



Workshop on Leading with Confidence

May 13 – 17, 2024, 1st Run: Lagos & Port Harcourt

November 11 - 15, 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:

This program is designed for participants who wish to achieve a high level of self-confidence and assertiveness skills with the ability to communicate in a strong, assertive and confident manner. This high level of confidence is needed in a variety of everyday business situations especially when communicating to groups or individuals. It is a proven fact that an individual's level of personal self-confidence will impact greatly on one's managerial and leadership success.

For whom:

This program is designed for managers, supervisors, front line managers who wish to boost their confidence and assertiveness so that they can lead and manage people more effectively.

Learning objectives:

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

- speak to groups in a way that will inspire and motivate them;
- put your message across assertively in business meetings;
- get people to buy into your ideas;
- speak with passion and confidence; and
- project confidence and credibility to those you work with.

Course outline:

Day One: Creating a Confident and Credible Image

- Where does self-confidence come from?
- The comfort zone and its impact on business success
- Banishing the fear of speaking in public
- Self-perception and its impact on confidence
- How being confident can help you raise your profile
- Body language and its impact on credibility

Day Two: Confident Communication to Groups

- How to run efficient and effective meetings
- How to prepare for and structure a business presentation
- How to get over the nerves of giving a business presentation
- Dealing with questions from senior leaders
- How to sell yourself and your organization and your ideas

- Building rapport in business presentations

Day Three: Confident Communicating to Get Results

- The power of using stories to get messages across
- Using analogies effectively
- Using evidence to win people over to your way of thinking
- Increasing your personal power and charisma
- When to be strong and when to play weak
- Inclusive/exclusive language and its effect on people

Day Four: Communicating Passion

- The importance of passion
- Developing courage and confidence in conflict situations
- Beating your comfort zone and taking more risks
- Using our full range of communication
- Powerful closes that move people to action,
- Become a magnetic personality

Day Five: Enhancing your Profile within the Organization

- How to conduct yourself to senior people
- How to sell change to people who don't want to change
- How to sell unpopular policies to team
- How to make yourself memorable,
- Be a radiator, not a drain

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, Rumuola, Port Harcourt, Rivers State.

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

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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& 234-9112830607**