



Workshop on Developing Emotional Intelligent Management and Leadership Skills

January 8 - 12, 2024, 1st Run: Lagos & Port Harcourt

July 1 – 5, 2024, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

**500 U\$D for foreign
Participants**

Program Overview:

Emotionally intelligent management embraces and draws from numerous other branches of behavioural, emotional and communications strategies to develop more productive and successful managers and leaders. Knowing and raising your Emotional Intelligence is essential to your managerial and leadership success.

For whom:

This program is designed for all managers, leaders and professionals who need to have in-depth knowledge of human behaviours, those who want to be better leaders and managers. Managers and leaders who wish to understand their emotions and how it affects those around them and their productivity in the workplace.

Learning objectives:

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

- develop interpersonal skills such as self-awareness, which is the ability of an individual to recognize and understand one's moods, emotions and drives as well as their impact on others;
- leadership strategies for working with others towards shared goals;
- cultivate empathy or the ability to understand the emotional makeup of other people and skill in responding according to their emotional reactions;
- develop interpersonal skills which indicate the individual's proficiency in managing relationships and building networks; and
- develop skills in responding to criticisms & adversity.

Course Outline:

Day One: What is Emotional Intelligence?

- What is Emotional Intelligence Quotient (EQ)
- Intra personal & Interpersonal skills,
- Emotional Intelligence in the workplace
- Your emotional intelligence style
- Emotional Intelligence for Innovative Teamwork
- Removing blocks to innovative teamwork through EQ
- Developing self-awareness for teamwork

Day Two: Developing your emotional skills

- Understanding EQ personal competencies,
- Recognizing one's emotions and their effects,
- Accurate self-assessment for personal transformation
- Knowing one's strengths & weaknesses,
- Self-confidence: a strong sense of one's worth and capabilities,
- Managing ones' internal states, impulses and resources,
- Developing trustworthiness for corporate transformation

Day Three: Applying your emotional skills

- Becoming aware of your emotional expressions
- Emotions and decision making,
- Idea generation and problem solving
- Develop your emotional imagination,
- Getting things done through people
- Managing anger at work

Day Four: The Emotionally intelligent manager

- Building effective teams,
- Listening openly and sending convincing messages
- Negotiating and resolving disagreements
- Inspiring and guiding individuals & teams,
- Instituting and managing change
- Nurturing relationships,
- Creating synergy in teams

Day Five: Leadership strategies

- Assessing your leadership style
- Accountable Leadership for managing performance
- Value-based leadership to manage people,
- Working with others towards shared goals,
- From delegation to empowerment,
- Managing emotional stress

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor,
23, Acme Road, Ogba, Industrial Scheme,
Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05,
E. Ekukinam Street, Utako District, Abuja

3 - Pakiri Hotel Ltd, 4 Okwuruola Street, off Stadium Road,
Port Harcourt, Rivers, Rivers

Open Course Fee: N250, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750.

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name:

Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**Enquiry/Booking, Contact: 234-8051365946, 234-7087578814
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