



Workshop on Senior Executive Skills Development Program

February 9 – 13, 2026

Venue: Eden Vale Hotel: Adjiringanor East Legon,
Madina, Accra, Ghana.

Course Fee: \$3,000 per Participant

Program Overview:

Among the challenges facing executives in ministries, departments, agencies and business organizations are: - The ability to assess how effective the organization is;

- instituting and implementing the organization's strategic plans, policies, procedures, rules and regulations, the ability to manage the complex tasks and managing diversity.

To handle these challenges effectively requires among others, the skills of decision-making, administration and understanding of financial statements. This course is designed to assist participants acquire the necessary skills to effectively handle the challenges that confront them as executive officers of their organizations.

For Whom:

Senior and Middle level officers in the Federal, State Ministries, Departments and Agencies, Local Government Councils, and Senior and Middle level executives in the organized private sector, who need to improve on the performance and productivity of their units, departments and organizations

Learning objectives:

At the end of this program, Participants will be able:

- demonstrate improved awareness of the importance of inter-functional and inter-personal relations for organizational effectiveness;
- discuss the need to integrate individual and organizational objectives for organizational growth;
- recognizes major organizational problems, classify them and prioritize them for solution;
- discuss methods of effective decision-making under various circumstances; and
- identify structures and systems required for effective organizational performance.

Course outline:

Day 1: Understanding organizational Goals & Objectives:

- Ministries, Departments, Agencies and Business Organizations: Nature and Purpose
- Operational to Strategic Leadership / Management: moving up the ladder
- Clarity of Goals for Personal Development
 - The Power of Personal Goals and Vision
- Leadership: Zone of Empowerment
 - Eliciting and Clarifying Personal Values
- How to 'be' as a senior executive: handling yourself in the role
 - Using your influence at work
- Strategic Priority Setting:
 - Low- and High-Level Goals
- Leveraging delegation for responsive deliveries
- Understanding Economics of Time
 - A Crucial Leadership Skill

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com: Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri| 8am-5pm|2348117491970|2348145745664|

Other Lines: 24/7 2348029170491|2348068933608|2348051365946|2348184727337

Day 2: Strategic Leadership & Management

- Mission and Vision
- Objectives and Strategies
- Leadership approach
 - Visionary and Transformational leadership approach
- Power and authority: differences and similarities
- How power works in organizations
- Leading and managing people for organizational productivity

Day 3: The organization, its culture and its impact on your leadership approach

- Understanding your organization and its internal politics
 - Managing difficult conversations and meetings
 - Managing upwards and sideways
- Developing and Managing High Performance Team
 - Team-building for success
 - Your team leadership style
- Problem solving and Decision-Making
- Developing Effective Organizational Communication
 - The leader as communicator
 - Using Emotional Intelligence

Day 4: Understanding Financial Management

- Analysis and Interpretation of Financial Statements
- Balance Sheet
- Cash Flow
- Ratio Analysis
- Income Statement Analysis

Day 5: Motivating, Rewarding and Leading Teams for Productivity Improvement

- Why Do People Behave as They Do?
- Powerful Keys to Motivation
- Understanding Passion,
- Rapport Mastery
- Deep Needs & Fears,
 - The Dynamics of Balance
- Inspiring Enthusiasm,
- Managing & Leading – Style Flexibility
- Impression management: your personal PR

This course package includes: Course material in soft copy, Tea break, Lunch, City tour, and certificate of attendance.

A Core 1.5 laptop with the soft copy of the course material loaded with a carrying bag will be presented to the participants at the end of the course.

Note: Payment is either U\$D or the prevailing parallel market rate.

Training Methodology

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

For bookings and inquiries, call: +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

Or send us an email: info@hcaglobalconsult.com or hcaglobalconsult@gmail.com

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