



Workshop on Senior Executive Skills Development Program

June 24 – 28, 2024, 1st Run: Lagos & Abuja

December 9 – 13, 2024, 2nd Run: Lagos & Port Harcourt

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:

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 executives' 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 to:

- demonstrate improved awareness of the importance of inter-functional and inter-personal relations for organizational effectiveness;
- 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
- design 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 on delegation for responsive deliveries

- Understanding Economics of Time
 - A Crucial Leadership Skill

Day 2: Strategic Leadership & Management

- Mission and Vision
- Objectives and Strategies
- Leadership approach
 - Visionary and Trans-formational 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 and 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

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teachings/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**