



**Workshop on Essentials of Management & Leadership**

June 6 – 10, 2022, 1<sup>st</sup> Run: Lagos & Port Harcourt

November 14 – 18, 2022, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N180, 000 per Participant

**For online:** Delivery via Zoom

Time: 9am – 4:00pm everyday

**Online course fee:** N150, 000 per Participant

**Available for In-plant Training**

**USD Equivalent for foreign  
Participants**

**Program overview:**

Many organizations are suffering from widespread dissatisfaction in their work-force; those who can leave do so while the mediocre remain. The first-line or middle management is saddled with this responsibility. The talented employee may join a company because of its charismatic leaders, its generous benefits, and its worldwide training programs, but how long that employee stays and how productive depends on the immediate superior. Companies need first-line and middle management to motivate, communicate and build relationships effectively. The effectiveness of management and leadership within an organization is directly linked to its success. This program on essentials of management and leadership is ideal for any organization looking to develop the effectiveness of their teams of leaders and managers.

**For whom:**

This program is designed for Supervisors, leaders, and line managers, Team Leaders, site, operations and production Supervisors, Young employees identified as 'high potential' future Managers, Supervisors who are interested in building their management skills, Anyone who needs to work with other team members to bring out their best.

**Learning objectives:**

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

- \* Understand the concept, process & functions of management and leadership
- \* Help their team members think out of the box
- \* Know and practice the fundamental concepts of stakeholders' management.
- \* Help improve employee satisfaction and thus increase retention
- \* Help their organizations achieve a breakthrough and maintain the entrepreneur spirit
- \* Solve organizational problems effectively
- \* Manage a team to face change effectively
- \* Look at common problems differently with different results

**Course outline:**

**DAY 1 – Management and Leadership Styles and Relationship with People**

- People Management
- Leadership/management styles – 3 different decision-making styles
- Impact of the above to dealing with people and issues: case exercise & discussion
- How to Build passion and commitment toward a common goal
- Decision making and results!

**DAY 2 – Tying Entrepreneurial Spirit to Management and Leadership**

- Business acumen and Entrepreneurial spirit
- Definition of an entrepreneur
- Identification of opportunities
- Global thinking: linking Risk management with PESTEL factors (Political-Economical-Social-Technological-Environmental-Legal). Each with explanation and case sharing

### DAY 3 – System and Creative Thinking

- System Thinking
- Definition: what is it?
- How to use system thinking to handle problems and challenges
- Problems and opportunities to affect actions (e.g., leverage opportunities and resolve issues).
- Think out of the box
- Case discussion: Interview logic and analytical thinking
- Differences between critical, analytical & creative thinking
- Example of “out of the box” case
- Creative Techniques (to share a few techniques with a case for each technique)

### DAY 4 - How to Influence People and Manage Change

- Influencing Skills
- A look at Organizational politics: power and influence (definition and examples)
- Major influencing techniques (5 techniques) and how to apply
- Pros and cons of each
- Managing Change
- Why people resist change and what do with it?
- How to develop a long-range course of action or set of goals to align with the organization's vision

### DAY 5 – Managing Team, Stakeholders and Behavioral Modification

- Building Relationship and Stakeholder management
- Team working
- Stakeholder Analysis and management to deal with issues
- Ability to Motivate
- What is a motivation? What makes people move or tick?

#### 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. Ekuinam Street, Utako District, Abuja

3 – Pakiri Hotel, 4 Okwuruola Street, Off Stadium Road, Rumuola, Port Harcourt

**Open Course Fee: N180, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N180, 000 per participant, VAT –N13, 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: 234-8145745664, 234-8184727337**

**24/7 Lines: 234-8068933608, 234-8029170491 & 234-8051365946**

### Training Methodology

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