



## 2017 LEARNING AND DEVELOPMENT PROGRAMMES

### NIM MANAGEMENT HOUSE, HEADQUARTER – KANO

<b>LEADERSHIP DEVELOPMENT (LD) COURSES</b>		<b>DATE</b>
<b>S/N.</b>	<b>COURSES TITLE</b>	<b>DATES</b>
1.	Smart Strategists and Creative Thinkers Programme	Feb., 27 – Mar. 3, Jul., 24 – 28
2.	Strategies for Leading Successful Change Initiatives	Mar., 27 - 31, Aug., 28 – Sep. 1
3.	The Leadership Edge: Strategies for Managing Crises and Chaos	Apr., 24 – 28, Sep., 25 – 29
4.	Building and Enhancing Team Performance Through Design and Leadership	May, 22 – 26, Oct., 23 – 27
5.	Strategic Thinking and Organizational Effectiveness	Jun., 26 – 30, Nov., 27 – Dec. 1
6.	Integrated Executive Leadership Programme	Sep., 25– 29, Dec., 25– 29
7.	Stepping up to Leadership	Feb., 27 – Mar. 3, Jul., 24 – 28
<b>GENERAL MANAGEMENT (GM) COURSES</b>		<b>DATE</b>
<b>S/N.</b>	<b>COURSES TITLE</b>	<b>DATES</b>
1.	High Impact Supervisory Skills: Making a Difference	Feb., 27 – Mar. 3, Jul., 24 – 28
2.	Senior Management Capacity Development Programme	Mar., 27 – 31, Aug., 28 – Sep. 1
3.	Microsoft Powerpoint Presentation Skills	Apr., 24 – 28, Sep., 25 – 29
4.	Work Process Improvement Techniques	May, 22 – 26, Oct., 23 – 27
5.	Target Setting for Achieving Corporate Strategic Objectives	Jun., 26 – 30, Nov., 27 – Dec. 1
6.	Sharpening Employee Skills for Higher Responsibilities	Sep., 25 – 29, Dec., 25 – 29
7.	Project Management Fundamentals	Feb., 27 – Mar. 3, Jul., 24 – 28
8.	Logistics and Supply Change Management	Mar., 27 – 31, Aug., 28 – Sep. 1

	<b>HUMAN RESOURCE MANAGEMENT (HRM) COURSES</b>	<b>DATE</b>
<b>S/N.</b>	<b>COURSES TITLE</b>	<b>DATES</b>
1.	Managing the Training Function (Train-the-Trainer)	Feb., 27 – Mar. 3, Jul., 24 – 29
2.	Emerging Trends in Performance and Reward Management	Feb., 27 – Mar. 3, Jul., 24 – 29
3.	Performance Management, Feedback and Appraisal	Apr., 24 – 28, Sep., 25 – 29
4.	Enhancing Employee Motivation: Dealing with Unproductive Employee	May, 22 – 26, Oct., 23 – 27
5.	Dynamic of Global Human Resources Management Environment	Jun., 26 – 30, Nov., 27 – Dec. 1
6.	Effective Counselling, Coaching and Mentoring Skills	Sep., 25 – 29, Dec., 25 – 29
7.	Managing People for Competitive Advantage	Feb., 27 – Mar. 3, Jul., 24 – 28
8.	Strategic Human Resource Management	Mar., 27 – 31, Aug., 28 – Sep. 1
	<b>FINANCE AND ACCOUNTING MANAGEMENT COURSE</b>	<b>DATES</b>
<b>S/N.</b>	<b>COURSES TITLE</b>	<b>DATES</b>
1.	Financial and Managerial Accounting Fundamentals for Non-Financial Managers	Feb., 27 – Mar. 3, Jul., 24 – 28
2.	Understanding Finance and Accounting For Decision- Making	Mar., 27 – 31, Aug., 28 – Sep. 1
3.	Pension Risk Management and Investment Holding	Apr., 24 – 28, Sep., 25 – 29
4.	Corporate Cash Management and Control	May 22 – 26, Oct., 23 – 27
5.	Enhancing the Skills and Competencies of Accounting and Finance Officers	Jun., 26 – 30, Nov., 27 – Dec. 1
6.	Application of Computer and ICT in Finance and Accounting	Sep., 25 – 29, Dec., 25 – 29
7.	Fundamentals of International Financial Reporting Standard (IFRS)	Feb., 27 – Mar. 3, Jul., 24 – 28
8.	International Public-Sector Accounting Standards (IPSAS) Course	Mar., 27 – 31, Aug., 28 – Sep. 1
9.	Budgeting and Budgetary Control in Operations	Apr. 24 – 28, Sep., 25 – 29
10.	Feasibility Studies & Investment Analysis	May, 22 – 26, Oct., 23 – 27
11.	Managing Donor Funds & Grants in Emerging Economies Course	Jun., 26 – 30, Nov., 27 – Dec. 1

	<b>HEALTH, SAFETY &amp; ENVIRONMENTAL COURSES</b>	<b>DATES</b>
<b>S/N.</b>	<b>COURSES TITLE</b>	<b>DATES</b>
1.	Health, Safety & Environmental Management	Feb., 27 – Mar. 3, Jul., 24 – 28
2.	Environmental & Waste Management	Mar., 27 – 31, Aug., 28 – Sep. 1
3.	Occupational Hazard & Risk Management	Apr., 24 – 29, Sep., 25 – 29
4.	Emergency Response Management	May, 22 – 26, Oct., 23 – 27
5.	Professional Ethics for Security Personnel	Jun., 26 – 30, Nov., 27 – Dec. 1
	<b>OFFICE MANAGEMENT &amp; CUSTOMER SERVICE COURSES</b>	<b>DATES</b>
<b>S/N.</b>	<b>COURSES TITLE</b>	<b>DATES</b>
1.	High Impact Technical Report Writing & Communication	Feb., 27 – Mar. 3, Jul., 27 – 31
2.	Advanced Management Course for Administrative Officer, PAS & Secretaries	Mar., 27 – 31, Aug., 28 – Sep. 1
3.	High Impact Technical Report Writing & Presentation Skills	Apr., 24 – 29, Sep., 25 – 29
4.	Managing Multiple Tasks, Priorities & Meeting Deadlines (Achieving Results through Task Leadership)	May, 22 – 26, Oct., 23 – 27
5.	Effective Communication, Minutes & Report Writing Skills	Jun., 26 – 30, Nov., 27 – Dec. 1
6.	Personal Effectiveness & Skill Enhancement Programme	Sep., 25 – 29, Dec., 25 – 29
7.	Setting & Managing Priorities, Performance & Pressure	Feb., 27 – Mar. 3, Jul., 24 – 28
8.	Work Ethics & Attitudinal Change	Mar., 27 – 31, Aug., 28 – Sep. 1
9.	Organising & Managing the Work Place	Apr., 24 – 29, Sep., 25 – 29
10.	Essential Self Management for Desk Officers & Front-Line Personnel	May, 22 – 26, Oct., 23 – 27
11.	Exceptional Customer Service Programme	Jun., 26 – 30, Nov., 27 – Dec. 1

**COURSE FEES FOR ALL THE COURSES: MEMBER - N105, 000.00 NON-MEMBER - N115,000.00**

## **REGISTRATION AND PAYMENT**

Registration is by writing, e-mail or telephone to the Registrar/CE indicating the name(s) of your nominee(s) and the course(s) of interest, at least five working days before the programme.

Payment is by Bank Draft payable to **The Nigerian Institute of Management account No. 0000-863-417, e- Payment Sort Code 058-152-010 in Guaranty Trust Bank Plc.**

The advertised course fees cover lectures, course materials, lunch and tea break.

*For further information, please contact:*

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## **CANCELLATION**

Cancellation notices received within three days before the commencement of the programme will be refunded in full. No refunds will be made after this period.

## **DISCOUNTS**

### **Publicly Advertised Programmes**

#### **(i) Early Payment Benefit**

5% is applicable to nomination of at least three participants whose participation is confirmed by payment of the course fee a week ahead of the scheduled programme.

**(ii) Quantity/Group discount**

Nominations of three participants by an organization will attract 5 % discount while 5 nominees and above will attract 10% discount. There will be no discount for a nomination of just one person.

**(iii) Special discount (In Plant Courses)**

Organisations wishing to organise any of our scheduled courses as in-house programmes for up to fifteen members of their staff will receive 20% discount on the advertised fee. The company will provide feeding and lecture hall for the participants.

Please note that the discounts indicated are mutually exclusive, and are not deductible at source. Only one discount scheme is applicable at any one time.

## **VENUE OF COURSES**

For further enquiries, please contact

**Anthony Fadaka, FNIM**

Registrar/Chief Executive

**Nigerian Institute of Management (Chartered)**

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For training, please contact:

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website address below

**[www.managementnigeria.org](http://www.managementnigeria.org)**

