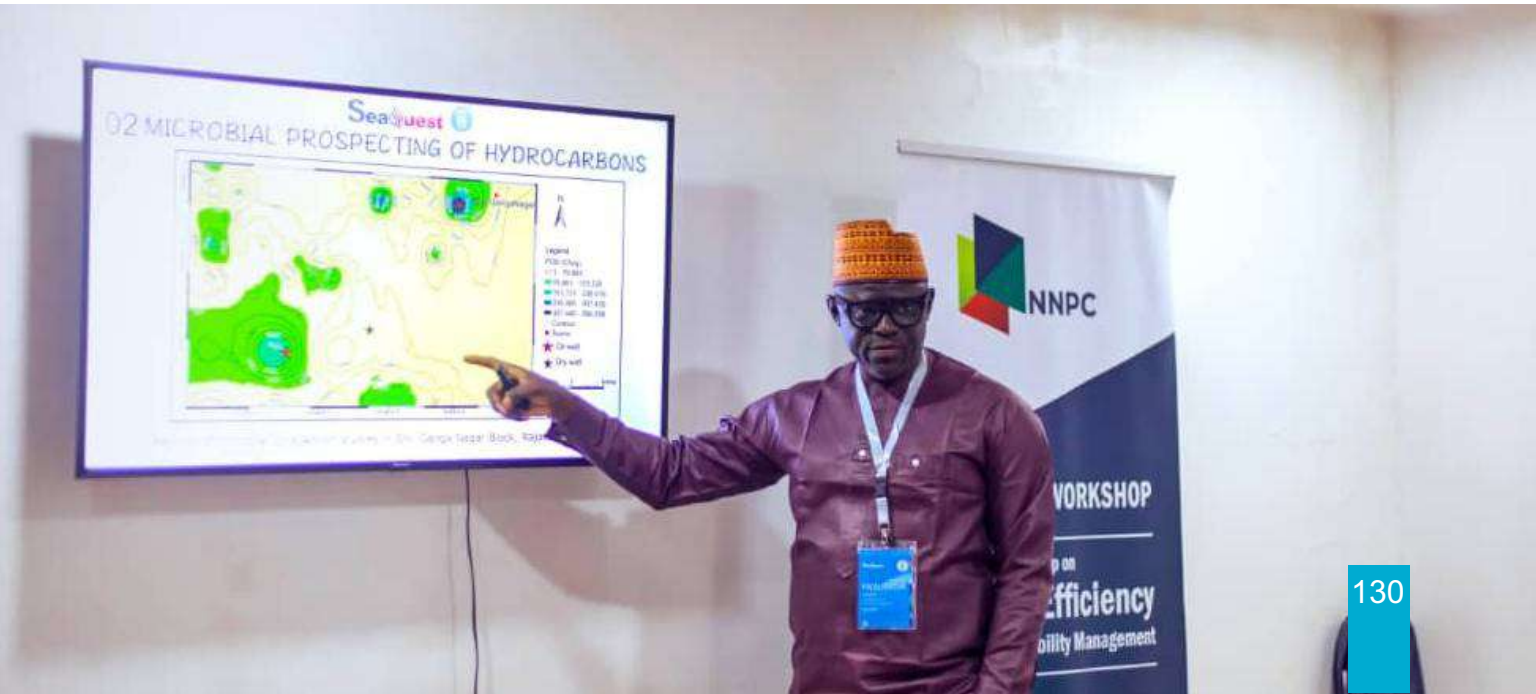
### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Understand the theory of self-concept and its importance to self-discovery
- Understand the concept of self-awareness and its importance to self-development
- Get practical information on how to self-assess and measure career progression
- Recognize the importance of self-awareness to career life
- Understand the key areas of self-awareness

### Who Should Attend?

This course is suitable for staff of public corporations and private sector businesses, and anyone interested in understanding themselves better.



## Task and Time Management

Duration 3 or 5 Days

### Course Overview

Personnel growth and productivity directly depends on how much time is spent on assigned tasks. Effective time management aids corporate productivity by ascertaining overall efficiency levels and focus on more productive ventures. This course is designed to equip professionals with knowledge and skills on effective task and time management. It examines the importance

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Understand the concepts of task and time and how they work together
- Understand the practice of effective task and time management.
- Understand the importance of effective time management, signs of poor time management

### Who Should Attend?

This course is suitable for leaders of organisations at all levels, staff of public corporations and private sector businesses, and anyone interested in managing tasks and time more effectively in the workplace.

## Work Ethics & Professional Etiquettes

Duration 3 or 5 Days

### Course Overview

This course is designed to equip professionals with knowledge and skills on the importance of manners suitable for the workplace. It examines corporate etiquette and behaviour expected of every professional. This includes, etiquettes of an employee, etiquettes between employees and etiquettes with clients and so on.

### Course Outcome

Upon completion of this capacity building training participants will be able to:

- Understand the fundamentals of work ethics and professional etiquettes
- Get practical information on how to behave and communicate like a professional
- Practice modern principles of workplace ethics
- Identify bad behaviour and measures to correct them
- Decide on what legacy to leave behind in the workplace
- Tolerate and manage difficult relationships in the workplace

### Who Should Attend?

This course is suitable for leaders of organisations at all levels, staff of public corporations and private sector businesses, and anyone interested in adopting professional etiquettes in the workplace.

## Organisational Culture

Duration 3 or 5 Days

### Course Overview

This course is strategically designed to provide participants with a deep understanding of the concept, impact, and management of organisational culture within workplace environments. Participants will explore the foundations of organisational culture, its influence on employee behavior, and strategies for cultivating a positive and effective organisational culture.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the concept and significance of organisational culture
- Assessing and analyzing existing organisa
- tional cultures
- Implementing strategies for shaping and evolving organisational culture
- Navigating challenges and fostering cultural alignment
- Cultivating a positive and inclusive workplace culture

### Who Should Attend?

This course is ideal for leaders, managers, HR professionals, and individuals interested in understanding and influencing the culture within an organisation.

## Strategic Thinking and Planning

Duration 3 or 5 Days

### Course Overview

Develop your strategic thinking and planning skills with our dynamic course. Explore frameworks and tools to analyse complex problems, identify opportunities, and make informed decisions. Learn how to formulate effective strategies, set clear objectives, and create actionable plans. Enhance your critical thinking, problem-solving, and decision-making abilities to drive organisational success. Ideal for professionals in leadership roles, entrepreneurs, and individuals looking to elevate their strategic capabilities. Enrol now and unlock your potential for strategic thinking and planning!

### Course Outcome

On completing the course, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the fundamentals of strategic thinking
- Conducting a strategic analysis of internal and external environments
- Developing and implementing strategic plans for organisational success
- Incorporating innovation and adaptability into strategic decision-making
- Evaluating and adjusting strategic plans based on performance and changes

### Who Should Attend?

Ideal for leaders, managers, strategic planners, and professionals across various industries who aim to strengthen their strategic thinking and planning skills.

## Kaizen Principles

Duration 3 or 5 Days

### Course Overview

Improve you're your organisational output with our Kaizen Principles course, where continuous improvement is the cornerstone of success. Discover the art of incremental change and lean management, empowering yourself to revolutionize processes and drive efficiency. Learn to foster a culture of constant enhancement, optimize workflows, and eliminate waste. Join us to master the principles that have propelled numerous organisations to unprecedented levels of productivity, quality, and sustainable growth.

### Course Outcome

Participants will have acquired knowledge and practical skills in the following key areas after the training:

- Understanding the philosophy and principles of Kaizen
- Implementing Kaizen methodologies for process improvement
- Creating a culture of continuous improvement within teams and organisations
- Applying Kaizen tools and techniques for problem-solving
- Sustaining and measuring the impact of Kaizen initiatives

### Who Should Attend?

Appropriate for individuals in leadership roles, managers, specialists in process improvement, and professionals who are keen on embracing Kaizen principles for ongoing enhancement.



## Design Thinking

Duration 3 or 5 Days

### Course Overview

With our engaging course on Design Thinking discover how to address problems and difficulties with a human-centered perspective. To discover unique solutions, improve your empathy, creativity, and critical thinking skills. Investigate the many steps of the Design Thinking process, which include problem definition, ideation, prototyping, and testing. Hands-on projects and collaboration provide opportunities to gain practical experience. Ideal for professionals from a variety of sectors, entrepreneurs, and those looking to drive positive change.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles and stages of the design thinking process
- Applying empathy and user-centered approaches to problem-solving
- Ideating and prototyping creative solutions to complex challenges
- Collaborative decision-making and iteration in design thinking
- Integrating design thinking into various professional contexts

### Who Should Attend?

This course is ideal for professionals, designers, entrepreneurs, and individuals across various industries who want to adopt a design thinking mindset for creative problem-solving.

## Change Management and Adaptability

Duration 3 or 5 Days

### Course Overview

Our comprehensive course will teach you how to manage change and adapt to new situations. Investigate successful ways for managing organisational change, such as planning, communication, and stakeholder participation. Develop resilience and flexibility in order to respond to changing conditions and embrace innovation. Learn how to overcome resistance and foster a positive change culture. Ideal for leaders, managers, and professionals who want to create successful organisational transitions. Enroll now to become a change agent who thrives in dynamic circumstances and guides teaAms through times of transformation.

### Course Outcome

On completing the our course on change management participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles and models of change management
- Leading and facilitating change initiatives within organisations
- Building resilience and fostering adaptability in teams
- Communicating effectively during periods of change
- Overcoming resistance and challenges in the change process

### Who Should Attend?

Ideal for leaders, managers, change agents, HR professionals, and individuals at various organisational levels who aim to enhance their change management and adaptability skills.

## Networking and Relationship Building

Duration 3 or 5 Days

### Course Overview

This course is meticulously designed to provide participants with the essential skills and strategies to cultivate meaningful professional connections. Participants will explore networking principles, effective communication techniques, and relationship-building strategies to enhance their professional network

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles and benefits of networking
- Developing effective communication and interpersonal skills
- Building and maintaining professional relationships
- Leveraging networking for career growth and opportunities
- Navigating networking events and online platforms with confidence

### Who Should Attend?

This course is ideal for professionals, entrepreneurs, business owners, and individuals at all career stages who aim to enhance their networking and relationship-building skills.

## Decision Making and Problem Solving

Duration 3 or 5 Days

### Course Overview

This course is strategically designed to equip participants with the skills and methodologies needed to make effective decisions and solve complex problems. Participants will explore decision-making models, problem-solving techniques, and critical thinking strategies to enhance their ability to navigate challenges in both personal and professional contexts.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding decision-making models and frameworks
- Applying critical thinking and analysis to complex problems
- Developing effective problem-solving strategies
- Enhancing decision-making under uncertainty
- Implementing decisions and evaluating outcomes

### Who Should Attend?

This course is ideal for leaders, managers, project managers, and individuals at various organisational levels who aim to enhance their decision-making and problem-solving skills.

## Negotiation

Duration 3 or 5 Days

### Course Overview

This course is meticulously designed to provide participants with the essential skills and strategies to navigate and excel in negotiation scenarios. Participants will explore negotiation principles, effective communication techniques, and strategies for creating mutually beneficial agreements. This course is essential for professionals, business leaders, and individuals seeking to enhance their negotiation skills and achieve successful outcomes in a variety of contexts.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles and dynamics of negotiation
- Developing effective communication and listening skills in negotiations
- Creating and maximizing value in negotiation scenarios
- Managing conflicts and overcoming challenges in negotiations
- Building and maintaining long-term relationships through negotiation

### Who Should Attend?

This course is ideal for professionals, business leaders, sales representatives, and individuals at all career stages who aim to enhance their negotiation skills.



## Resilience Building

Duration 3 or 5 Days

### Course Overview

This course is thoughtfully designed to guide participants on a transformative journey toward enhancing their personal and professional resilience. Participants will explore strategies and practical tools to build resilience, navigate challenges, and thrive in the face of adversity. This course is essential for individuals seeking to develop the mindset and skills needed to bounce back from setbacks, adapt to change, and maintain well-being.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the concept of resilience and its importance
- Developing resilience-building strategies for personal and professional challenges
- Navigating stress and adversity with a positive mindset
- Enhancing emotional intelligence and self-regulation
- Cultivating a resilient organisational culture

### Who Should Attend?

This course is suitable for individuals at all stages of their personal and professional journeys who are committed to enhancing their resilience.

## Emotional Intelligence

Duration 3 or 5 Days

### Course Overview

This course is strategically designed to provide participants with a deep understanding of emotional intelligence (EI) and its significance in personal and professional success. Participants will explore EI principles, develop self-awareness, and enhance interpersonal skills to navigate social complexities effectively.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles and components of emotional intelligence
- Developing self-awareness and self-regulation
- Enhancing interpersonal skills and empathy
- Managing emotions in oneself and others
- Applying emotional intelligence in leadership and professional contexts

### Who Should Attend?

This course is ideal for individuals, leaders, managers, and professionals across various industries who aim to enhance their emotional intelligence. It caters to those working in roles such as Leadership, Human Resources, Team Management, and anyone seeking to build strong interpersonal skills.





# Project Management

- Project Management Fundamentals
- Project Planning and Scheduling
- Project Budgeting and Cost Control
- Quality Management in Projects
- Project Communication Strategies
- Project Scope and Change Management
- Earned Value Management (EVM)
- Procurement and Contract Management
- Project Management Tools and Software
- Grievance Redress Mechanisms (GRM)
- Impact Measurement, Monitoring and Evaluation of Programmes
- Project Finance
- Project Planning and Scheduling
- Resource Mobilization

## Project Management Fundamentals

Duration 3 or 5 Days

### Course Overview

Acquire essential knowledge and skills in project. The fundamentals of Project Management course provide an introduction to the key principles and practices of managing projects. Topics include project initiation, planning, execution, monitoring, and closure. Participants will learn essential skills such as scope management, scheduling, budgeting, risk assessment, and stakeholder communication, enabling them to effectively lead and contribute to successful project outcomes in various organisational contexts.

### Course Outcome

At the end of the course we anticipate that participants will have acquired knowledge and practical skills in the following key areas:

- Gain a solid understanding of project management principles.
- Learn effective communication and stakeholder management.
- Develop skills in project planning and execution.
- Improve team coordination and collaboration.
- Enhance problem-solving abilities to overcome project challenges.

### Who Should Attend?

The course was conceptualised with these participants in mind, beginners or professionals seeking to enhance their project management knowledge and skills.

## Project Planning and Scheduling

Duration 3 or 5 Days

### Course Overview

Develop expertise in project planning and scheduling techniques, including creating work breakdown structures, estimating task durations, and developing realistic project timelines to ensure efficient resource allocation and timely project completion. A Project Planning and Scheduling course is designed to provide participants with a comprehensive understanding of the best practices for effective project management. It also focuses ensuring that the project goals are met within the defined timelines and budget, ultimately resulting in successful project delivery.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Create comprehensive project plans and schedules.
- Optimize resource allocation for efficient project execution.
- Ensure timely completion of project milestones.
- Identify and mitigate potential project risks.
- Improve project forecasting and decision-making capabilities.

### Who Should Attend?

Designed for project managers, planners, and schedulers aiming to improve their project planning and scheduling capabilities.

## Project Budgeting and Cost Control

Duration 3 or 5 Days

### Course Overview

Master the art of project budgeting and cost control, learning how to develop accurate project budgets, monitor expenses, and implement strategies to minimize cost overruns while maintaining project quality and meeting stakeholder expectations. The Project Budgeting and Cost Control course equips participants with the knowledge and skills to effectively manage project finances, develop accurate budgets, and implement cost control measures.

### Course Outcome

After completing this course participants will have acquired knowledge and practical skills in the following key areas:

- Develop accurate project budgets.
- Implement effective cost control measures.
- Minimize project cost overruns.
- Optimize resource utilization to maximize ROI.
- Enhance financial management skills in project environments.

### Who Should Attend?

Recommended for project managers, finance professionals, and team members responsible for managing project budgets and controlling costs.

## Quality Management in Projects

Duration 3 or 5 Days

### Course Overview

Explore quality management principles and practices, focusing on implementing quality assurance measures, conducting thorough quality inspections, and continuously improving project processes to deliver high-quality outcomes that satisfy project requirements and customer expectations.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Establish robust quality assurance processes.
- Conduct thorough quality inspections and audits.
- Ensure compliance with industry standards and regulations.
- Improve project outcomes and customer satisfaction.
- Foster a culture of continuous improvement and excellence.

### Who Should Attend?

Targeted at project managers, quality assurance professionals, and team members committed to delivering high-quality project outcomes and meeting stakeholder expectations.

## Project Communication Strategies

Duration 3 or 5 Days

### Course Overview

The Project Communication Strategies course provides participants with strategies and techniques to effectively communicate and collaborate with stakeholders, ensuring successful project execution. This course delves into effective communication methods crucial for project success. Through case studies and interactive sessions, students learn to tailor messages to stakeholders, manage conflicts, and utilize various communication channels.

### Course Outcome

We envision that at the end of the training, participant will gain the following;

- Develop effective project communication plans to ensure clear and efficient communication with stakeholders.
- Implement strategies for managing project risks and issues, improving project success rates.
- Create accurate project budgets and effectively control costs to ensure financial success.
- Utilize project scheduling tools and techniques to optimize project timelines and meet project deadlines.

### Who Should Attend?

We design the programme specifically for project managers, team leaders, and communication professionals seeking to enhance their ability to effectively convey project information and foster collaboration.



## Project Scope and Change Management

Duration 3 or 5 Days

### Course Overview

Our course on Project Scope and Change Management Explore techniques for defining, controlling, and managing project scope. Emphasis is placed on anticipating and handling change effectively to minimize disruptions and ensure project alignment with objectives.

### Course Outcome

Upon completing the Project Scope and Change Management course, participants will be able to achieve the following outcomes:

- Effectively define and manage project scope, ensuring clear understanding and alignment with stakeholder requirements.
- Implement change management strategies to efficiently handle and control project changes, minimizing disruptions.
- Identify and address scope creep to prevent project delays and cost overruns.
- Enhance project success by effectively managing and controlling project changes.
- Adopt techniques to effectively communicate and manage stakeholders throughout project scope and change processes.

### Who Should Attend?

Recommended for project managers, business analysts, and stakeholders involved in project planning, execution, and adaptation to change.

## Earned Value Management (EVM)

Duration 3 or 5 Days

### Course Overview

Gain a comprehensive understanding of EVM principles and techniques. Students learn to measure project performance, forecast outcomes, and make informed decisions using earned value analysis tools and methodologies. Practical exercises reinforce learning outcomes and application in real-world scenarios.

### Course Outcome

After completing the Earned Value Management (EVM) course, participants will be able to achieve the following outcomes:

- Implement EVM techniques to measure project performance and progress accurately.
- Use EVM data to forecast project completion dates and budgets.
- Identify and manage project variances and risks effectively.
- Make informed decisions and take corrective actions to ensure project success.
- Communicate project performance status clearly to stakeholders using EVM metrics.

### Who Should Attend?

Designed for project managers, financial analysts, and anyone responsible for tracking project costs and performance to ensure project success and maximize ROI.

## Procurement and Contract Management

Duration 3 or 5 Days

### Course Overview

This course delves into the intricacies of sourcing goods and services, negotiation strategies, and contract administration. Explore legal frameworks, risk mitigation, and vendor relationship management to optimize procurement processes and ensure project success.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Enhanced negotiation skills
- Streamlined procurement processes
- Effective contract administration
- Improved vendor relationship management
- Reduced risks and costs in procurement activities

### Who Should Attend?

Ideal for professionals involved in purchasing, supply chain management, contract administration, and project management seeking to enhance their skills in procurement processes and contract negotiation.

## Project Management Tools and Software

Duration 3 or 5 Days

### Course Overview

The Project Management Tools and Software allow gain proficiency in industry-leading project management tools and software. From scheduling and resource allocation to budget tracking and collaboration, learn to leverage technology to streamline project workflows, improve communication, and achieve project objectives efficiently.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Efficient project planning and scheduling
- Enhanced resource allocation and management
- Improved team collaboration and communication
- Better tracking and monitoring of project progress
- Increased project success rates and client satisfaction
- Collaborative analysis of challenges and formulation of effective strategies.

### Who Should Attend?

Recommended for project managers, team leaders, and professionals seeking to optimize project planning, execution, and monitoring using advanced project management tools and software solutions.

## Grievance Redress Mechanisms (GRM)

Duration 3 or 5 Days

### Course Overview

This course is an introduction to the concept of Grievance Redress Mechanisms (GRM). It aids the understanding of what GRM is and its role in project implementation. Participants will learn how to manage issues and complaints that arise from project activities in a manner that is fair and effective

### Course Outcome

After completing the course, participants would have acquired immense knowledge and developed applicable skills in the following areas:

- An understanding to GRM and its purpose in project planning and implementation.
- GRM principles and design process.
- Components of GRM and their implementation.
- Evaluating, assessing and strengthening GRM.

### Who Should Attend?

The course is suitable for Programme Directors or Executives, Project Managers and Field Personnel responsible for project supervision and performance.



## Impact Measurement, Monitoring and Evaluation of Programmes

Duration 3 or 5 Days

### Course Overview

Organisational projects or programmes must show impact to ensure that the programs and services are effectively making a difference. Unfortunately, the capacity to assess impact on an on-going basis and make the results of such assessment a part of the continuous process of planning and implementing programmes is still weak in many developing countries. This course is designed to provide skills needed for measuring, monitoring and evaluating programmes using a logical framework, which encourages the discipline of clear and specific thinking throughout the proposal development process.

### Course Outcome

Upon completion of this programme, delegates would have acquired immense knowledge and developed applicable skills in the following areas:

- Advanced monitoring and evaluation concepts and practices
- Improved logical framework for programme design
- Selecting process, outcome, and impact indicators
- Impact evaluation designs
- Collecting data using Qualitative and Quantitative Methods and data analysis
- Utilization and feedback of M&E results
- Establish a monitoring and evaluation system.

### Who Should Attend?

The course targets Monitoring and Evaluation Professionals who wish to improve and use monitoring and evaluation skills to achieve their program goals such as, Programme Managers, officers in charge of Monitoring and Evaluation, and staff of Government departments and NGOs who wish to improve their reporting systems and promote impact assessment.

## Project Finance

Duration 3 or 5 Days

### Course Overview

This course will help participants understand the key role of financial mobilisation and management in the achievement of project objectives. They will acquire knowledge in core financial principles and skills in making projections and managing finances.

### Course Outcome

Upon completion of this course, participants would have acquired immense knowledge and developed applicable skills to:

- Understand sources of finance for projects
- Understand typical project finance demands
- Plan, develop, implement and control budgets
- Understand components of financial statements as predictors of performance
- Learn financial reporting processes and tools
- Implement cash management practices

### Who Should Attend?

The course is suitable for mid-level managers and staff involved in routine financial and accounting operations, and heads of non-financial departments whose roles involve financial decision-making.

## Project Planning and Scheduling

Duration 3 or 5 Days

### Course Overview

Master the art of project planning and scheduling with our comprehensive course. Gain the skills to effectively plan, organize, and execute projects of any size and complexity. Learn the techniques for creating realistic project timelines, setting milestones, and assigning resources. Explore project management software and tools to streamline the planning and scheduling process. Ideal for project managers, team leaders, and professionals looking to enhance their project management capabilities. Enrol now and become a skilled planner and scheduler, ensuring successful project outcomes every time.

### Course Outcome

After completing this course, participants would have acquired immense knowledge and developed applicable skills in the following areas:

- Advanced monitoring and evaluation concepts and practices
- Improved logical framework for programme design
- Selecting process, outcome, and impact indicators
- Impact evaluation designs
- Collecting data using Qualitative and Quantitative Methods and data analysis
- Utilization and feedback of M&E results
- Establish a monitoring and evaluation system.

### Who Should Attend?

The course is suitable for team Leads and Managers responsible for project supervision and performance.

## Resource Mobilization

Duration 3 or 5 Days

### Course Overview

Advocacy has become a requisite tool for programmed managers and service providers throughout the world. As competition for scarce resources increases, advocacy skills become important tools in influencing the decision-making process regarding resource allocation. This course provides hands-on experience in designing, developing and setting indicators for monitoring and evaluating an advocacy campaign and strategy aimed at influencing policy change.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Identify problems, policy issues and solutions
- Set advocacy goals and objectives
- Identify and research audiences
- Develop and deliver advocacy messages
- Use data to advocate for policy developments and planning
- Practice formal and informal decision-making processes
- Build alliances, networks and coalitions
- Monitor and evaluate advocacy efforts

### Who Should Attend?

This course targets programmed managers and staff of government departments and NGOs who wish to influence policies in their agencies and/or communities, professionals in institutions, associations and networks involved in advocacy, researchers interested in promoting the utilization of their findings, trainers and lecturers who work with advocates.

> The lecturer are very interesting and very engaging, the training sessions are well structured and thought and the quality of material are exceptional
>
> - Isong Assiak Ekpenyong NNPC



# Protocol and Diplomacy

- Contemporary Diplomatic Communication
- Prioritising and Managing Guest
- Cultural Intelligence
- Planning and Executing Diplomatic Events
- Procedures and Diplomatic Etiquette for Protocol Officers
- Best Practices for Protocol Officers
- Mastering Diplomatic Protocol
- Digital Diplomacy
- Cross-Cultural Communication
- Diplomatic Negotiation Skills
- Protocol and Ceremonial Events Planning
- Multilateral Diplomacy
- Diplomatic Communication Strategies
- Crisis Management in Diplomacy
- United Nations System and Diplomacy
- Public Diplomacy and Image Building
- Consular Affairs and Services
- Airport Protocol for the Presidential Wing
- Airport Protocol and Passenger Support Services
- Protocol and Corporate Social Responsibility
- Airport Protocol for VIPs
- Diplomatic Protocol and Communication in International Relations
- Airport Protocol Essentials
- Travel Planning and Logistics
- Order of Precedence
- Change Management for Protocol

## Contemporary Diplomatic Communication

Duration 3 or 5 Days

### Course Overview

The course Contemporary Diplomatic Communication is designed to provide participants with an in-depth comprehension of the fundamental principles, practical strategies, and emerging challenges in diplomatic communication within the modern era. By exploring the evolving international landscape, the course highlights the dynamic nature of international relations and emphasizes the criticality of effective communication in diplomacy. Participants will gain insights into various aspects, such as cross-cultural communication, persuasive negotiation techniques, ethical considerations, and the utilization of diverse communication tools and platforms.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Participants will gain an understanding of the basics of diplomatic communication, including its principles, modes, and etiquette.
- Participants will develop effective communication skills, including the ability to listen actively, ask relevant questions, and express ideas clearly and concisely.
- Participants will gain an understanding of cultural differences in communication styles and the importance of adapting their communication to different cultural contexts.

### Who Should Attend?

This program is designed for Government Protocol Officers, Civil Servants, NGO staff, Public Relations Officers, Members of the Diplomatic Core, Meeting and event planners and those who wish to refresh or expand their knowledge on procedures of diplomatic etiquette and protocol

## Prioritising and Managing Guest

Duration 3 or 5 Days

### Course Overview

The specialized course on prioritising and managing guest relations is meticulously tailored to meet the unique needs of protocol officers. Recognizing the critical role protocol officers play in hosting and managing official visits, diplomatic events, and high-profile guests, this course aims to equip them with the necessary skills and knowledge. By participating in this course, protocol officers will gain a comprehensive understanding of the intricacies involved in guest relations. The course serves as a valuable resource for protocol officers seeking to enhance their abilities and effectively fulfill their responsibilities in facilitating successful diplomatic engagements.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Participants will develop a comprehensive understanding of protocol standards, procedures, and etiquette specific to hosting and managing official guests.
- Participants will become familiar with diplomatic courtesies, seating arrangements, precedence, and cultural considerations.
- Participants will enhance their communication abilities, including active listening, diplomacy, clear and concise language, and non-verbal communication.

### Who Should Attend?

This program is designed for Government Protocol Officers, Civil Servants, NGO staff, Public Relations Officers, Members of the Diplomatic Core, Meeting and event planners and those who wish to refresh or expand their knowledge on procedures of diplomatic etiquette and protocol

## Cultural Intelligence

Duration 3 or 5 Days

### Course Overview

The Cultural Intelligence course is designed to enhance participants' understanding and proficiency in navigating cultural diversity and effectively engaging with individuals from different cultural backgrounds. Cultural intelligence, also known as CQ, is a set of skills and knowledge that enable individuals to adapt and thrive in multicultural environments. Throughout the course, participants will explore various dimensions of culture, including but not limited to nationality, ethnicity, language, religion, and social norms. They will develop a deep understanding of the impact of culture on communication styles, behaviours, and attitudes.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Participants will develop a better understanding of their own cultural values, biases, and assumptions, enabling them to navigate cultural differences more effectively.
- Participants will gain a deeper appreciation for diverse cultures, cultivating empathy and respect for individuals from different backgrounds.

### Who Should Attend?

Professionals working in multicultural and global environments: This includes individuals in multinational corporations, NGOs, government agencies, international development organisations, and industries with a diverse workforce.

## Planning and Executing Diplomatic Events

Duration 3 or 5 Days

### Course Overview

The course "Planning and Executing Diplomatic Events" provides a comprehensive understanding of the skills and knowledge required to organize and manage diplomatic events. It caters to individuals interested in careers related to diplomacy, international relations, or event management. The course covers the significance of diplomatic events in fostering dialogue and cooperation between nations. It focuses on event planning, logistics, protocol, guest list management, program development, public relations, crisis management, cultural sensitivity, and post-event activities.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Participants will gain a deep understanding of the significance and importance of diplomatic events in the context of international relations.
- Participants will acquire the essential skills and knowledge to plan, organize, and manage diplomatic events effectively
- Participants will develop a thorough understanding of diplomatic protocol and etiquette.

### Who Should Attend?

The course is designed for organisations, protocol staff, and individual who are interested in pursuing careers or roles in diplomacy, international relations, event management, public relations, or any related field where the organisation and management of diplomatic events are crucial.

## Procedures and Diplomatic Etiquette for Protocol Officers

Duration 3 or 5 Days

### Course Overview

Ensuring that official and informal occasions, visits, meetings, and functions are planned and executed in accordance with formal social and cultural rules and customs is the goal of diplomatic protocol etiquette. If you don't, your organisation may incur losses, and you run the risk of offending your clientele. In general, protocol officers' conduct research on the traditions and customs of government and diplomatic guests, educate staff on proper conduct, organise visits, ceremonies, and special events, make invitations and seating arrangements, and more. They also recognise security threats and make safety plans. Through this course, organisation s can create an atmosphere of excellence; an efficient and effective team of protocol staff as well as create a positive image for themselves.

### Course Outcome

Participants will acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programme:

- Acquainted with knowledge of the history and application of protocol and diplomacy
- Create a more effective service of excellence for diplomatic manners and protocol.
- Ability to approach difficult and novel situations with confidence, especially when dealing with high-ranking officials.
- Acquaintance with the various protocol etiquette and essential etiquette
- Ability to harness the knowledge and experience of colleagues
- Empowered practical information on event planning and management

### Who Should Attend?

This program is designed for Government Protocol Officers, Civil Servants, NGO staff, Public Relations Officers, Members of the Diplomatic Core, Meeting and event planners and those who wish to refresh or expand their knowledge on procedures of diplomatic etiquette and protocol.



## Best Practices for Protocol Officers

Duration 3 or 5 Days

### Course Overview

This course is designed to provide protocol officers with essential skills and knowledge to excel in their roles. Participants will explore the best practices in diplomatic and corporate protocol, honing their abilities to manage events, handle official visits, and facilitate effective communication. This course is crucial for protocol officers seeking to enhance their professionalism and contribute to the smooth execution of high-profile events and engagements.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles of diplomatic and corporate protocol
- Planning and executing official events with precision
- Managing official visits and diplomatic engagements
- Effective communication and interpersonal skills
- Crisis management and problem-solving in protocol situations

### Who Should Attend?

Ideal for protocol officers, event managers, and individuals responsible for managing official ceremonies and diplomatic functions. It caters to those working in roles such as Protocol Coordination, Event Planning, International Relations, and Public Affairs.

## Mastering Diplomatic Protocol

Duration 3 or 5 Days

### Course Overview

Unlock the secrets to effective international diplomacy with the Mastering Diplomatic Protocol course. Equip yourself with the skills needed to navigate complex diplomatic settings, master etiquette, and build strong relationships across cultural boundaries. From protocol fundamentals to sophisticated negotiation techniques, this course empowers you to navigate the intricate world of diplomacy with finesse and confidence. Gain the expertise required to succeed as a diplomat and make a lasting impact on the global stage.

### Course Outcome

We envision participants acquiring knowledge and practical skills in the following key areas:

- Understanding international diplomatic protocol
- Diplomatic etiquette and cultural sensitivity
- Effective communication in diplomatic contexts
- Protocol for official visits and diplomatic events

### Who Should Attend?

We deliberated designed this course for diplomats, foreign service officers, international relations specialists, and individuals involved in diplomatic engagements. It caters to those working in roles such as Diplomatic Services, International Affairs, Protocol Coordination, and Government Relations.

## Digital Diplomacy

Duration 3 or 5 Days

### Course Overview

This course is designed to equip diplomats and foreign affairs professionals with the knowledge and skills to leverage digital tools and platforms for effective diplomatic communication and engagement. Participants will explore the intersection of technology and diplomacy, covering topics such as social media diplomacy, digital public relations, and cybersecurity. This course is essential for diplomats aiming to enhance their proficiency in the rapidly evolving landscape of digital diplomacy.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- The impact of digital technology on diplomatic practices
- Social media strategies for diplomatic communication
- Digital public relations and online reputation management
- Cybersecurity considerations in digital diplomacy

### Who Should Attend?

This course is ideal for diplomats, foreign service officers, communication specialists, and individuals involved in diplomatic engagement who seek to harness the power of digital tools. It caters to those working in roles such as Digital Diplomacy, Public Relations, International Affairs, and Government Communication.

## Cross-Cultural Communication

Duration 3 or 5 Days

### Course Overview

Expand your communication skills across cultures with the Cross-Cultural Communication course. Learn to navigate diverse cultural nuances, effectively convey messages, and foster strong connections. Gain insights into cultural norms, nonverbal cues, and adaptability strategies, enabling you to build trust and understanding in multicultural environments. Unlock the power of effective cross-cultural communication and enhance your ability to connect with people from around the world.

### Course Outcome

After completing participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the impact of culture on communication
- Overcoming cultural barriers in communication
- Developing intercultural sensitivity and awareness
- Effective verbal and non-verbal communication across cultures
- Conflict resolution and problem-solving in cross-cultural contexts

### Who Should Attend?

This course is ideal for professionals, managers, and team members who collaborate in multicultural environments or engage with diverse stakeholders. It caters to those working in roles such as International Business, Human Resources, Global Teams, and Cross-Cultural Relations.

## Diplomatic Negotiation Skills

Duration 3 or 5 Days

### Course Overview

Harness the art of diplomatic negotiation with our Diplomatic Negotiation Skills course. Master the techniques used by seasoned diplomats to navigate complex international agreements and resolve conflicts peacefully. Develop a deep understanding of negotiation strategies, diplomatic protocols, and cultural sensitivities to achieve mutually beneficial outcomes. Gain the confidence and expertise to excel in diplomatic negotiations, making a lasting impact on global decision-making processes.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles of diplomatic negotiation
- Strategies for effective negotiation in international relations
- Cultural and contextual considerations in diplomatic negotiations
- Conflict resolution and consensus-building techniques
- Effective communication and persuasion in diplomatic settings

### Who Should Attend?

We designed this course for organisation, diplomats, foreign service officers, negotiation specialists, and individuals involved in diplomatic engagements who aim to excel in the art of negotiation. It caters to those working in roles such as Diplomatic Services, International Affairs, Conflict Resolution, and Government Relations.



## Protocol and Ceremonial Events Planning

Duration 3 or 5 Days

### Course Overview

This course is specifically designed to provide professionals with the knowledge and skills to plan and execute protocol-driven events with precision and cultural sensitivity. Participants will delve into the intricacies of diplomatic and corporate protocol, covering aspects such as event logistics, cultural considerations, and effective communication strategies. This course is essential for protocol officers, event planners, and professionals involved in organizing high-profile events.

### Course Outcome

Participants will have acquired knowledge and practical skills in the following key areas:

- Understanding diplomatic and corporate protocol
- Planning and executing high-profile ceremonial events
- Cultural considerations in event planning
- Effective communication and coordination for protocol events

### Who Should Attend?

This course is ideal for protocol officers, event planners, government officials, and individuals responsible for coordinating ceremonial events. It caters to those working in roles such as Protocol Coordination, Event Planning, International Relations, and Government Affairs.

## Multilateral Diplomacy

Duration 3 or 5 Days

### Course Overview

Tap into the power of multilateral diplomacy and become a driving force for global collaboration. Learn about international diplomacy and discover how to negotiate difficult multilateral platforms. Develop advanced negotiation skills, form coalitions, and create successful solutions to address global concerns. Join us in this transformative course to get the insights, networks, and expertise required to have a long-term impact on changing global policy and creating a more connected and affluent world.

### Course Outcome

At the end participants of multilateral will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles of multilateral diplomacy
- Strategies for effective negotiation in multilateral forums
- Cultural and contextual considerations in multilateral engagements
- Conflict resolution and consensus-building techniques in a multilateral setting
- Effective communication and coordination in multilateral diplomacy
-

### Who Should Attend?

This course is ideal for diplomats, foreign service officers, international relations specialists, and individuals involved in diplomatic engagements on a multilateral level. It caters to those working in roles such as Multilateral Diplomacy, International Affairs, Global Governance, and Foreign Policy.

## Diplomatic Communication Strategies

Duration 3 or 5 Days

### Course Overview

This course is designed to equip diplomats and foreign affairs professionals with advanced skills in effective communication in the diplomatic arena. Participants will delve into the nuances of diplomatic language, public speaking, and strategic communication techniques. This course is essential for diplomats seeking to enhance their ability to convey messages persuasively, build positive relations, and navigate diplomatic challenges.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Diplomatic language and etiquette in communication
- Public speaking and media engagement for diplomats
- Strategic communication planning in diplomatic contexts
- Crisis communication and effective response strategies
- Interpersonal communication and negotiation skills

### Who Should Attend?

This course is ideal for diplomats, foreign service officers, communication specialists, and individuals involved in diplomatic engagements who aim to excel in diplomatic communication. It caters to those working in roles such as Public Diplomacy, Communication Strategy, International Relations, and Government Affairs.

## Crisis Management in Diplomacy

Duration 3 or 5 Days

### Course Overview

Empower your organisation and personnel with the essential skills to navigate the complexities of crisis management in diplomacy. Learn to handle high-stakes scenarios with confidence, build strategic resilience, and foster diplomatic success. This course equips you to become a trusted leader in crisis diplomacy, adept at managing challenges with finesse. Enroll now to master the art of crisis management and make a lasting impact on the global stage.

### Course Outcome

Our objective is after completing this course on crisis management in diplomacy participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles of crisis management in diplomacy
- Crisis communication and media engagement strategies
- Decision-making and coordination during diplomatic crises
- Conflict resolution techniques in crisis situations
- Post-crisis analysis and strategic planning for resilience

### Who Should Attend?

Designed for diplomats, foreign service officers, crisis management specialists, and individuals involved in diplomatic engagements who aim to excel in handling crisis situations. It caters to those working in roles such as Crisis Diplomacy, International Relations, Conflict Resolution, and Government Affairs.

## United Nations System and Diplomacy

Duration 3 or 5 Days

### Course Overview

Uncover the inner workings of global diplomacy with our comprehensive course on the United Nations System and Diplomacy. Gain deep insights into international relations, negotiation strategies, and multilateral decision-making processes. Equip yourself with the knowledge and skills necessary to navigate the complex landscape of global governance. Whether you're an aspiring diplomat or a seasoned professional, this course will elevate your understanding of diplomacy within the United Nations system and beyond.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the structure and functions of the United Nations
- Diplomatic engagement within UN agencies, committees, and assemblies
- Multilateral negotiation strategies within the UN system
- Effective representation and advocacy in UN forums
- Navigating global governance challenges through UN diplomacy

### Who Should Attend?

Ideal for diplomats, international relations professionals, government officials, NGO representatives, and individuals interested in understanding the United Nations system and honing their diplomatic skills in a global context.



## Public Diplomacy and Image Building

Duration 3 or 5 Days

### Course Overview

This course is designed to provide diplomats and foreign affairs professionals with specialized skills in shaping and managing a positive national or organisational image on the international stage. Participants will explore strategies for effective public diplomacy, media engagement, and cultural representation to build a favorable perception. This course is essential for diplomats aiming to enhance their nation's or organisation's image and influence through public diplomacy initiatives.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding the principles of public diplomacy
- Crafting and implementing effective public diplomacy strategies
- Media engagement and messaging for positive image building
- Cultural representation and fostering international understanding

### Who Should Attend?

This course is ideal for diplomats, foreign service officers, communication specialists, and individuals involved in diplomatic engagements who seek to excel in public diplomacy and image building. It caters to those working in roles such as Public Diplomacy, Communication Strategy, International Relations, and Government Affairs.

## Consular Affairs and Services

Duration 3 or 5 Days

### Course Overview

This course is tailored to provide diplomats and consular officers with specialized knowledge and skills in consular practices, services, and international legal frameworks. Participants will explore the intricacies of consular affairs, including visa services, citizen assistance, and legal responsibilities. This course is essential for consular officers and diplomats seeking to excel in providing consular services and upholding the rights and welfare of their nationals abroad.

### Course Outcome

Upon completion, participants will have acquired knowledge and practical skills in the following key areas:

- Understanding consular legal frameworks and international agreements
- Visa services and immigration policies
- Assisting citizens abroad and crisis management
- Legal responsibilities and consular protection
- Cultural sensitivity in consular affairs

### Who Should Attend?

This course is ideal for consular officers, diplomats, and individuals involved in consular services who aim to enhance their expertise in assisting and protecting citizens abroad. It caters to those working in roles such as Consular Affairs, Diplomatic Services, International Relations, and Government Affairs.

## Airport Protocol for the Presidential Wing

Duration 3 or 5 Days

### Course Overview

This specialised training course provides a comprehensive understanding of the operations, procedures, and professional standards associated with managing airport protocol for the Presidential Wing. As heads of state, high-ranking officials, and foreign dignitaries require seamless, secure, and dignified arrival and departure experiences, this course is designed to equip protocol officers and support personnel with the necessary knowledge, etiquette, and operational guidelines to manage such high-profile visits efficiently. The training emphasises precision, confidentiality, coordination, and cultural sensitivity—key pillars in the delivery of protocol services at the Presidential Wing of an international airport.

### Course Outcome

Upon successful completion of this training, delegates will have acquired key insights and practical expertise in the following areas:

- Introduction to Airport Protocol and the Role of the Presidential Wing
- Key Terminology, Hierarchy of Protocol, and Diplomatic Precedence
- Coordination with Aviation, Immigration, Customs, and Security Agencies
- Handling Arrival and Departure Procedures for Heads of State and VIPs
- Confidentiality, Professional Conduct, and Emergency Response Protocols
- Cultural Sensitivities and International Best Practices
- Real-time Simulation Exercises and Case Studies

### Who Should Attend?

This course is ideal for government protocol officers, staff of ministries of foreign affairs, airport management authorities, security personnel attached to VIP and VVIP services, civil aviation officials, state house protocol teams, diplomatic staff, and individuals responsible for managing presidential movements and international state visits.

## Airport Protocol and Passenger Support Services

Duration 3 or 5 Days

### Course Overview

This training programme offers a detailed exploration of airport protocol operations and comprehensive passenger support services. In an increasingly globalised and security-conscious world, ensuring the comfort, dignity, and efficiency of passenger handling—especially for VIPs, VVIPs, and dignitaries—is critical to the reputation and functionality of any international airport. This course equips participants with the practical skills and professional knowledge required to deliver seamless protocol services, prioritising discretion, coordination, cultural awareness, and exceptional customer service.

### Course Outcome

By the end of the training, delegates will have developed key competencies in the following areas:

- Understanding the Foundations of Airport Protocol and Passenger Support
- Managing Passenger Flow and VIP Handling Procedures
- Coordination with Airlines, Immigration, Customs, and Security Bodies
- Passenger Assistance for Special Needs and Medical Cases
- Conflict Resolution, Emotional Intelligence, and Service Recovery
- Cultural Competence and International Etiquette in Passenger Support
- Standard Operating Procedures (SOPs) for High-Traffic and Crisis Situations

### Who Should Attend?

This course is designed for protocol officers, airport customer service staff, airline ground handling personnel, staff of ministries of foreign affairs, private executive terminal staff, travel and logistics professionals, and those involved in managing high-profile passengers in both the public and private sectors.

## Protocol and Corporate Social Responsibility

Duration 3 or 5 Days

### Course Overview

This course explores the intersection between protocol practice and Corporate Social Responsibility (CSR), providing a strategic framework for aligning organisational protocol functions with responsible, ethical, and sustainable engagement. As businesses and public institutions are increasingly held to higher standards of accountability, it becomes essential for protocol officers and CSR practitioners to work collaboratively in representing their institutions with integrity, cultural sensitivity, and a clear commitment to social impact. This course highlights the evolving role of protocol in supporting CSR initiatives, stakeholder engagement, and the organisation's public image.

### Course Outcome

Upon completion of the course, delegates will have gained substantial knowledge and applicable skills in the following areas:

- The Role of Protocol in Advancing Organisational Values and CSR Objectives
- Principles of Corporate Social Responsibility and Ethical Representation
- Event Protocol for CSR Projects and Community Engagements
- Stakeholder Mapping, Dialogue, and Diplomacy
- Communicating CSR Impact with Cultural Sensitivity
- Building Partnerships through Protocol and Shared Values
- Case Studies of Protocol-Driven CSR Success Stories

### Who Should Attend?

This programme is intended for protocol officers, CSR managers, public relations professionals, executive assistants, government officials, NGO representatives, and anyone involved in coordinating high-level events, stakeholder engagement, or social impact activities on behalf of an organisation or government agency.



## Diplomatic Protocol and Communication in International Relations

Duration 3 or 5 Days

### Course Overview

This intensive training programme provides an in-depth understanding of diplomatic protocol and the vital role of communication in the conduct of international relations. Diplomacy requires precision, discretion, cultural intelligence, and effective communication to foster cooperation, prevent conflicts, and represent national interests on the global stage. This course equips participants with the practical skills and theoretical knowledge needed to navigate diplomatic settings, manage official engagements, and communicate with clarity and decorum in cross-cultural environments.

### Course Outcome

At the end of the programme, delegates will have developed comprehensive expertise in the following areas:

- Principles and Practices of Diplomatic Protocol
- Forms of Diplomatic Communication: Verbal, Written, and Non-verbal
- Cross-Cultural Communication and Sensitivity in International Settings
- Hosting and Participating in Official Ceremonies and State Functions
- Management of Diplomatic Correspondence and Official Invitations
- Etiquette, Precedence, and Seating Arrangements in Bilateral and Multilateral Events
- Case Studies in Diplomatic Incidents and Effective Conflict Management

### Who Should Attend?

This course is ideal for diplomats, embassy staff, foreign affairs officers, protocol officers, international relations professionals, public officials, corporate executives engaged in international affairs, and anyone representing institutions in foreign or multilateral settings.

## Airport Protocol for VIPs

Duration 3 or 5 Days

### Course Overview

This specialised course offers a focused exploration of airport protocol tailored for Very Important Persons (VIPs), ensuring their travel experience is secure, efficient, and respectful of their status. With growing global mobility and heightened security demands, airport staff and protocol officers must be adept at managing VIP movements with discretion, coordination, and attention to detail. The programme provides practical tools and internationally accepted standards for handling VIP arrivals, departures, and in-transit procedures in both public and private terminals.

### Course Outcome

Upon successful completion, delegates will have acquired professional knowledge and hands-on skills in the following areas:

- Understanding the VIP Protocol Framework and Hierarchies
- Coordinating with Airlines, Immigration, Customs, and Security Agencies
- VIP Arrival and Departure Procedures: Step-by-Step Operations
- Protocol Etiquette and Communication for High-Level Guests
- Handling Diplomatic, Government, and Celebrity Passengers
- Managing Confidentiality, Emergencies, and Last-Minute Changes
- Case Scenarios and Simulation Exercises for Real-Time Application

### Who Should Attend?

This course is designed for protocol officers, airport operations personnel, VIP handling staff, airline representatives, security operatives, diplomatic service staff, and others responsible for the facilitation of VIP travel at local or international airports.

## Airport Protocol Essentials

Duration 3 or 5 Days

### Course Overview

This foundational course provides a thorough introduction to the core principles and practices of airport protocol. As airports are global gateways, the importance of well-trained personnel in managing orderly, dignified, and secure procedures for passengers—especially those of high status or requiring special attention—cannot be overstated. This programme is designed to build the competence and confidence of participants in delivering professional protocol services, with a focus on standard operating procedures, cultural awareness, and inter-agency coordination.

### Course Outcome

By the end of this training, delegates will have acquired practical knowledge and skills in the following areas:

- Introduction to Airport Protocol: Concepts and Importance
- Passenger Categories and Protocol Requirements
- Coordinating with Immigration, Customs, Security, and Airline Staff
- Basic Protocol Etiquette and Customer Service Standards
- Standard Operating Procedures for Arrivals, Departures, and Transits
- Managing Delays, Emergencies, and Special Requests
- Effective Communication and Conflict Resolution in a Protocol Context

### Who Should Attend?

This course is suitable for entry- to mid-level protocol officers, airport operations staff, airline ground personnel, customer service agents, travel desk officers, security staff, and administrative personnel responsible for passenger facilitation at airports.

## Travel Planning and Logistics

Duration 3 or 5 Days

### Course Overview

This course focuses on the strategic and operational aspects of travel planning and logistics management, equipping participants with the essential skills to coordinate seamless travel experiences for individuals, executives, delegations, and VIPs. Effective travel planning requires attention to detail, risk management, budget control, and coordination across multiple agencies and service providers. This programme blends practical instruction with industry insights to enhance the professionalism and efficiency of those managing both domestic and international travel arrangements.

### Course Outcome

Upon completion of this course, delegates will have developed core competencies in the following areas:

- Fundamentals of Travel Planning and Itinerary Development
- Booking Procedures: Flights, Accommodation, Transfers, and Visas
- Travel Risk Management and Emergency Contingency Planning
- Budgeting, Documentation, and Travel Policy Compliance
- Group Travel and Delegation Logistics
- Cultural Considerations and Destination Protocol Awareness
- Coordination with Airlines, Hotels, Embassies, and Ground Transport Services

### Who Should Attend?

This course is ideal for travel officers, executive assistants, logistics coordinators, protocol officers, corporate travel planners, government travel desk staff, NGO field support officers, and anyone responsible for organising or managing official or large-scale travel itineraries.

## Order of Precedence

Duration 3 or 5 Days

### Course Overview

This specialised training programme explores the principles and practical application of Order of Precedence, a fundamental element in protocol and diplomatic practice. Understanding precedence is vital for organising official events, state functions, and ceremonial occasions with accuracy, respect, and decorum. This course provides participants with a structured approach to ranking officials and dignitaries, managing seating arrangements, procession orders, introductions, and interactions in line with national and international standards.

### Course Outcome

At the conclusion of the programme, delegates will have acquired deep knowledge and applicable skills in the following areas:

- Historical Origins and Principles of Order of Precedence
- Determining Precedence: Rank, Office, and Function
- National, State, and Institutional Precedence Frameworks
- Seating Protocols, Official Introductions, and Flag Placement
- Application in Ceremonial Events, Banquets, and State Visits
- Handling Conflicts, Exceptions, and Sensitive Scenarios
- International Protocol: Commonwealth, UN, and Diplomatic Practice

### Who Should Attend?

This course is designed for protocol officers, government officials, event planners, diplomatic staff, public sector administrators, military aides, and those responsible for hosting or managing formal gatherings, conferences, and official visits.

## Change Management for Protocol

Duration 3 or 5 Days

### Course Overview

This course provides an essential framework for understanding and managing change within protocol departments and ceremonial institutions. In a world of evolving diplomatic expectations, shifting political structures, and technological advancements, protocol professionals must be equipped to adapt to organisational, cultural, and procedural transformations. This training equips participants with practical strategies and tools to implement change effectively while preserving the dignity, structure, and purpose of protocol operations.

### Course Outcome

Upon completion of the course, delegates will have gained knowledge and competencies in the following key areas:

- Fundamentals of Change Management in the Context of Protocol
- Identifying the Need for Change and Setting Strategic Objectives
- Managing Resistance While Preserving Institutional Integrity
- Communicating Change with Clarity and Cultural Sensitivity
- Leading Protocol Teams through Transitional Periods
- Case Studies in Modernising Ceremonial Practices and Procedures
- Monitoring, Evaluating, and Sustaining Protocol Reforms

### Who Should Attend?

This course is ideal for chief protocol officers, senior administrators, government functionaries, heads of ceremonies, diplomatic liaison staff, and professionals involved in reforming or modernising official protocol systems, structures, or procedures.

# Public Governance

- Public Administration and Governance
- Policy Analysis and Development
- Credentials of Public Servant
- Best Practices for Effective Political Parties
- Public Financial Management
- Corporate Effectiveness and Productivity in Governance
- Corporate Governance Practices in Emerging Economies
- Ethical Leadership in Public Service
- Strategic Planning for Government Agencies
- Public Sector Innovation
- Digital Transformation in Government
- Performance Measurement and Management
- Managing Constituency and Public Relations for Legislators
- Policy Coherence and Multi-Sectoral Approach for Sustainable Development
- Strategic Leadership in Modern Local Government
- Public-Private Partnerships in Governance
- Stakeholder Engagement and Communication
- Public Policy Evaluation
- Crisis Management in Public Sector



## Public Administration and Governance

Duration 3 or 5 Days

### Course Overview

Broaden your understanding of public administration and governance with our comprehensive course. Explore the principles, theories, and practices that shape effective public sector management. Gain insights into the roles and responsibilities of public administrators, policy-making processes, and public service delivery. Discover strategies for efficient resource allocation, stakeholder engagement, and transparency in governance. Designed for public sector professionals, policymakers, and individuals interested in public administration, this course equips you with the knowledge and skills to make a positive impact in public governance.

### Course Outcome

We envisioned that at the end of this course participants will be empowered and gain insight and skills in the following areas;

- Enhanced leadership skills for effective public sector management.
- Proficiency in policy implementation and organisational governance.
- Ability to drive positive change and community development.
- Understanding of ethical and efficient public service practices.
- Preparedness to address complex challenges in the public sector.

### Who Should Attend?

Public sector leaders, civil servants, individuals and organisations seeking to drive positive change in their communities through effective policy implementation and organisational leadership.

## Grant Writing and Fundraising for Schools

Duration 3 or 5 Days

### Course Overview

The policy analysis and development course is intended to uncover the potential for shaping effective policies. Participants learn how to assess, design, and implement successful policies that address complex societal concerns. The programmeme provides practical insights and analytical tools to help participants navigate the shifting terrain of policymaking and generate significant change through educated policy decisions.

### Course Outcome

By the conclusion of this course, participants will be empowered and equipped with valuable insights and skills in the following areas.

- Enhanced ability to assess and analyse policies.
- Skills to create and implement impactful policies.
- Capacity to address complex societal challenges through informed policy decisions.
- Improved understanding of the dynamic policy-making landscape.
- Proficiency in driving meaningful change through effective policy development.

### Who Should Attend?

Professionals involved in policy-making who aim to create and implement impactful policies addressing complex societal challenges.

## Credentials of Public Servant

Duration 3 or 5 Days

### Course Overview

Our course on the Credentials of Public Servants is designed to equip participants with a comprehensive understanding of the essential qualifications and attributes needed for successful public service. Explore the ethical standards, integrity, and professionalism expected of public servants. Learn about the legal and regulatory frameworks governing public service appointments and promotions. Enhance your knowledge of the skills and competencies required to excel in various public service roles. Ideal for current and aspiring public servants looking to enhance their credentials and fulfill their roles with excellence. Enroll now

### Course Outcome

It is our vision that, by the end of this course, participants will be empowered and will have gained insights and skills in the following areas;

- Develop a thorough understanding of the ethical standards and professionalism expected of public servants, enhancing your credibility and integrity.
- Gain knowledge of the legal and regulatory frameworks governing public service appointments and promotions, ensuring compliance and transparency.
- Acquire the necessary skills and competencies to excel in various public service roles, bolstering your effectiveness and impact.

### Who Should Attend?

Public servants aspiring to enhance their qualifications and expertise to excel in their roles, serving their communities with excellence.

## Best Practices for Effective Political Parties

Duration 3 or 5 Days

### Course Overview

This course provides a comprehensive overview of best practices for effective political parties. Topics covered include developing a clear party platform, building a strong membership base, effective communication strategies, establishing internal structures and processes, grassroots mobilization, and building coalitions and alliances. Through case studies and interactive exercises, participants will gain practical knowledge and skills to enhance the effectiveness and impact of their political parties.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Developing a clear and compelling party platform that addresses the concerns and aspirations of the electorate.
- Building a strong and diverse membership base that reflects the demographic and ideological composition of the society.
- Effectively communicating party messages and policies through various media channels, to ensure broad exposure and understanding.
- Establishing effective internal party structures and processes, including mechanisms for internal debate and decision-making.

### Who Should Attend?

This course is suitable for Party Chairmen at all levels, Zonal Leaders, Campaign Managers, Women Leaders, Youth Leaders and other Party Stakeholders.

## Public Financial Management

Duration 3 or 5 Days

### Course Overview

The public financial management programmeme offers comprehensive training in budgeting, financial reporting, and resource allocation in the public sector. Participants gain the expertise to optimize financial performance and ensure accountability in public finance, allowing them to steer their organisations towards fiscal excellence and a prosperous public sector.

### Course Outcome

The outcomes of the Public Financial Management training programmeme include:

- Enhanced understanding of government revenue and management systems.
- Strategies to target corruption in financial management.
- Translation of political priorities into implementable activities.
- Procedures for effective budget planning and execution.
- Assessment of organisational needs and development of action plans.
- Skills to manage conflicts and demonstrate leadership fundamental

### Who Should Attend?

Individuals involved in public sector finance seeking to optimize financial performance, ensure accountability, and drive fiscal excellence.



## Corporate Effectiveness and Productivity in Governance

Duration 3 or 5 Days

### Course Overview

This programmememe is designed to equip public sector leaders with frameworks, tools, and techniques that are both globally and locally adaptable and are crucial for influencing the creation, creation, and delivery of successful public policies and services. By exposing participants to international "best practices, principles, and systems, this course aims to foster good governance throughout the public sector and develop and/or strengthen the necessary skills and competencies to establish and uphold effective corporate governance standards within their organisations.

### Course Outcome

Upon completion, participants will have acquired knowledge and developed applicable skills in the following areas:

- Empowered with the ability to make difficult decisions while controlling biases that distort decisions made under duress.
- An improved capacity for your organisation 's ability to deliver results that matter to the people you serve.
- Enhanced culture of unwavering integrity in your organisation and industry.

### Who Should Attend?

The programme is designed for Permanent secretaries, chief executives, director generals, executive secretaries, or equivalent), commissioners who serve as accountable officers in a federal or state ministry, department, or agency, or as appointed heads of statutory government agencies and parastatals.

## Corporate Governance Practices in Emerging Economies

Duration 3 or 5 Days

### Course Overview

This course provides professionals with skills and practices that support good corporate governance. This includes core understanding of the principles, regulation and framework that govern good corporate governance practice in emerging economies. Irrespective of the goods or services they offer, every organisation strives to attract new investors, suppliers and customers hence the need practice good Corporate Governance. Doing this will prevent or minimize any form of civil and criminal liabilities, fraud and corporate scandals within these organisations.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills in the following areas:

- Strategic components of Corporate Governance
- Overview of Corporate Governance Standards in emerging economies
- The Role and Responsibilities of the Independent Director
- Corporate Social Responsibility and Independent Directors
- Financial Goals and Corporate Governance Role of management, law, ethics and finance in the field of Corporate Governance

### Who Should Attend?

The course is suitable for Board Members, Directors and Managers responsible for Corporate Strategy, Operational Risk Management, Public Relations, Marketing, Corporate Social Responsibility (CSR), Human Resources, Environmental Sustainability and Corporate Governance.

## Ethical Leadership in Public Service

Duration 3 or 5 Days

### Course Overview

This course equips public administrators with ethical decision-making tools vital for leading with integrity. It focuses on moral reasoning, public interest prioritization, and accountability, fostering a culture of ethical conduct within public service organisations. Emphasizing real-world case studies, it challenges participants to apply ethical principles in complex scenarios, preparing them to uphold the highest ethical standards in the public sector.

### Course Outcome

Our objective for this course is to empower participants with enhanced insights and skills in the following areas by its conclusion;

- Enhanced ethical decision-making skills.
- Cultivation of a culture of integrity and accountability.
- Application of ethical principles in complex public service scenarios.
- Promotion of transparency and public trust.
- Development of leadership capabilities to navigate ethical challenges in the public sector.

### Who Should Attend?

Public sector executives, managers, and aspiring leaders seeking to cultivate a culture of integrity and ethical conduct within their organisations, and those committed to upholding the highest ethical standards in public service

## Strategic Planning for Government Agencies

Duration 3 or 5 Days

### Course Overview

By employing a pragmatic approach, this course guides government officials in crafting and implementing strategic plans aligned with public sector objectives. It delves into environmental scanning, SWOT analysis, and goal setting, fostering a comprehensive understanding of strategic planning processes. Through interactive workshops and simulations, participants develop the skills to formulate and execute strategic initiatives, ensuring government agencies operate cohesively toward their overarching goals.

### Course Outcome

Participants will be empowered and enriched with insights and skills in the following areas as they complete this course;

- Proficiency in environmental scanning and SWOT analysis.
- Formulation and implementation of strategic plans aligned with public sector objectives.
- Enhanced ability to set and prioritize organisational goals.
- Improved coordination and cohesion within government agencies.
- Skills to adapt to dynamic governmental and environmental changes.

### Who Should Attend?

Government officials, strategic planners, and decision-makers tasked with formulating and executing strategic initiatives within government agencies, aiming to align organisational efforts with overarching public sector goals.

## Public Sector Innovation

Duration 3 or 5 Days

### Course Overview

This course cultivates a mindset of innovation among public sector professionals, emphasizing disruptive thinking and creative problem-solving. Participants explore innovation frameworks, design thinking, and the integration of emerging technologies to drive transformative change in public services. With a focus on fostering a culture of innovation, this course empowers individuals to pioneer new approaches, enhance service delivery, and address complex societal challenges through inventive and sustainable solutions.

### Course Outcome

Our goal for this course is to provide participants with better insights and skills in the following areas by the end;

- Fostering a mindset of innovation and creative problem-solving.
- Utilization of innovative frameworks and design thinking.
- Integration of emerging technologies to drive transformative change.
- Creation of sustainable solutions to address complex societal challenges.
- Development of a culture of continuous innovation within public service organisations.

### Who Should Attend?

Public administrators, policymakers, and change agents dedicated to fostering a culture of innovation within government entities and driving transformative change in public services through inventive and sustainable solutions.



## Digital Transformation in Government

Duration 3 or 5 Days

### Course Overview

This programmeme immerses public sector leaders in the realm of digital transformation, elucidating the strategic adoption of technology to modernize government services and operations. It delves into digital strategy formulation, change management, and cybersecurity considerations, equipping participants with the knowledge to navigate the digital landscape adeptly. Through practical case studies and best practice analysis, participants gain insights into leveraging digital tools to improve citizen engagement, streamline processes, and foster a digitally empowered government.

### Course Outcome

We envisioned that at the end of this course participants will be empowered and gain insight and skills in the following areas;

- Strategic formulation and implementation of digital transformation initiatives.
- Leveraging technology to modernize government services and operations.
- Enhancing citizen engagement through digital tools and strategies.
- Navigating cybersecurity considerations in the digital landscape.
- Adapting to the complexities of digital transformation within the public sector.

### Who Should Attend?

Government technology leaders, IT professionals, and policymakers seeking to leverage digital tools and strategies to modernize government services, enhance citizen engagement, and navigate the complexities of digital transformation within the public sector.

## Performance Measurement and Management

Duration 3 or 5 Days

### Course Overview

Focusing on optimizing organisational performance, this course delves into performance measurement frameworks, key performance indicators (KPIs), and performance management systems. Participants learn to align organisational goals with performance metrics, establish accountability structures, and utilize data-driven insights to enhance efficiency and effectiveness. By emphasizing continuous improvement and best practices in performance management, this course equips public sector professionals to drive impactful and sustainable organisational performance enhancements.

### Course Outcome

At the end of this course, participants will have gained essential insights and abilities in the areas listed below;

- Alignment of organisational goals with performance metrics.
- Establishment of accountability structures within government agencies.
- Utilization of data-driven insights to enhance operational efficiency.
- Implementation of continuous improvement initiatives.
- Promotion of a culture of excellence and effectiveness within public sector entities.

### Who Should Attend?

Public sector managers, analysts, and professionals responsible for optimizing organisational performance and driving continuous improvement initiatives within government agencies, focusing on data-driven decision-making and performance enhancement strategies.

## Managing Constituency and Public Relations for Legislators

Duration 3 or 5 Days

### Course Overview

Given the central functions that legislators are supposed to play in a democracy, legislators are faced with the challenges of salvaging democracy and managing relationships with the constituen - cies they represent and the general public. However, how successful they handle these relationships impacts greatly on the image and acceptability of the legislators. As such, legislators must develop the necessary skills to increase their visibility, efficacy, and acceptability. This course is designed to equip legislators, especially those in developing countries, with the skills for effective constituency and public relations.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to;

- Enhance their visibility, effectiveness, and acceptability
- Respond to emerging political developments efficiently.
- Develop and integrate complementary technical inputs into existing legislative intervention practices.
- Improve communication flow between legislators and their constituencies
- Understand the role of social media as a tool for managing public perception.

### Who Should Attend?

This course is suitable for serving Legislatures, Legislative Aides, Policymakers, members of the Diplomatic Core and Stakeholders.

## Policy Coherence and Multi-Sectoral Approach for Sustainable Development

Duration 3 or 5 Days

### Course Overview

This course is designed for legislators to explore approaches to cross-organisational and cross-sectoral policy coherence on the national, regional and international levels, with a view to equipping them with a sound understanding of why policy coherence is important for achieving sustainable development. It shall address what coherent policy-making entails, and identify the specific tools, mechanisms and approaches that can be employed to foster policy coherence.

### Course Outcome

Participants would have acquired knowledge and developed applicable skills to:

- Equip participants with knowledge of the specific tools, mechanisms and approaches that can be employed to foster policy coherence.
- Improve participants' knowledge on initiating and managing partnerships and multi-stakeholder engagement.
- Demonstrate a good understanding of the relevance of policy coherence as an approach and a tool to achieve sustainable development outcomes.
- Better understand how to recognize policies that are mutually reinforcing across governance levels.

### Who Should Attend?

This course is suitable for serving Legislatures and Policy Makers.

## Strategic Leadership in Modern Local Government

Duration 3 or 5 Days

### Course Overview

This training is designed to provide strategies and tools provided to help public servants perform at a higher level as leaders and also enable them to manage strategically manage contemporary challenges of governance. Using "hard skills" of commercial and strategic decision-making and "soft skills" of influencing, persuading, inspiring high performance, and building agile cross-functional collaborative teams, participants will be able to challenge future service provision and lead and deliver successful change within their communities. Participants will also acquire useful tools and techniques for leading strategic and tactical change.

### Course Outcome

Participants are expected to acquire key applicable knowledge, skills and a deeper comprehension of the following by the end of the programmememe:

- Increase the participant's capacity for strategic leadership in government
- Improve the participant's ability to create and implement effective policy outcomes.
- Enhanced ability to engage with various stakeholders
- Enhanced ability to create a performance culture in governance at the local government level.

### Who Should Attend?

Executives, Directors, Managers, Supervisors, Professional Managers and Staff, Government and Local Government Officers, Leaders involved in transformation initiatives, Programmeme & Project personnel and anyone who desires to upgrade their managerial skills in governance and community management.



## Public-Private Partnerships in Governance

Duration 3 or 5 Days

### Course Overview

Join our groundbreaking course on PPP in governance, as we delve into the innovative world of collaborative governance. Explore the strategic intricacies of forging partnerships between the public and private sectors to drive economic growth, deliver efficient public services, and foster sustainable development. Gain the tools and knowledge to navigate legal frameworks, manage risks, and maximize the mutual benefits that arise from these synergistic collaborations. Don't miss your chance to revolutionize governance!

### Course Outcome

Our goal for this course is to provide participants with better insights and skills in the following areas by the end;

- Learn how to effectively identify and develop strategic partnerships between the public and private sectors.
- Acquire skills to navigate legal frameworks and manage risks associated with public-private partnerships.
- Understand how to leverage these collaborations to drive economic growth and deliver efficient public services.
- Gain insights into sustainable development practices and their application in collaborative governance.

### Who Should Attend?

This course is ideal for government officials, private sector executives, and individuals interested in understanding and implementing effective public-private partnerships for collaborative governance and sustainable development.

## Stakeholder Engagement and Communication

Duration 3 or 5 Days

### Course Overview

Mastering Stakeholder Communication. In this interactive course, learn the art of effective stakeholder engagement and communication in shaping public opinion, catalyzing change, and building sustainable relationships. Discover proven techniques to identify, analyze, and engage stakeholders, thereby bridging gaps and fostering consensus. Gain invaluable insights into strategic message crafting, media engagement, and leveraging digital platforms. Harness the power of communication to drive transformative outcomes and cultivate public trust. Join us in this journey of impactful communication!

### Course Outcome

Our objective for this course is to empower participants with enhanced insights and skills in the following areas by its conclusion;

- Master techniques for identifying, analyzing, and engaging stakeholders effectively
- Enhance your skills in strategic message crafting, media engagement, and leveraging digital platforms for effective communication.
- Learn how to bridge gaps, foster consensus, and build sustainable relationships through stakeholder engagement.
- Gain the ability to shape public opinion and drive transformative outcomes through impactful communication.

### Who Should Attend?

We designed this course for communications professionals, public relations practitioners, government officials, and anyone seeking to enhance their skills in stakeholder engagement and effective communication strategies.

## Public Policy Evaluation

Duration 3 or 5 Days

### Course Overview

Understanding the Art of Evaluation. In this enlightening course, you'll learn about evidence-based decision-making and policy evaluation. Discover the secrets to accurately assessing the results and implications of public policies, initiatives, and interventions. Learn how to create rigorous evaluation frameworks, apply cutting-edge approaches, and evaluate complex data. Learn how to use assessment results to drive policy adjustments and increase government effectiveness. Equip yourself with the tools needed to confidently navigate the policy landscape and make meaningful change.

### Course Outcome

At the end of this course, participants will have gained essential insights and abilities in the areas listed below;

- Acquire the skills to design and implement rigorous evaluation frameworks for public policies and programmememes.
- Learn cutting-edge methodologies for assessing the impact and outcomes of public policies
- Understand how to analysecomplex data and generate meaningful insights for evidence-based decision-making.
- Gain the ability to use evaluation findings to drive policy improvements and enhance government effectiveness.

### Who Should Attend?

We recommend this course for policy analysts, government officials, programmeme managers, researchers, and individuals involved in public policy development and implementation, aiming to enhance their understanding and skills in policy evaluation and evidence-based decision-making.

# Crisis Management in Public Sector

Duration 3 or 5 Days

## Course Overview

Navigating Crisis in the Public Sector. Brace yourself for an intensive course on crisis management, tailored specifically for the public sector. Equip yourself with the essential strategies, tools, and techniques to effectively respond to and manage crises that threaten public trust and stability. Explore real-world case studies, engage in crisis simulations, and learn crisis communication tactics. Gain the ability to swiftly and decisively lead your organisation through turbulent times, minimizing damage and emerging stronger. Don't let crises define you; master crisis management now!

## Course Outcome

The culmination of this course will see participants empowered and equipped with valuable insights and skills in the following areas;

- Learn best practices in crisis response and management specific to the public sector.
- Develop strategies to effectively navigate crises and maintain public trust and stability.
- Hone your crisis communication skills to effectively communicate with stakeholders during challenging times.
- Build the ability to lead and make critical decisions under pressure in order to minimize damage and emerge stronger.
- Gain the knowledge and tools to effectively manage crises and safeguard organisational reputation and public confidence.

## Who Should Attend?

We designed for public sector leaders, emergency management professionals, government officials, and individuals responsible for managing crises and maintaining public trust during challenging times.

> The facilitators where well equipped and detailed, the training was beyond my expectation as regarding the quality of training and excellent service delivery. They were very warm and enlightened
>
> - Martha Aligemo NNPC Staff



# Security and Cybercrime

- Artificial Intelligence for Fraud and Cybercrime Management
- Block chain Security for Fraud and Cybercrime Management
- Cybercrime and Security Threat Management
- Cybersecurity Fundamentals
- Ethical Hacking and Penetration Testing
- Network Security
- Incident Response and Forensics
- Cyber Threat Intelligence
- Security Awareness and Training
- Cyber Law and Policy
- Risk Management in Cybersecurity
- Crisis Management and Emergency Response
- Preventing and Countering Violent Extremism (PVE & CVE)
- Security Management and Asset Protection
- Security Risk Assessment and Management
- Workplace Violence Prevention and Threat Assessment

## Artificial Intelligence for Fraud and Cybercrime Management

Duration 3 or 5 Days

### Course Overview

In recent times, the global increase in fraud and cybercrime has become a great concern for businesses, government organisations and most industry sectors. Over the years, there are evidence that shows that the perpetrators of these crimes are also beginning to employ sophisticated machine-learning techniques to strategically attack and carry out an array of fraudulent activities. And, in an attempt to contain the rising numbers of these criminal activities, businesses, financial crime investigation organisations as well as financial institutions have turned to Artificial intelligence to help get ahead of fraud and cybercrime before they happen. This course aids in ensuring participants are aware and armed with the proper tools and A.I knowledge required to increase efficiency in carrying out their investigative duties.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Develop frameworks for problem solving that allow them make cross-enterprise decisions more quickly and with greater confidence.
- Improve their capacity to monitor transactions in AML using logistic regression and predictive analytics.
- Better understand practices and procedures that aid fraud detection and anti-money laundering in real-time using A.I.
- Understand how to prevent digital social engineering using A.I.

### Who Should Attend?

This course is suitable for operatives and stakeholders of Economic and Financial Institutions as well as Crime Investigators

## Block chain Security for Fraud and Cybercrime Management

Duration 3 or 5 Days

### Course Overview

Blockchain technology is a new consideration that promises a secure, peer-to-peer mechanism for verifying information. The exponential growth and adoption of blockchain technology across the world has made way for the development of many innovative financial solutions, platforms and technology. Although the system architecture upon which the blockchain technology is built is widely believed to be secure, however, unscrupulous elements and fraudsters still find ways to breach into the systems in other to commit financial crimes. This course is designed to provides participants with an in-depth understanding of the blockchain technology as well as ways to identify, analyse, investigate and prevent fraud within the blockchain domain.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Understand the role of Blockchain security for combating fraud and cybercrime.
- Increase trust, security, transparency, and the traceability of data using Blockchain.
- Practically apply blockchain thread model.
- Address the security challenges associated with Blockchain.

### Who Should Attend?

This course is suitable for operatives and stakeholders of Economic and Financial Institutions as well as crime investigators

## Cybercrime and Security Threat Management

Duration 3 or 5 Days

### Course Overview

In recent times, the global increase in fraud and cybercrime has become a great concern for businesses, government organisations and most industry sectors. Over the years, there are evidence that shows that the perpetrators of these crimes are also beginning to employ sophisticated machine-learning techniques to strategically attack and carry out an array of fraudulent activities. And, in an attempt to contain the rising numbers of these criminal activities, businesses, financial crime investigation organisations as well as financial institutions have turned to artificial intelligence to help get ahead of fraud and cybercrime before they happen.

### Course Outcome

Upon successful completion of this capacity building workshop, participants will have been equipped with requisite knowledge to:

- Understand the main purpose of cyber security as a tool for preventing and combating crimes in the cyberspace.
- Better understand the uses of cryptography and network encryption.
- Assess the current threat landscape and how to protect against it.
- Understand the basics of identification and authentication in cyber security.
- Explain the pros and cons of security through obscurity.

### Who Should Attend?

This course is suitable for operatives and stakeholders of Economic and Financial Institutions as well as crime investigators

## Cybersecurity Fundamentals

Duration 3 or 5 Days

### Course Overview

With our Cybersecurity Fundamentals course, your organisation gains invaluable insights into safeguarding its digital assets. Equip your team with vital strategies to counter cyber threats and protect valuable resources. Our extensive curriculum ensures they confidently navigate the complex cybersecurity landscape. Enroll now and empower your employees to assume the role of digital protectors, armed with the knowledge and skills to defend against evolving threats. Strengthen your organisation's security posture and safeguard its integrity in today's interconnected digital world.

### Course Outcome

By the end of the course, we hope to have equipped participants with improved knowledge and abilities in the following areas;

- Comprehensive understanding of cyber threats and vulnerabilities
- Proficiency in implementing essential cybersecurity techniques
- Ability to safeguard digital assets effectively
- Skill in navigating the complex world of cybersecurity
- Confidence to tackle real-world security challenges with knowledge and skills acquired from the course

### Who Should Attend?

Ideal for aspiring cybersecurity professionals, IT personnel, and anyone concerned about digital security, looking to gain essential knowledge and skills to protect digital assets effectively.

## Ethical Hacking and Penetration Testing:

Duration 3 or 5 Days

### Course Overview

Our innovative courses will help you realise your full potential as an ethical hacker. Learn the art of ethical hacking and penetration testing through extensive hands-on instruction. Learn to discover vulnerabilities before hostile actors exploit them, and you'll be a great digital system defender. Join our course to learn the secrets of responsible hacking and release your inner hacker in an ethical and effective way.

### Course Outcome

Participants will have acquired skills and confidence by the end of the course, as well as insightful knowledge in the following areas;

- Mastery of ethical hacking and penetration testing techniques
- Hands-on experience in identifying and addressing system vulnerabilities
- Ability to conduct ethical hacking responsibly
- Skill in defending digital systems against malicious actors
- Proficiency in proactive security measures through effective penetration testing

### Who Should Attend?

Perfect for IT professionals, security enthusiasts, and individuals interested in mastering ethical hacking and penetration testing techniques to identify and address vulnerabilities in digital systems.



## Network Security

Duration 3 or 5 Days

### Course Overview

Become an invaluable asset to any organisation with our Network Security course. Build a rock-solid foundation in securing networks, detecting and preventing intrusions, and ensuring data confidentiality. Enrol now and become a trusted guardian of network infrastructure.

### Course Outcome

After completing this course, participants will have the following enhanced confidence, understanding, and abilities;

- Expertise in securing and maintaining network infrastructure
- Ability to detect and prevent network intrusions effectively
- Skill in ensuring data confidentiality within organisational networks
- Confidence to address network security challenges
- Valuable asset to organisations in maintaining robust network security measures

### Who Should Attend?

Essential for network administrators, security analysts, and IT professionals seeking to build expertise in securing networks, detecting intrusions, and maintaining data confidentiality within organisations.

## Incident Response and Forensics:

Duration 3 or 5 Days

### Course Overview

Be prepared for any cybersecurity incident with our comprehensive course. Learn to effectively respond to threats, investigate digital crimes, and gather crucial evidence. Join us to become a skilled incident responder and protect organisations from cyberattacks.

### Course Outcome

At the end of the course, participants will have gained important insights and skills in the following areas,

- Proficiency in effectively responding to cybersecurity incidents
- Skill in investigating digital crimes and gathering crucial evidence
- Ability to mitigate and manage cybersecurity threats proactively
- In-depth knowledge of incident response best practices
- Capability to protect organisations from cyberattacks through skilled incident response

### Who Should Attend?

Designed for cybersecurity professionals, law enforcement personnel, and IT specialists aiming to acquire in-depth knowledge and practical skills for effectively responding to cyber threats and investigating digital crimes.

## Cyber Threat Intelligence

Duration 3 or 5 Days

### Course Overview

Gain the upper hand against adversaries with our Cyber Threat Intelligence course. Learn to analyse and predict cyber threats, gather intelligence, and proactively defend against attacks. enrol in our programmeme to become a strategic defender in the evolving cybersecurity landscape.

### Course Outcome

By the end of the course, we hope to have equipped participants with improved knowledge and abilities in the following areas;

- Expertise in analysing and predicting cyber threats
- Skill in gathering and utilizing cyber threat intelligence effectively
- Ability to proactively defend against evolving cyber threats
- Proficiency in strategic cybersecurity planning and defence
- Confidence to stay ahead of adversaries in the dynamic cybersecurity landscape

### Who Should Attend?

Suited for cybersecurity analysts, threat researchers, and security professionals interested in analyzing and predicting cyber threats to proactively defend against attacks and stay ahead of evolving cybersecurity challenges.

## Security Awareness and Training:

Duration 3 or 5 Days

### Course Overview

Empower your organisation's workforce with our Security Awareness and Training programmeme. Equip employees with essential knowledge and skills to identify and mitigate security risks. Learn best practices in data protection, password management, social engineering awareness, and safe online behavior. Enhance your organisation's security posture by cultivating a culture of security awareness. Join our programmeme to ensure your team is equipped to defend against evolving cybersecurity threats.

### Course Outcome

Our objective for this course is to empower participants with enhanced insights and skills in the following areas by its conclusion;

- Enhanced employee awareness leads to reduced susceptibility to social engineering tactics and phishing attacks, mitigating security risks.
- Ensuring employees understand and comply with data protection regulations such as GDPR and CCPA, reducing the organisation's legal exposure.
- Enhanced employee vigilance contributes to quicker detection and response to security incidents, minimizing potential damage.

### Who Should Attend?

Critical for employees across all levels, security professionals, and individuals interested in promoting a culture of security within organisations by identifying and mitigating common security risks effectively.

## Cyber Law and Policy

Duration 3 or 5 Days

### Course Overview

Navigate the legal and policy landscape of cybersecurity with confidence. Gain a deep understanding of cyber laws, regulations, and best practices. Our course equips you with the knowledge to ensure compliance and protect organisations from legal risks.

### Course Outcome

At the end of the course, participants will have gained important insights and skills in the following areas;

- Understanding and adhering to relevant cyber laws and regulations, ensuring the organisation operates within legal boundaries.
- Implementing policies to mitigate legal and regulatory risks, safeguarding the organisation from potential penalties and legal action.
- Establishing protocols to protect sensitive data in alignment with privacy laws, ensuring compliance and reducing the risk of data breaches.

### Who Should Attend?

Recommended for legal professionals, compliance officers, and cybersecurity experts seeking to navigate the complex legal and policy landscape of cybersecurity to ensure compliance and mitigate legal risks effectively.



## Risk Management in Cybersecurity

Duration 3 or 5 Days

### Course Overview

In today's digital world, the cyber landscape is constantly evolving, posing a significant threat to individuals and organisations alike. That's where our cutting-edge risk management solutions come in. We provide you with the confidence to navigate this complex landscape effectively, ensuring the safeguarding of your digital assets with unparalleled precision. Our focus is on proactive threat detection and efficient incident response to help protect what matters most - your data, your reputation, and ultimately, your future. With our solutions, you can stay ahead of emerging risks and have peace of mind knowing that your digital assets are in good hands.

### Course Outcome

We believe that by the end of this programmeme, participants will have gained knowledge and skills in the following areas:

- Enhanced Threat Detection: Identify and mitigate cyber threats before they escalate, minimizing potential damage.
- Regulatory Compliance: Ensure adherence to industry regulations and standards, avoiding costly penalties and reputational damage.
- Improved Incident Response: Streamline response protocols to mitigate the impact of security incidents effectively.
- Resilient Business Continuity: Establish robust strategies to maintain operations amidst cyber disruptions, safeguarding business continuity.

### Who Should Attend?

Ideal for IT professionals, cybersecurity analysts, and business leaders looking to fortify digital defenses and mitigate cyber threats effectively.

## Crisis Management and Emergency Response

Duration 3 or 5 Days

### Course Overview

Crisis situations can happen at any time and can have a devastating impact on individuals and organisations. Our course on Crisis Management and Emergency Response is designed to prepare you to manage and respond to these situations effectively. You will learn how to develop a crisis management plan, identify potential threats, and establish communication protocols. Our expert instructors will guide you through real-world emergency response scenarios, giving you hands-on experience in managing crises. With our comprehensive training, you will be equipped with the knowledge and skills needed to handle any emergency situation with confidence. Don't wait until it's too late. Enrol

### Course Outcome

Our objective is for participants to acquire knowledge and skills in the following areas by the end of this programmeme:

- Quickly evaluate the scope and severity of emergencies to initiate appropriate response actions.
- Facilitate clear and timely communication with stakeholders, ensuring coordinated response efforts and minimizing confusion.
- Allocate resources efficiently based on real-time situational assessments and prioritized needs.
- Implement contingency plans to sustain essential functions and services during crises, minimizing disruption.

### Who Should Attend?

Necessary for emergency responders, crisis management teams, and organisational leaders focused on preparing for, responding to, and recovering from emergencies and disasters efficiently.

## Preventing and Countering Violent Extremism (PVE & CVE)

Duration 3 or 5 Days

### Course Overview

Violent extremism is a growing threat to individuals and communities around the world. Our Preventing and Countering Violent Extremism (PVE & CVE) course provides comprehensive training on identifying and preventing extremist activities. You will learn how to assess the risk of violent extremism, develop intervention strategies, and implement community-based approaches. With our expert instructors and real-world scenarios, you will develop the skills and knowledge needed to prevent and counter violent extremism in your community.

### Course Outcome

This programmeme is designed to help participants improve their skills and gain knowledge in the following areas:

- Enhance understanding of violent extremism and its impact on communities.
- Develop skills to assess and prevent radicalization.
- Build effective interventions to counter extremism.
- Strengthen partnerships with community groups and law enforcement agencies.
- Promote peace and security in local communities

### Who Should Attend?

Suitable for law enforcement personnel, community leaders, and social workers

## Security Management and Asset Protection

Duration 3 or 5 Days

### Course Overview

Effective security management and asset protection are essential for the success of any organisation. Our Security Management and Asset Protection course provides comprehensive training on designing and implementing security programmemes that protect people, assets, and information. You will learn how to assess security risks, develop security policies, and implement security measures. With our hands-on training and real-world scenarios, you will develop the skills and knowledge needed to manage security and protect your organisation's assets.

### Course Outcome

We expect participants to have developed their skills and knowledge in the following areas by the end of this programmememe;

- Identify and assess security risks to your organisation.
- Develop and implement security policies and procedures.
- Manage security personnel and operations effectively.
- Protect your assets and ensure the safety of your employees and customers.
- Respond to security incidents in a timely and effective manner.

### Who Should Attend?

Suitable for security managers, operations managers, and facility managers.

## Security Risk Assessment and Management

Duration 3 or 5 Days

### Course Overview

Risk assessment and management are critical components of any security programmeme. Our Security Risk Assessment and Management course provides comprehensive training on identifying and assessing security risks, developing mitigation strategies, and implementing risk management programmemes. You will learn how to conduct risk assessments, develop risk management plans, and implement security measures. With our expert instructors and real-world scenarios, you will develop the skills and knowledge needed to manage security risks effectively.

### Course Outcome

We aim that by the end of this programmememe, participants will have gained knowledge and skills in the following areas:

- Identify and assess security risks to your organisation.
- Develop risk mitigation strategies to reduce risk exposure.
- Implement risk management plans and monitor their effectiveness.
- Ensure compliance with regulatory requirements and industry standards.
- Continuously improve security risk management practices.

### Who Should Attend?

Suitable for security professionals, risk managers, and business continuity professionals.



## Security Risk Assessment and Management

Duration 3 or 5 Days

### Course Overview

Risk assessment and management are critical components of any security programmeme. Our Security Risk Assessment and Management course provides comprehensive training on identifying and assessing security risks, developing mitigation strategies, and implementing risk management programmemes. You will learn how to conduct risk assessments, develop risk management plans, and implement security measures. With our expert instructors and real-world scenarios, you will develop the skills and knowledge needed to manage security risks effectively.

### Course Outcome

We aim that by the end of this programmememe, participants will have gained knowledge and skills in the following areas:

- Identify and assess security risks to your organisation.
- Develop risk mitigation strategies to reduce risk exposure.
- Implement risk management plans and monitor their effectiveness.
- Ensure compliance with regulatory requirements and industry standards.
- Continuously improve security risk management practices.

### Who Should Attend?

Suitable for security professionals, risk managers, and business continuity professionals.

## Workplace Violence Prevention and Threat Assessment

Duration 3 or 5 Days

### Course Overview

Workplace violence is a growing concern for organisations of all sizes. Our Workplace Violence Prevention and Threat Assessment course provides comprehensive training on identifying and preventing workplace violence. You will learn how to conduct threat assessments, develop prevention strategies, and implement response plans. With our hands-on training and real-world scenarios, you will develop the skills and knowledge needed to prevent workplace violence and keep your employees safe.

### Course Outcome

By the end of this programmeme, participants will have improved their abilities and gained knowledge in the following areas

- Understand the risk factors for workplace violence.
- Develop and implement violence prevention policies and procedures.
- Conduct threat assessments and manage violent incidents.
- Provide training to employees on how to prevent and respond to workplace violence.
- Ensure compliance with legal and regulatory requirements related to workplace violence prevention.

### Who Should Attend?

Suitable for human resources professionals, security professionals, and managers responsible for employee safety.



# Other Services

- Corporate Events and Conferences
- Strategy Session Facilitation
- Corporate Retreat Facilitation
- Team Building
- Sustainability




# Corporate Events and Conferences

Our conference facilitation and corporate events management services specialize in creating exceptional experiences that elevate your business gatherings. We understand the importance of meticulous planning, seamless execution, and a deep understanding of business dynamics.

Our services include strategic planning and consultation, where we collaborate closely with your team to align your event with your goals and target audience. We curate compelling programs with keynote speakers, panel discussions, and interactive workshops, ensuring attendees gain valuable insights and actionable takeaways.
We handle speaker management and engagement, leveraging our network of industry experts to secure influential speakers who can captivate and inspire your audience. Our team takes care of all logistical aspects, including venue selection, audiovisual setup, and catering arrangements, to create a seamless experience for you and your attendees.

We assist with branding and marketing to generate anticipation and reinforce your organisation's image. Through technology integration, we enhance participant engagement and facilitate networking opportunities. Our dedicated on-site team ensures smooth operations, managing registration and providing support throughout the event.
We believe in evaluating the impact of your event, conducting comprehensive assessments and gathering attendee feedback. Our detailed reports provide valuable insights for future decision-making.

With our conference facilitation and corporate events management services, we aim to transform your gatherings into powerful platforms for growth, innovation, and collaboration. Let us partner with you to create impactful experiences that align with your objectives, strengthen your brand, and drive long-term success.

# Strategy Session Facilitation

Our Strategy Session Facilitation service is designed to help businesses and organisations come up with effective strategies that can drive growth, increase profitability, and achieve long-term success. We understand that every organisation has unique challenges and opportunities that require tailored solutions. That's why we offer personalized facilitation services that cater to the specific needs and goals of each client. Our team of experienced facilitators possess good understanding of various industries and can provide valuable insights and guidance to help organisations navigate complex business environments.

Our approach to strategy session facilitation is collaborative and inclusive. We believe that the best ideas come from a diverse group of individuals with different perspectives and experiences. Our facilitators work closely with clients to identify key stakeholders as well as invite same to participate in these sessions. We also encourage open and honest communication to ensure that everyone's voices are heard and their ideas considered.

Our Strategy Session Facilitation services include several key components

- Pre-Session Preparation: Before the strategy session, we work with clients to define the objectives, scope, and desired outcomes of each session. We also conduct research and gather relevant data to ensure that our facilitators are well-informed and prepared to lead the session.

- Facilitation of the Strategy Session: Our facilitators use a variety of tools and techniques to guide discussions, encourage participation, and keep the session focused on the objectives. We also ensure that everyone has an equal opportunity to contribute whilst addressing conflicts or disagreements that may arise in a constructive manner.

- Post-Session Follow-Up: After the strategy session, we provide clients with a detailed report that summarizes the key findings, recommendations, and action items that emerged from the session. We also offer ongoing support and guidance to help clients implement our recommendations within assigned time periods.

Our Strategy Session Facilitation service is a valuable resource for any organisation that wants to develop a winning strategy that can drive growth and success. Our collaborative, inclusive, and personalized approach ensures that clients receive the guidance and support they need to achieve their goals and stay ahead of the competition.





# Corporate Retreat Facilitation

Our Corporate Retreats are designed to help businesses and organisations create a unique and memorable experience for their employees. We understand that corporate retreats are an important investment in employee morale, engagement, and productivity, hence why we offer a range of personalized services that cater to the specific needs and goals of each client.

Our approach to corporate retreats is collaborative and inclusive. We work closely with clients to understand their objectives, budget, and desired outcomes, and we tailor our services to meet their needs. We have a team of experienced retreat planners who can provide valuable insights and guidance to help clients create a successful event.

Our Corporate Retreats include several key components:

- Pre-Retreat Planning: Before the retreat, we work with clients to identify the location, theme, activities, and logistics of the event. We also provide guidance on budgeting, scheduling, and communication to ensure that everything runs smoothly.

- On-Site Coordination: During the retreat, we provide on-site support to ensure that everything is executed according to plan. We work closely with vendors, facilitators, and other service providers to ensure that all activities and services are delivered to a high standard.

- Post-Retreat Follow-Up: After the retreat, we provide clients with a detailed report that summarizes the key findings, feedback, and recommendations that emerged from the event. We also offer ongoing support and guidance to help clients implement any changes and improvements that are needed.

Teach House Corporate Retreats are a valuable investment in employee morale, engagement, and productivity. We offer personalized, collaborative, and flexible services that cater to the specific needs and goals of each client. We have a team of experienced retreat planners who can provide valuable insights and guidance to ensure that the event is a success.

# Team Building

Teach House provides enjoyable corporate team-building exercises and events such as motivational days, themed evening events, corporate entertainment, and corporate hospitality. Our activities are intended to promote teamwork, team bonding, whilst providing fun-filled team activities for staff, clients, and delegates across different locations whilst adhering to health and safety precautions.

Our team-building events are tailored to accommodate time, venue, duration and budget preferences of our clients respectively. We also tailor our team-building exercises to agreed learning outcomes and conference goals, as well as provide documented assessment and feedback on team members and overall performance with recommendations following. Our Collaborative group activities and team-building exercises are designed to always highlight the advantages of working as a team and maintain a shared vision in order to improve team synergy.
Our methodology employs an optimal mix of data gathering, data analysis and stakeholder engagement to execute a robust teambuilding exercise. Our team building activities comprise of icebreaker, problem-solving, communication, trust-building and aerobic exercises among others.

We also provide a hand-held team building facilitation engagement where we work hand-in-hand with organisations to provide an effective team building and bonding experience for staff and stakeholders respectively with corresponding staff assessment before and after team bonding sessions with recommendations following.





# Sustainability

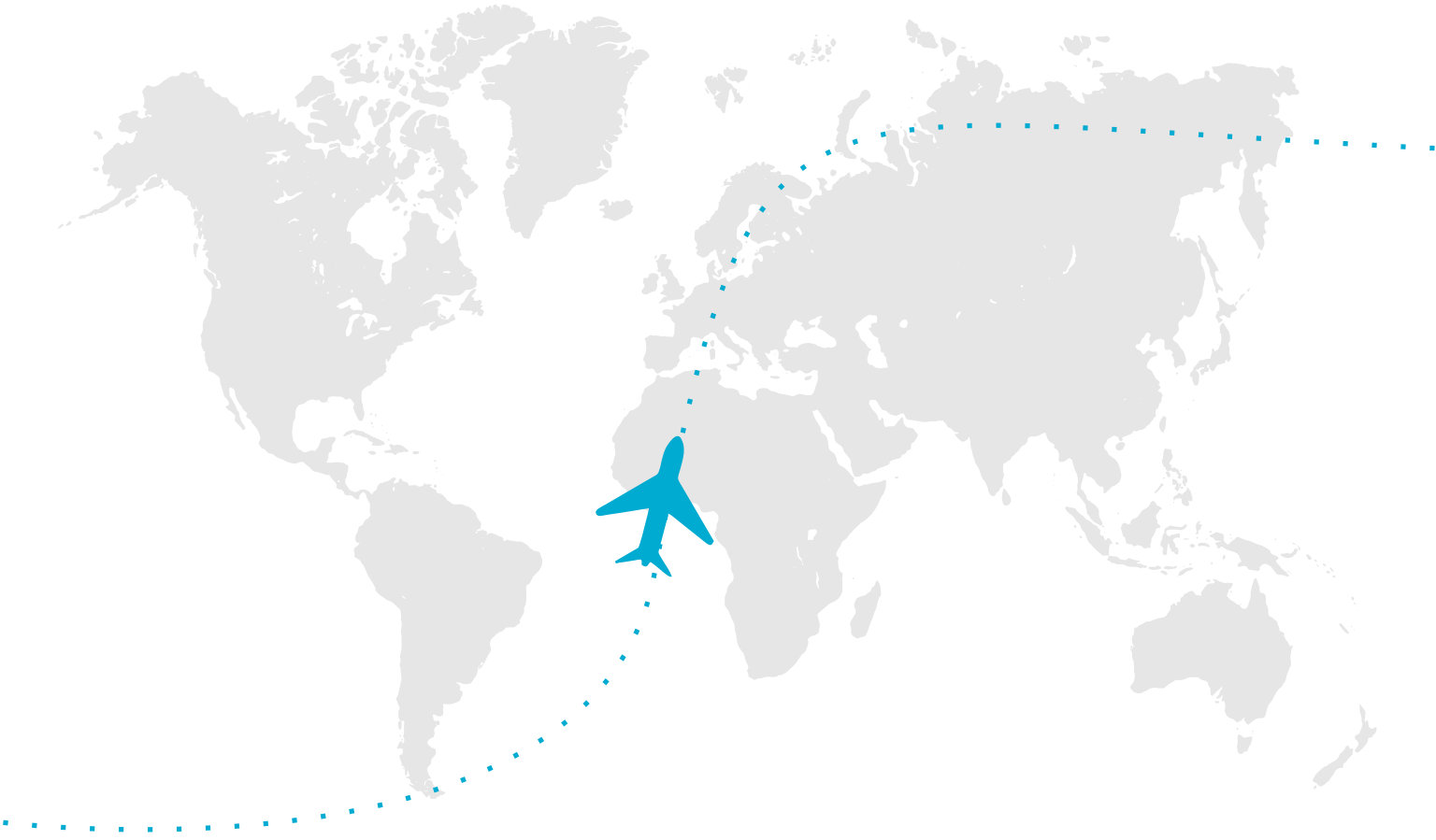
For over a decade, we have successfully hosted corporate events with an objective to address gaps within corporate and social spaces as well as to facilitate the spread of knowledge and encourage exchanges that address the leadership gap between the older and younger generations in Africa. To achieve this, we have focused on building capacities of students and youths through a number of events including training seminars, skill acquisition workshops, social campaigns, academic competitions, field trips and sponsorships.

These student-centered events have focused on unlocking local talent, enhancing access to learning and skills development, and providing robust career guidance and counseling. These events are designed to:

- Redirect the minds and energies of young people in secondary schools to academic and ultimately professional excellence as the lasting foundation for self-actualization and community development.
- Promote leadership among young people by providing integrated leadership education and skills for the youth through learning and education.
- Provide a platform for community leaders to 'pay it forward' by giving their time to help guide and mentor young individuals in their particular areas of expertise.
- Equip young people with personal and professional skills that are not taught in schools, but essential in helping them successfully find jobs, or start their own business.
- Promote, procure and provide requisite managerial and technical services for the development of leadership among young people.
- Promote entrepreneurship development for the young people through the provision of skills, enhancing learning and educational initiatives, systems and institutions.
- Partner with constituted authorities, development agencies and international organisations in ensuring the development of leadership values among young people.

These are the objectives that have governed our Conference of Secondary School Students (CSSS) and Youth Leadership events respectively.

Most recently, our interest in spearheading educational development and partner interventions that focus on human and organisational capacity building in Africa compels the need to advance our efforts towards addressing the role of education stakeholders in advancing these cause. To this effect, this we shall be hosting our inaugural Educational Leadership Conference. For further details of upcoming events please visit



# Training Locations

At Teach House, we internally assess organisations regardless of their location, identify capacity gaps, develop training needs plan and subsequently propose a training programme that will best address gaps already identified during the assessment. Our training programmes are designed using formal and informal approaches to best reflect the interest of our clients.

We offer our clients the opportunity to propose training dates, duration and location respectively. In addition, our be-spoke approach allows our clients enjoy our ability to accommodate their preferences when needed.

# London, UK

London, the capital of England and the United Kingdom, is a 21st-century city with a history stretching back to Roman times. At its centre stand the imposing Houses of Parliament, the iconic 'Big Ben' clock tower and Westminster Abbey, site of British monarch coronations. Across the Thames River, the London Eye observation wheel provides panoramic views of the South Bank cultural complex and the entire city.

London is steeped in history, with mediaeval and Victorian elements complementing a rich and vibrant modern world. The Tower of London and Westminster are nearby pubs and markets, and time-honoured rituals such as the changing of the guards take place as commuters rush to catch the Tube. It's a place where visitors can travel through time and, when they're tired, do as the locals do and grab a "cuppa" tea.

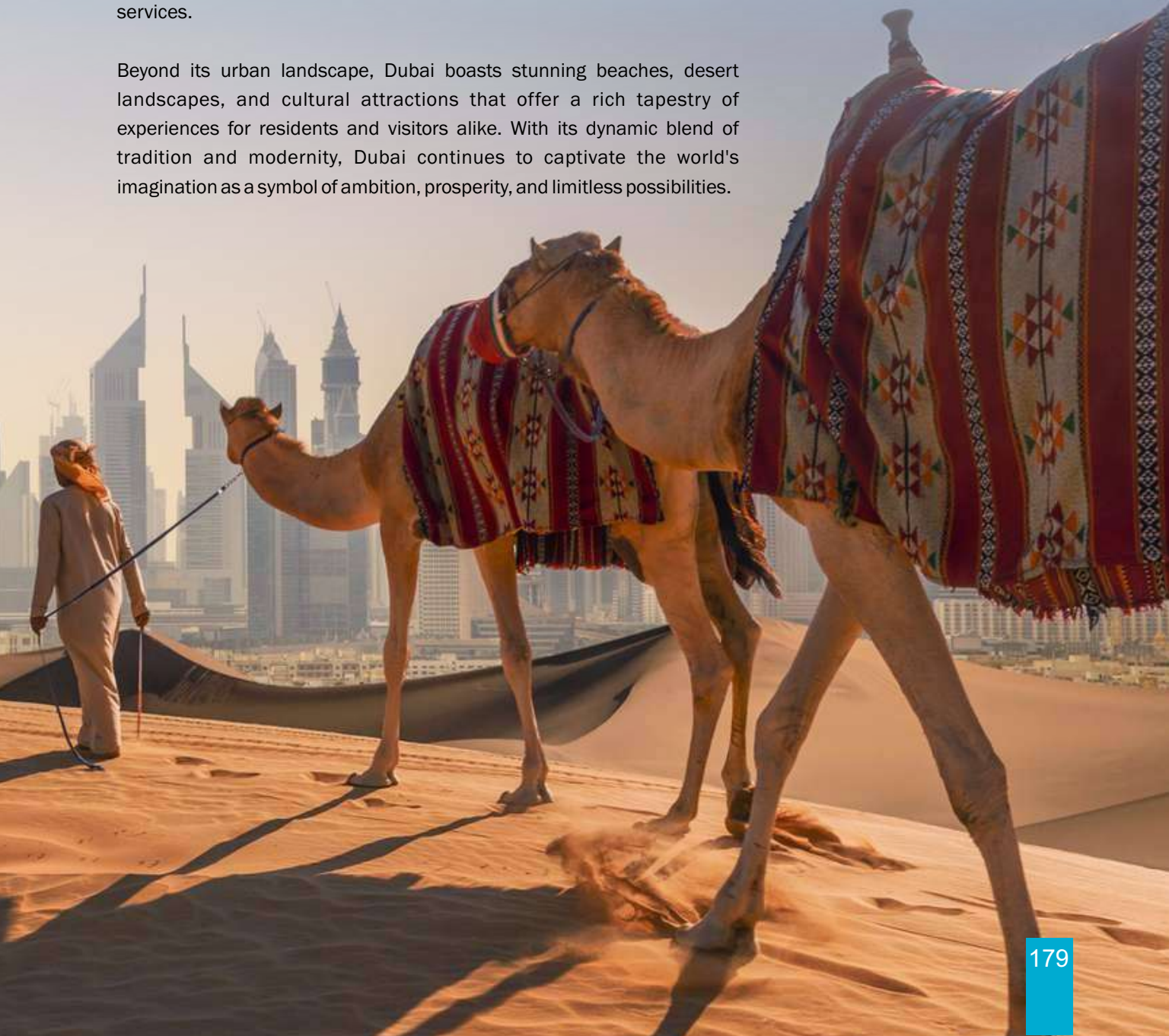


# Dubai, UAE

Located on the southeastern coast of the Persian Gulf, Dubai is one of the seven emirates that make up the United Arab Emirates (UAE). Renowned for its iconic skyline punctuated by futuristic skyscrapers and innovative architectural marvels, Dubai is a global hub for business, tourism, and luxury. Its strategic location has historically facilitated trade, with bustling ports serving as vital links between the East and West.

Dubai's economy is diversified, with key sectors including finance, real estate, tourism, and trade. The emirate's relentless pursuit of innovation has propelled it to the forefront of technological advancement, earning it the reputation of a "smart city" with cutting-edge infrastructure and services.

Beyond its urban landscape, Dubai boasts stunning beaches, desert landscapes, and cultural attractions that offer a rich tapestry of experiences for residents and visitors alike. With its dynamic blend of tradition and modernity, Dubai continues to captivate the world's imagination as a symbol of ambition, prosperity, and limitless possibilities.



# Nairobi, Kenya

Nairobi is the capital of Kenya. Nairobi National Park, a large game reserve known for breeding endangered black rhinos and home to giraffes, zebras, and lions, is located outside of the city's urban core. The David Sheldrick Wildlife Trust runs a well-known elephant orphanage nearby. Nairobi is also a popular starting point for safari trips throughout Kenya.

Nairobi, Africa's safari capital, is an energetic, modern city that provides an intriguing introduction to both wildlife and nightlife. In this former Maasai watering hole, music clubs pulsate with life, shops and markets bustle, and a plethora of restaurants tempt your palate. The Karen Blixen Museum, the Giraffe Centre, and the black rhinos of Nairobi National Park are among the highlights. The compact city centre is safe to walk through, and taxis provide access to other areas.

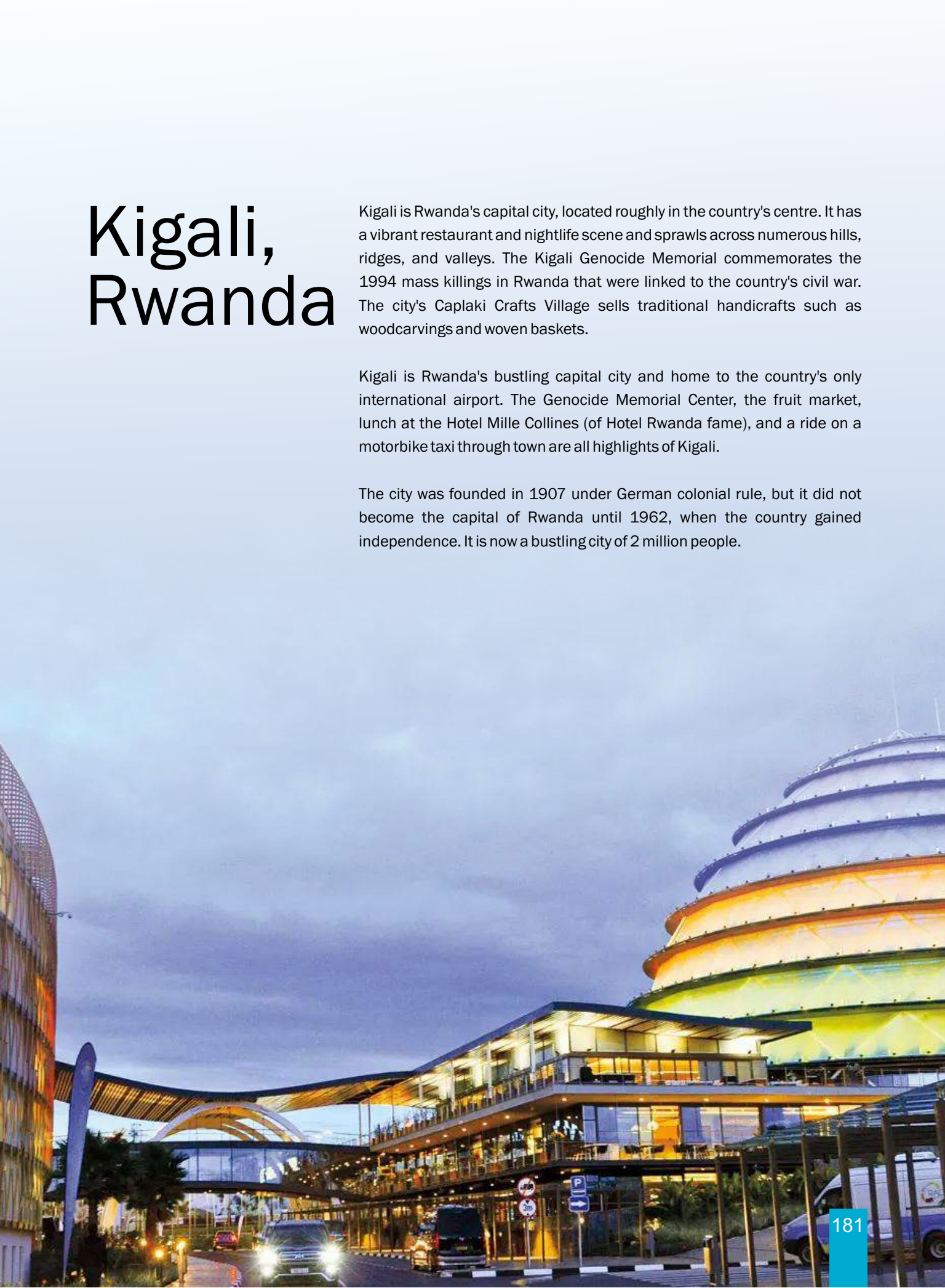


# Kigali, Rwanda

Kigali is Rwanda's capital city, located roughly in the country's centre. It has a vibrant restaurant and nightlife scene and sprawls across numerous hills, ridges, and valleys. The Kigali Genocide Memorial commemorates the 1994 mass killings in Rwanda that were linked to the country's civil war. The city's Caplaki Crafts Village sells traditional handicrafts such as woodcarvings and woven baskets.

Kigali is Rwanda's bustling capital city and home to the country's only international airport. The Genocide Memorial Center, the fruit market, lunch at the Hotel Mille Collines (of Hotel Rwanda fame), and a ride on a motorbike taxi through town are all highlights of Kigali.

The city was founded in 1907 under German colonial rule, but it did not become the capital of Rwanda until 1962, when the country gained independence. It is now a bustling city of 2 million people.



# Accra, Ghana

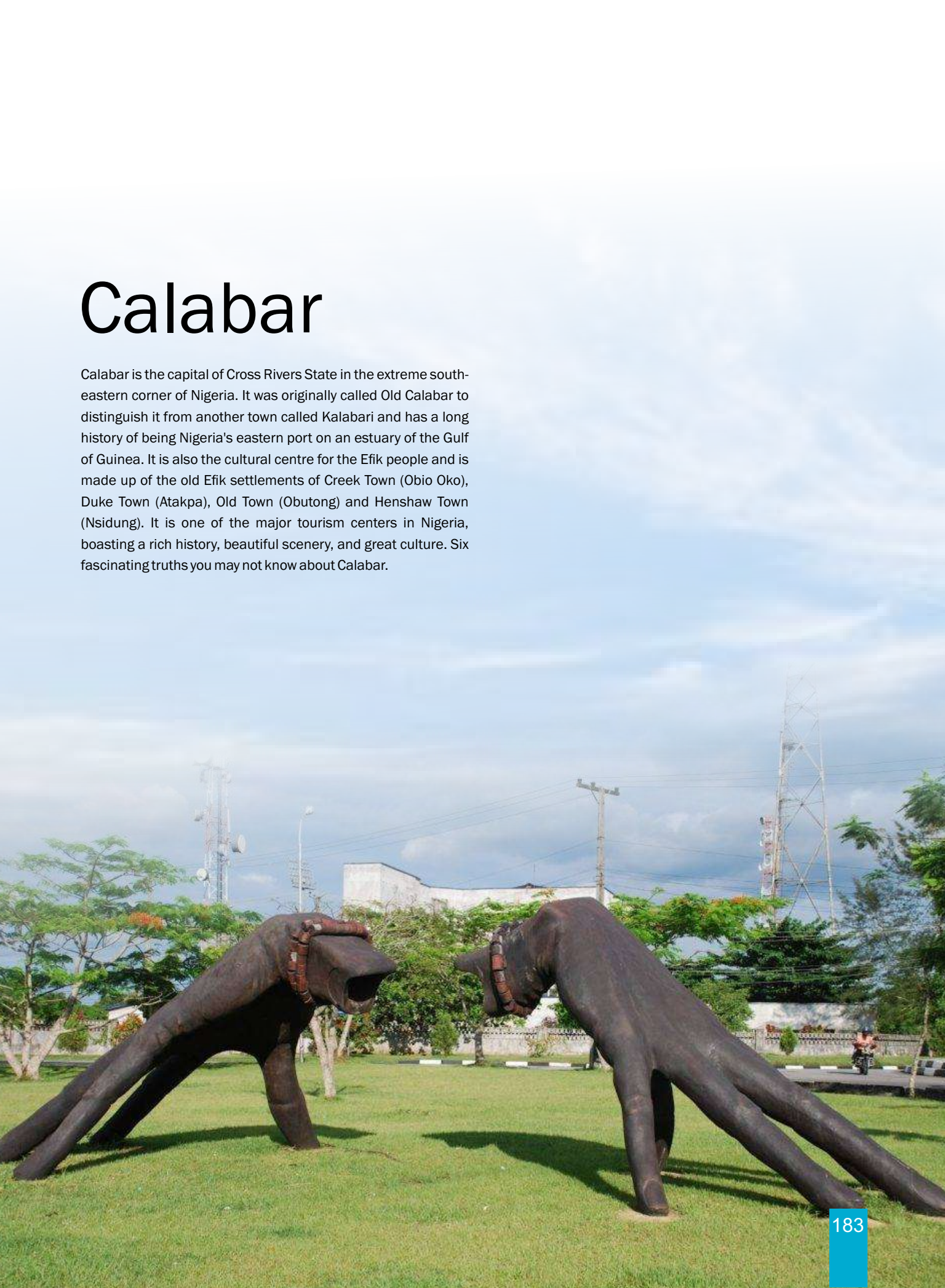
Ghana's most populous city, which stretches along the Atlantic Ocean, has glittering beaches, monumental buildings, museums, libraries, galleries, traditional markets, and a vibrant nightlife. Accra's architecture reflects the city's colonial past, with 17th-century castles coexisting with modern skyscrapers. The city's central financial and shopping districts, a veritable melting pot of cultures, contrast sharply with the less affluent residential areas surrounding the urban core.

Accra, dubbed "Africa's Capital of Cool" by the New York Times, has quickly become a top West African travel destination.



# Calabar

Calabar is the capital of Cross Rivers State in the extreme south-eastern corner of Nigeria. It was originally called Old Calabar to distinguish it from another town called Kalabari and has a long history of being Nigeria's eastern port on an estuary of the Gulf of Guinea. It is also the cultural centre for the Efik people and is made up of the old Efik settlements of Creek Town (Obio Oko), Duke Town (Atakpa), Old Town (Obutong) and Henshaw Town (Nsidung). It is one of the major tourism centers in Nigeria, boasting a rich history, beautiful scenery, and great culture. Six fascinating truths you may not know about Calabar.



# Abuja, FCT

Abuja, strategically located at the crossroads of ethnic and religious groups in Nigeria, is home to the country's Presidential Branch, National Assembly, and Supreme Court. The majestic Aso Rock towers over the city's central government district. The National Mosque, the National Christian Centre, and the National Stadium all reflect the city's diverse architecture. Every day markets throughout the city sell everything from pottery to fresh fruits and bread.

Nigeria's capital, Abuja, is located in the centre of the nation. Aso Rock, a massive monolith that was built primarily in the 1980s, dominates the city's skyline. It rises up behind the Nigerian president's residence and offices, which are located in the Presidential Complex in the Three Arms Zone on the eastern edge of the city. The National Assembly and the Nigerian Supreme Court are close by.





# Uyo

Uyo is the state capital of Akwa Ibom, a major oil producing state of Nigeria. It was created as a province in 1959 by the colonial masters to split the Ibibio tribe into smaller administrative units for effective governance. Uyo Local Government is a creation of statute of the Federal Government of Nigeria and is the core or credit of the Ibibios. It is home to the "Afaha Lineage" whose original home has been traced to Usak Edet in the Cameroon. Uyo people are of the Ibibio stock and speak Ibibio language.

They have unique traditions such as Ekpo, Ekpe masquerades and dances. With the influx of indigenes into educational institutions, the Local Government Council has been providing scholarships to deserving indigenes to study professional courses. Uyo also has unique traditions and culture such as a Loincloth, shirt with Hat and staff, and delicacies such as white soap. The people of Uyo are predominantly Christians and believe in the existence of one Supreme Being. They have traditional shrines for their various deities, and are endowed with mineral and forest resources such as gravel, silica, sand, clay, and timber. They are predominantly farmers and traders, with trade items such as palm oil, vegetables, plantain, bananas, yam, cassava, fish, crayfish, periwinkle –'mfi' and other products from the sea. They are also enterprising, focused and proactive. Uyo is accessed by road via the A342 highway, Abak Road, Nwaniba Road, Itu Road, and Aka Road. Nearby airports include the Uyo Airport. Uyo is a fast growing city with an intensive network of divided highways and flyovers.



# Nasarawa

Nasarawa, also spelled Nassarawa, is a town in Nassarawa state, central Nigeria. It was founded in 1838 by Umaru, a dissident official from Keffi, as the seat of the new emirate of Nassarawa. Umaru expanded his domain by conquering neighbouring territory and made Nassarawa a vassal state to Zaria. Muhammadu (reigned 1878–1922) enlarged the emirate by various conquests and, in 1900, was one of the first emirs to pledge allegiance to Great Britain. In 1976, Nasarawa became part of Plateau state, and in 1996, it became part of Nasarawa state. Farming and mining are the principal activities of the area's predominantly Afo population, and Nasarawa is a market centre for the yams, sorghum, millet, soybeans, shea nuts, and cotton grown in the surrounding area. It is located at the intersection of local roads that lead to Keffi and the Benue River ports of Loko and Umaisha.

# Lagos

Lagos, Nigeria's largest city, stretches from the Gulf of Guinea inland across Lagos Lagoon. Victoria Island, the city's financial centre, is known for its beach resorts, boutiques, and nightlife. The National Museum Lagos, located on Lagos Island to the north, displays cultural artefacts and craftworks. Freedom Park, a former colonial-era prison that is now a major venue for concerts and public events, is nearby.

Lagos (Yoruba: kó) is Nigeria's most populous city, spanning two main islands and the mainland. It is the country's financial capital and is well-known for its music scene throughout Africa. Lagos has an active nightlife. It is the centre of the Nigerian movie industry, often referred to as 'Nollywood'.



# Kano

Kano State, located in northern Nigeria, is renowned for its rich history, vibrant culture, and economic significance. As one of the most populous states in Nigeria, Kano plays a pivotal role in the country's socio-economic landscape. The ancient city of Kano, its capital, serves as a major commercial and industrial hub, with a bustling market scene that attracts traders from across West Africa.

Kano State boasts a diverse population comprising various ethnic groups, including the Hausa, Fulani, and Kanuri, contributing to its cultural dynamism. The state is known for its traditional crafts such as weaving, leatherwork, and dyeing, showcasing centuries-old artisanal skills passed down through generations.

In addition to its cultural heritage, Kano State is also significant agriculturally, with vast fertile lands supporting the cultivation of crops like millet, sorghum, and maize. Moreover, the state's strategic location along trade routes has historically facilitated commerce and exchange, contributing to its economic vitality.

Despite its cultural and economic prominence, Kano State faces challenges such as inadequate infrastructure, poverty, and security concerns. However, efforts are underway to address these issues and unlock the state's full potential for sustainable development and prosperity.

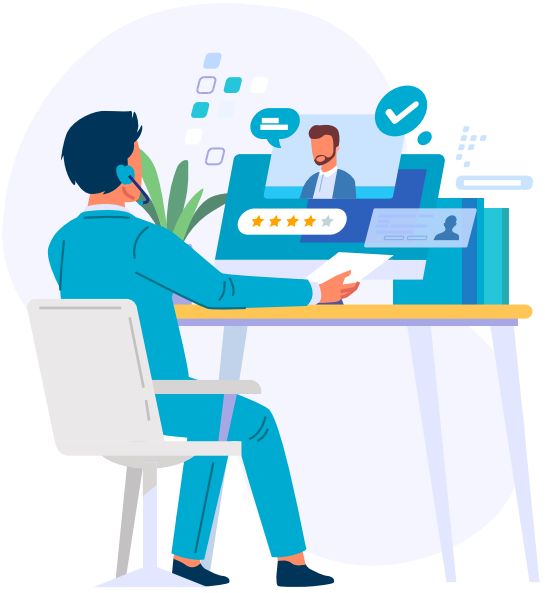


# What to Expect from Us

Envisaged outputs for every of our program will specifically:

- Increase productivity level for participants.
- Enable them prioritize and focus key resources on achieving top objectives.
- Broaden their horizon on how critical organisational processes and strategy knit together to accomplish institutional objectives.
- Improve their capability to recognize and take prompt advantage of key opportunities.
- Enable them gain a broader insight into the effects of organisational culture and how to leverage on it to enhance corporate goals.
- Equip them in becoming an operating manager capable of communicating effectively in a team environment.
- Teach them how to reposition their teams and management practices to increase organisational effectiveness.
- Develop frameworks for problem solving that allow them make cross-enterprise decisions more quickly and with greater confidence.
- Test and apply the knowledge they gain to real life cases
- Exchange insights with other leaders from a variety of industries and backgrounds dealing with similar issues.
- Broaden their network by establishing enduring contacts and value-adding relationships.





# Why Us?

We offer a step-by-step approach to the entire recruitment process thereby providing applicants amble time and opportunity for enquiries and professional advice.

We embark on comprehensive research into several Universities/Colleges for efficient comparison in order to make the best decision for our clients.

Our services simplify the often cumbersome or prolonged process of student admission experienced by most international students arising from limited access to Internet or poor preparation before visa interviews.

Our admission process is fully transparent as the applicant is communicated at every stage of the recruitment process and kept informed of all correspondence with the intended University/College.

We provide support through the visa application process, which can be daunting and also cause delays to admission. We go the extra mile to partner with other professional organizations to ensure legally sound advice is given.

We also provide information on local transport, cost of living, weather, social etiquette, food, cultural and social life of chosen College or University location etc.

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