



Workplace counselling and employee welfare management

March 10 – 14, 2025, 1st Run: Lagos & Abuja

September 1 – 5, 2025, 2nd Run: Lagos & Port Harcourt

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 USD for foreign
Participants**

Program overview:

This comprehensive program is designed to equip HR professionals, managers, and workplace leaders with the essential skills and knowledge required to provide effective counseling and manage employee welfare within the workplace. Participants will learn how to address employee concerns, improve mental health and well-being, and foster a supportive work environment that enhances overall productivity and job satisfaction.

At the end of the course participants will be able to design, develop, and evaluate welfare programs tailored to the needs of their organization

For whom:

This course is designed for HR professionals, Line managers, supervisors, and team leaders, Aspiring workplace counsellors, employee welfare officers, and employee relations managers. Anyone interested in enhancing employee well-being in the workplace will all benefit from this course.

Learning objectives:

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

- gain a thorough understanding of the principles and practices of workplace counseling, including the roles and responsibilities of a workplace counselor;
- learn strategies to implement and manage effective employee welfare programs that support mental health, work-life balance, and overall well-being;
- develop effective communication skills essential for effective counseling, including active listening, empathy, and conflict resolution;
- explain the legal and ethical issues related to workplace counseling and employee welfare, including confidentiality, boundaries, and professional conduct;
- learn techniques for crisis intervention and how to support employees in times of personal or professional crises;
- gain skills in designing, implementing, and evaluating employee welfare programs to ensure they meet the needs of the workforce;

Course Outline:

Day 1: Module 1: Introduction to Workplace Counselling and Employee Welfare

- **Overview of Workplace Counselling and Employee Welfare**
 - Definition and purpose, Importance in the modern workplace
 - Importance for organizational success
- **Fundamentals of Workplace Counselling**
 - **Theoretical Foundations**
 - Key counselling theories (e.g., Cognitive-Behavioral, Person-Centered, Solution-Focused)
 - **Counselling Skills and Techniques**
 - Active listening, Empathy and rapport-building
 - Questioning and feedback techniques
- **Counselling Process**
 - Stages of counselling (intake, assessment, intervention, termination)
 - Goal setting and action planning, Monitoring and evaluation

Day 2: Employee Welfare Management

- **Understanding Employee Needs**
 - Physical, mental, and emotional well-being, Work-life balance
 - Diversity and inclusion considerations

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 | +234-8051365946, +234-7087578814 (Office Lines)

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

- **Welfare Programs and Policies**
 - Health and wellness programs, Financial and legal assistance
 - Family support services
- **Legal and Regulatory Framework**
 - Labor laws and regulations
 - Occupational health and safety standards
 - Ethical considerations and confidentiality

Day 3: Implementing Workplace Counselling Programs

- **Designing Counselling Programs**
 - Needs assessment and feasibility studies
 - Developing a counselling policy
 - Structuring the counselling team
- **Training and Development**
 - Training for counsellors and HR professionals
 - Awareness and sensitization for employees
 - Continuous professional development
- **Integrating with Existing HR Practices**
 - Performance management and counselling
 - Conflict resolution and mediation
 - Career development and coaching

Day 4: Implementing Employee Welfare Programs

- **Program Development and Implementation**
 - Identifying key welfare needs
 - Designing effective welfare initiatives
 - Budgeting and resource allocation
- **Monitoring and Evaluation**
 - Setting KPIs and metrics, Feedback mechanisms
 - Continuous improvement processes
- **Case Studies and Best Practices**
 - Successful welfare programs from leading organizations
 - Lessons learned and challenges
 - Future trends in employee welfare

Day 5: Special Topics in Workplace Counselling and Employee Welfare

- **Mental Health in the Workplace**
 - Identifying and addressing mental health issues
 - Stress management and resilience building
 - Crisis intervention and support
- **Dealing with Workplace Trauma and Grief**
 - Understanding workplace trauma, Counselling strategies for trauma and grief
 - Creating a supportive workplace environment
- **Work-Life Integration**
 - Flexible working arrangements, Employee assistance programs
 - Promoting a culture of well-being
- **Practical Sessions and Workshops**
 - Developing a comprehensive counselling or welfare plan
 - Case study analyses and Group discussions and feedback

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,
Port Harcourt, Rivers, Rivers

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

Enquiry/Booking, Contact: 234-8051365946, 234-7087578814

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Training Methodology: Lectures, discussions, exercises, and case studies will be used to reinforce these teachings/learning methods.

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