



## **Workshop on Managing Attitudinal Change for Improved Productivity in the Public Sector**

January 22 – 26, 2024, 1<sup>st</sup> Run: Lagos & Port Harcourt

July 15 – 19, 2024, 2<sup>nd</sup> Run: Lagos & Abuja

**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:**

Attitudinal change in people depends largely on their values and that determines their individual behaviours. Values tend to form the foundation of a person's character. Most people act in ways that move them towards their goals and also conform to their personal values and sense of right and wrong. This can lead to defensive behaviour and interpersonal conflicts. People when faced with a threat to their basic security (e.g. losing a job and inability of providing for family) may engage in unethical behaviour. This course on Managing Attitudinal Change for Improved Productivity is designed to create awareness among executive officers on the dangers of entrenched values and unethical behaviours that can be disastrous to ministries, departments and agencies and ways to develop the right attitudes to work.

### **For whom:**

Departmental heads and other senior executive officers, supervisors, human resource/ personnel executives and officers, administrative executives / officers who lead the delivery of services to a wide range of public users in ministries, departments, agencies, and Local Government Councils.

### **LEARNING OBJECTIVES:**

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

- distinguish between their values, ethical and unethical behaviours;
- identify how attitudinal change can help resolve common dilemmas;
- know the role senior officers play in setting the ethical tone of MDAs;
- remind themselves of the need for good self-management for effective results;
- critically analyze the prevailing work ethics and its impact on their MDA's performance; and
- increase their productivity by aligning their need with that of their MDAs.

### **Course outline:**

#### **Day 1: The Organization as a coalition of individuals**

- Attitude: definition and concepts: Norms, values, behaviours
- Types of attitudes and effects on organizational performance

#### **Day 2: Strategies for building positive attitudes**

- Concept of work ethics, productivity and organizational Performance
- Developing Effective Communication Skills

**Day 3: Effective leadership management**

- Organizational Culture
- Creating a positive work environment

**Day 4: Target Setting and Performance Management**

- Measuring and rewarding performance
- Productivity improvement techniques

**Day 5: Managing self and others for Productivity Improvement**

- Team Working
- Self and time management
- Human relations skills
- Discipline and counseling
- Managing and sustaining change

**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,  
Port Harcourt, Rivers, Rivers

**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

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

24/7 Lines: 2348029170491, 234-8068933608,

234-8145745664, 234-9112830607

**Training Methodology**

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