



Workshop on Successful Planning, Organizing & Delegating

May 26 – 30, 2025, 1st Run: Lagos & Port Harcourt

November 17 – 21, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participant**

Program Overview:

With business processes, equipment, documentation and communication becoming increasingly complicated, managers and professional administrators need a wide range of skills to run the office effectively. Often these skills are neglected or ignored, which results in ineffective office management. General office administration is part-and-parcel of the day-to-day running of any business. As an office manager, you may be responsible for petty cash, managing the switchboard, dealing with delivery services, the administration of basic office facilities, and general management.

This Effective Office Management program will help increase participants motivation and confidence through understanding of principles and best practices of successful office management.

For whom:

This program is designed for managers, professionals wanting to learn practical management techniques for good planning, organizing themselves and others and delegating effectively, Individuals who are responsible for managing any type of group or team, Professionals who would want a refresher in planning techniques, Professionals who wish to overcome resistance to change, Professionals wishing to enhance their ability to manage people

Learning objectives:

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

- explain the value of strategic thinking;
- develop objectives aligned to organizational vision;
- set priorities and prepare plans;
- develop the ability to delegate effectively; and
- apply and explain different leadership styles and their impact on team performance.

Course outline:

Day One: Planning and Getting Organize

- The benefits of planning
- Single and Double Loop Learning – limiting assumptions
- Systems Thinking – multiple variables
- Managers & Leaders' responsibilities
- Behavioural competencies to deliver high performance
- The principles behind setting objectives

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

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

Day Two: Importance of Planning Management

- Defining Scope for Plans
- Aligning and integrating goals, the sum is greater than the parts
- Impact of organizational structures on delivery of plans
- McKinsey 7S Model – a balanced approach to delivery
- Project v business planning – the challenges
- Principles of Risk Management

Day Three: Delegation, Personal Organization and Setting Priorities

- People's attitudes to work
- Teamwork requires effort
- Setting priorities to improve work outcomes
- Planning for time management, scheduling and meeting deadlines
- Delegating effectively to empower staff
- The process of delegation

Day Four: Planning Effectively with Your Team

- What makes teams effective?
- Characteristics of high performing teams
- Team v. Individual Roles
- Empowering the team through the development of interpersonal skills
- Developing interpersonal skills between team members
- Team results need effective team communication

Day Five: Developing Personal and Team Change Plans

- Human responses to change
- Techniques to set personal goals
- Techniques to set team change goals
- Overcoming resistance to change
- Innovation, Strategy, Change – the links
- Personal action planning

LOCATIONS

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

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

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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Training Methodology

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

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