



# HUMAN CAPITAL ASSOCIATES

(SKILLS & ORGANIZATION DEVELOPMENT CONSULTANTS)

## BASIC MANAGEMENT SKILLS DEVELOPMENT PROGRAM

(Management Skills for New Managers and Supervisors)

December 10 - 12, 2018

Lagos, Abuja & PortHarcourt

Also Available For In-plant Training

**Note:** You can register or download our 2018 calendar online @ [www.humancapitalassociatesng.com](http://www.humancapitalassociatesng.com)

### Programme Overview:

Most people assumes that being a manager comes naturally by having power derived from being the boss controlling resources, having access to information and being able to command and control other people. Management has changed, managers today must be able to analyze and control resources. This program is designed for new and existing first line managers and team leadership with responsibilities of managing people for organizational productivity.

### FOR WHOM:

Senior supervisors, Assistant managers/Middle managers and newly promoted managers and those Admin. officers being prepared to managerial position.

### LEARNING OBJECTIVES:

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

- \* appreciate their roles and responsibilities as first line managers / team leaders
- \* know and apply the principles and concepts of modern management techniques.
- \* develop leadership and assertiveness skills.
- \* provide clear and engaging directives to team members
- \* give feedback to team members on their performance
- \* motivate subordinates for improved productivity
- \* delegate tasks to team members in an engaging and supportive manner

### COURSE CONTENT

#### Understanding The Management Concept : An Overview

- Principles, Concepts and Applications.

#### The role of the manager

- The roles & Responsibilities of the first line manager
- Understanding and Managing Your team members
- Identifying the right type of support and development
- Management skills for motivating and engaging your team

#### Developing Effective Communication Skills

- Communicating clear direction and instructions
- Impact of verbal and non verbal communication

#### Managing performance through effective feedback

- Purpose and benefits of giving and receiving feedback
- Models for giving constructive and motivational feedback

#### Developing Good Coaching/Mentoring skills

- o Identifying opportunities for coaching
- o Questioning techniques using the GROW process
- o Active listening, summarizing and reflecting back

#### Developing Effective Delegation skills

- o Skills and process of effective delegation
- o Benefits of delegating tasks

#### Developing Team Building Skills

Team Process and Team Building

#### Developing Leadership Skills

- Understanding Different Types of Leadership
- Applying Action Centered Leadership for Results

#### Case Studies

### RESOURCE PERSONS

**ABIODUN ODEYEMI:** MCIPS (London), HND., Pur & SS., M.Sc., Managerial Psychology. An experienced management practitioner with over 20 years of post-graduation experience spanning the manufacturing and service sectors of the economy. Mr. Odeyemi is a specialist in material management, employee's motivation, productivity improvement, customer service and quality management. He was the Assistant General Manager supply chain, Pivot Engineering Nig. Ltd. Mr. Odeyemi is a faculty member Human Capital Associates. He will join others to share their experiences on this program.

### WORKSHOP FEE:

**N90,000 per participant, VAT - N4,500**

**Note: this covers Workshop Fee, Full Break fast, Lunch, course materials and certificate of attendance.**

**Payment should be made in favour of Human Capital Associates.**

**Payment can equally be made into our Accounts:**

**Account Name : Human Capital Associates**

**Keystone Bank Ltd. Account No:1005378262**

**Union Bank Of Nig. Plc Account No: 0006208533**

### LOCATIONS

**1 - HCA Learning Centre.**

**Acme House 2nd Floor,**

**23, Acme Road, Ogba,**

**Ikeja, Lagos**

**December 10 - 12**

**2 - Royal Tropicana Hotel, Abuja**

**December 10 - 12**

**3 - MAAS Central Hotel, Port Harcourt**

**December 10 - 12**

**Open Course Fee:N90,000**

**In-plant Fee Negotiable**

### FOR BOOKING/INQUIRIES:

Please Contact:

Office Lines:0814-574-5664

0811-749-1970

Otumba: 0806-622-3343

Philip: 0802-917-0491

0806-893-3608

0805-136-5946

*Note: Human Capital Associates reserves the right to alter dates, content, venue and trainer.*

Human Capital Associates : Acme House 2nd Floor, 23 Acme Road, Ogba, Ikeja - Lagos

Abuja Corporate Office Suite: 6, Shalom Plaza, Gudu District. Abuja, Nigeria.

Website ; [www.humancapitalassociatesng.com](http://www.humancapitalassociatesng.com); e-mail; [info@humancapitalassociatesng.com](mailto:info@humancapitalassociatesng.com), [humancapitalassociatesng@yahoo.com](mailto:humancapitalassociatesng@yahoo.com)

Office Lines : 234-8117491970, 234-8145745664 , Other Lines: 08029170491, 08068933608, 08051365946, 08184727337

**Note:** Please confirm participation in writing or call Human Capital Associates lines for reservation.

Programme commences 9:00a.m.each day with Breakfast

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