

Vision

To Be The Source and Symbol of Management Excellence

Mission

NIM shall remain the prime driver of management standards and values, in all ramification, and a veritable change agent in strategic transformation, delivering;

About The Institute

The Nigerian Institute of Management (Chartered) has repositioned itself as a veritable change agent in strategic transformation, significantly expanding the reach of its activities across Nigeria and overseas in the drive to promote management standards and values, distinctive individual discipline and universal management best practices. This the Institute has done over the years through its high impact seminars, conferences, open courses and diploma programmes.

Today, the Institute has over 100,000 individual members and 350 corporate members making it the largest multi-discipline, trans-sector, professional body in Nigeria. The new NIM which evolved as a result of the conferment of Charter status on the Institute in June 2003 by Act 14 of the National Assembly, is empowered by law to regulate and control the management profession in all its aspects and ramifications. This mandate requires all persons who wish to be admitted into the management profession, to take and pass the membership qualifying examination approved by the Council of the Institute. Furthermore, all those who wish to be practitioners of the management profession must be registered and licensed by the Institute.

As the leading organisation for managers, the Institute thoroughly understands the issues faced by organisations in their efforts to improve performance, and is well placed to provide management development solutions that have impact on productivity and organizational growth.

This brochure provides information on the Institute's open courses scheduled to run during 2010. To complement these courses, other unscheduled programmes will be run during the year. Notification for these programmes will be made through appropriate media as they come up.

In addition to the courses presented in this handbook, the Institute conducts tailor-made in-plant and special programmes, courses as well as a wide range of consultancy services to organizations to assist them achieve set goals and objectives.

Registration is by writing, e-mail or telephone to the Registrar/CE indicating the names(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 NIM or paying cash into NIM account No.20101091404110 in Guaranty Trust Bank Plc

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

Registration And Payment

LATE REGISTRATION

Please note that, registration not made at least three (3) working days to the commencement of the programme, may not be guaranteed a place in the course, especially if the would-be participant or his/her organization did not contact us earlier to indicate their interest in the course.

For further information, please contact:

1. Moji Olukoga: 08023636495 E-mail: moji@managementnigeria.org.
 2. Bimpe Onifade: 08056631611 E-mail: onifade@managementnigeria.org
 3. Lucy Ukokoh: 08028335525 E-mail: lucyukoko@managementnigeria.org
- E-mail: training@managementnigeria.org.

CANCELLATION

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

DISCOUNTS

- Confirmed Booking:**
10% 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.
- Quantity Discount:**
Nominations of five or more participants will attract 15% discount while less than five will attract 5% discount. There will be no discount for nomination of just one person.
- Special Discount:**
Organisations wishing to run any of our scheduled courses as in-house programmes for up to fifteen members of their staff will receive 30% 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.



Venue Of Courses

Lagos

Nigerian Institute of Management,(Chartered),
Management House, Plot 22, Idowu Taylor Street,
Victoria Island, P.O. Box 2557, Lagos, Nigeria.
Tel: 01- 2705367, 2704045, 08023544007
08023636495 08057471484
Fax: 01- 2701418
E-mail: training@managementnigeria.org
Website: www.managementnigeria.org

Abuja

Nigerian Institute of Management,
Abuja Area Office,
No. 4, Kaltungo Street,
Off Egbedi Close,
Off Ladoke Akintola Boulevard,
Garki 2, (Near Treasury House), Abuja.
Tel: 09-6706604, 08073989673 08086034662.
E-mail: nimabuja@managementnigeria.org

Port Harcourt

Nigerian Institute of Management,
NIM Management Centre,
9, Aba Road,
Port Harcourt, Rivers State.
Tel: 084-578569
Tel: 084-578569, 08055464138, 08038920334.
E-mail: nimph@managementnigeria.org

Enugu

Nigerian Institute of Management,
NIM Management Centre,
6, Ukeje Street, Upper New Haven,
Enugu.
Tel: 08033027741
E-mail: nimenugu@managementnigeria.org

Ibadan

NIM Management Centre,
Premium House,
Jericho (Opp. Heinemann Book Publishers),
Ibadan, Oyo State.
Tel: 08023501284, 02- 7515482
E-mail: nimibadan@managementnigeria.org

Benin

NIM Management Centre,
7, Tony Anenih Avenue,
Off Boundary Road, GRA,
Benin City, Edo State.
Tel: 052- 464072, 08023374001.
E-mail: nimbenin@managementnigeria.org

Kano

NIM Management Centre,
79, Club Road, (Near Customs Area Office)
Bompai, Kano,
Kano State.
Tel: 08036415577, 064 - 959262
E-mail: nimkano@managementnigeria.org

Gombe

NIM Management Centre,
13, Sharu Road, Opp. Connoil Filling Station
New GRA, Gombe.
Tel: 08033533868

Markurdi:

NIM Management Centre,
28, Iyoreha Ayu Road,
Wurukum, Markurdi,
P. O. Box 1077 Markurdi,
Benue State.
Tel: 08033533868
E-mail: nimmurdi@managementnigeria.org



GENERAL MANAGEMENT COURSES

GENERAL MANAGEMENT COURSES

EMERGING CHALLENGES IN CORPORATE GOVERNANCE

The issue of Corporate Governance is vital for the future health of all organisations.

The effectiveness with which Boards discharge their corporate and statutory responsibilities will substantially affect the fortune of the stakeholders in the organisation.

This programme is designed to examine the challenges faced by organizations in the quest for effective corporate performance.

Content

Corporate Governance in a world beset by economic crisis
 Linking Corporate governance and business strategy
 Corporate governance and Organization Performance Management
 Leadership for Organizational Renewal
 Challenges of Corporate social Responsibility
 Business Ethics and Corporate Governance
 Board and Management Relationship

Who Should Attend

Directors, Senior Managers, HODs, Entrepreneurs Senior Public Servants and Officers.

DATE/VENUE:	LAGOS	P/H	ABUJA	BENIN	ENUGU
	Mar 22 - 26	Jul 5 -9	Mar 29 - Apr 2	Mar 1 - 5	Mar 1 - 5
	Aug 2-6				
	Oct 11-15				

DURATION: - 5 Days
FEE: Members - 85,000.00
 Non Members - 90,000.00



SENIOR MANAGERS PROGRAMME

In an increasingly complex world, the traditional approaches to management that have shaped business and sectoral leadership for decades are no longer adequate to run the modern organization. Managers need to develop innovative approaches to deal with the challenges of the new market place.

This programme will examine the critical skills needed by managers to address today's complicated business challenges.

Content

Leadership in the new World Economy
 Strategic Change Management
 Motivation and Staff development
 Interpersonal Skills for Senior Managers
 Team building & Communication skills
 Creative Thinking
 Talent and Innovation Management
 Strategic Management

Who Should Attend

Senior Managers, Managers, Head of Administration, HR Directors, Senior Officers in the parastatals and private sectors.

DATE/VENUE:	LAGOS	IBADAN	BENUE	ABUJA	BENIN	GOMBE	P/H	GOMBE
	Mar 15 - 19	May 31 - June 4	April 19 - 23	Aug. 16 - 20	Aug. 23 - 27	Apr. 12 - 16	Oct. 18 - 22	Sept. 6 - 10
	Jul. 26 - 30							
	Aug 30 - Sep 3							

DURATION: - 5 Days
FEE: Members - 85,000.00
 Non Members - 90,000.00

GENERAL MANAGEMENT COURSES

IMPROVING SERVICE DELIVERY IN PUBLIC ORGANISATIONS AND INSTITUTIONS

The on-going reform in the Civil Service is primarily aimed at improving service delivery and reducing costs.

This course aims at reinforcing service orientation and developing quality consciousness in public officers who deal and interact with the public and other stakeholders on a day to day basis.

Content

- Understanding the unique nature of services
- Quality issues in service delivery
- Critical skills for Effective Customer Service
- Interpersonal Relations Skills
- Managing Self and Time
- Effective Communication Skills
- Total Quality Marketing of Services
- The Servicom Ethic

Who Should Attend

Middle level officers in public institution/organizations Local, State and Federal Government that are directly or indirectly involved in providing services to the public.

DATE/VENUE:	BENUE	IBADAN	KANO	BENIN	P/H	LAGOS	GOMBE	ABUJA	ENUGU
	May 24 - 28	Sept. 20 - 24	May 10 - 14	Apr. 26 - 30	Apr. 5 - 9	Mar. 22 - 26 Aug. 2 - 6 Nov. 15 - 19	May 31 - Jun. 4	Apr. 5 - 9	Apr. 26 - 30

DURATION: - 5 Days
FEE: Members - 85,000.00
 Non Members - 90,000.00



WORK ETHICS AND ATTITUDINAL CHANGE FOR IMPROVED PRODUCTIVITY

At the end of this course, participants would appreciate the overriding importance of a positive attitude to work and the spirit of commitment to duty for improved productivity.

Content

- Organisational & Human Behaviour
- Organisational Culture and Values
- Understanding Work/Business Ethics
- Building Commitment and Trust in the Workforce
- Effective Communication and Inter-Personal Relations Skills
- Improved Performance Through Attitudinal Change
- Self and Time Management

Who Should Attend

Managers, Officers, Supervisors, Frontline Personnel in public and private sector organizations, with responsibility for achieving set objectives.

DATE/VENUE:	BENIN	BENUE	LAGOS	ABUJA	P/H	IBADAN	KANO	GOMBE	ENUGU
	Mar. 29 - April 2	Aug. 16 - 20	Apr. 12 - 15 Aug. 16 - 20 Nov. 22 - 26	Apr. 19 - 23	Nov. 8 - 12	June 21 - 25	July 5 - 9	Apr. 5 - 9	Mar. 29 - Apr. 2

DURATION: - 5 Days
FEE: Members - 85,000.00
 Non Members - 90,000.00

GENERAL MANAGEMENT COURSES

MANAGEMENT COURSE FOR EXECUTIVE SECRETARIES & PERSONAL ASSISTANTS

This is a basic Management course, designed to equip participants with the essential managerial skills and competencies required for effective performance of their duties.

Content

- Management Principles and Techniques
- Introduction to Human Resource Management
- Planning and Organising Work
- Effective Communication and Inter-personal Skills
- Computer Applications
- Time and Self Management
- Managing your Boss
- Interpersonal Skills

Who Should Attend

Executive Secretaries and Personal Assistants

DATE/VENUE:	BENIN	GOMBE	LAGOS	ABUJA	KANO	IBADAN	BENUE	P/H	ENUGU
	May 17 - 21	May 24 - 28	Apr. 19 - 23 Aug. 23 - 27	Sept. 13 - 17	Sept. 20 - 24	Oct. 4 - 8	Sept. 13 - 17	Apr. 26 - 30	May. 17 - 21

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00



MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE

In today's highly competitive business environment, organizations are always striving for outstanding performance. This has led to pressures on senior managers to improve their performance. These pressures arising from increasing expectations for better performance can be quite high in some organizations.

One of the most important ways to reduce the risk of failure while optimizing the chances of success is to learn to exploit knowledge of self for effective management of self and others in the workplace. This workshop will provide participants with new insights on how to develop a high performing work-force capable of shared responsibility, collaborative behaviour, and greater capacity to deliver results.

Content

- Using your personality effectively in leading and developing others
- Why Executives Fail: Learning from the experiences of others
- Team Building and Team Working
- Time and Self Management
- Transactional Analysis
- Emotional Intelligence
- Effective Delegation, Coaching and Counseling Skills
- Stress Management Skills
- Performance Appraisal and Reward Management

Who Should Attend

Managers and all those responsible for leading people to achieving results.

DATE/VENUE:	LAGOS	IBADAN	KANO	BENUE	GOMBE	BENIN	ABUJA	P/H	ENUGU
	May. 3 - 7	Mar. 22 - 26	June 7 - 11	Oct. 11 - 15	June 21 - 25	June 28 - July 2	May 3 - 7	Nov. 22 - 26	June 28 - July 2
	Sept. 6 - 10								
	Dec. 13 - 17								

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00

GENERAL MANAGEMENT COURSES

ENTREPRENEURIAL DEVELOPMENT WORKSHOP FOR RETIRING OFFICERS

Planning for employee's retirement involves activities that focus on the development of entrepreneurial spirit. This will enable them to develop entrepreneurship ideas and to transform business ideas into reality.

This workshop is designed to equip officers who are about to retire with entrepreneurial skills and ideas for self-sufficiency after retirement. The objective of the course are to:

Prepare retiring officers for a successful life after leaving service.

elp participants prepare adequately for their retirement

acquaint participants with Business opportunities and challenges in the Nigeria economy

assist participants acquire the relevant knowledge and skills in establishing and managing their own business successfully.

Content

An Overview of the Prevailing Economic and Political Climate in Nigeria and Globally
 Issues to be considered in Preparing for Retirement
 The Principles, Concepts and Functions of Management
 Types and Nature of Business Organisations: their Merits and Demerits
 Establishing and Managing Your Own Business Successfully
 Guide to Success in Business
 Team Building and Team Effectiveness
 Change Management Skills
 Effective Time and Self Management
 Effective Financial Management
 Effective Marketing Strategies
 Stress Management Skills

Who Should Attend

Retiring Officers both in public and private organizations, and other private individuals who wish to establish and manage their own business enterprise successfully.

DATE/VENUE:	LAGOS	IBADAN	KANO	BENUE	GOMBE	BENIN	ABUJA	P/H	ENUGU
	May. 17- 21	July 12 - 16	July 26 - 30	Nov. 8 - 12	Aug. 9 - 13	Aug. 2 - 6	Sept. 20 - 24	Sept. 20 - 24	Aug. 2 - 6
	Sept. 20- 24								

DURATION: - 5 Days
FEE: Members - 85,000.00
 Non Members - 90,000.00



ESSENTIAL SELF MANAGEMENT FOR RECEPTIONISTS AND FRONT-OFFICE PERSONNEL

The first line of contact in organizations are the receptionists. The impression the customer have about them speaks volume on the impression about the organization.

This course is designed to enable participants better appreciate their jobs, enhance their productivity and as well as make their functions more rewarding through self management.

Content

- Management Basic Concepts
- Human Relations
- Enhancing Corporate Image
- Developing Positive Attitude in the Work Place
- Learning and Listening Techniques
- Self and Time Management
- Managing Stress and Job Tension
- Managing The Boss

Who Should Attend

Receptionist and Front-Office Personnel in Public and Private sector organizations.

DATE/VENUE:	LAGOS	P/H	ABUJA	KANO	ENUGU	BENIN	GOMBE
	May 17 - 21	May 17 - 21	May 17 - 21	Sept. 6 - 10	Aug. 30 - Sep 3	Aug. 30 - Sep 3	Sept. 6 - 10
	Sept. 20 - 24						

DURATION: - 5 Days
FEE: Members - 85,000.00
 Non Members - 90,000.00

GENERAL MANAGEMENT COURSES

MANAGEMENT APPRECIATION COURSE

For Managers to succeed and contribute meaningfully to organizational goals, they must be able to develop and apply basic management skills and competencies. If you are a manager, this programme will provide you with a good grounding in management to enable you perform effectively and achieve desired results using available resources.

Content

- Management Principles and best practices
- Leadership and Motivation Skills
- Effective Managerial Communication
- Performance Management and Appraisal
- Effective Delegation and Coaching Skills
- Time and Self Management
- Work Ethics and Attitudinal Change for Personal Effectiveness
- How to plan work and monitor progress

Who Should Attend

New employed or promoted Managers and Managers at all levels and officers who need to up date their knowledge and skills in management for improved performance.

DATE/VENUE:	BENIN	KANO	BENUUE	LAGOS	P/H	ABUJA	IBADAN
	Oct. 25-29	Apr. 5 - 9	Oct. 18 - 22	June 7 - 11 Oct. 18 - 22	June 7 - 11	Oct. 18 - 22	Aug. 2 - 6
				Nov. 29 - Dec. 3			

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00



ADVANCED MANAGEMENT COURSE FOR ADMINISTRATIVE OFFICERS

For organizations to survive and grow there is the need to effectively manage their human, material, and financial resources. This crucial tripartite function is often handled by administrative officers in most organizations. This course is designed to empower administrative officers with the management skills required to effectively carry out these functions.

Content

- Strategic Role of Administrative Officers in Organisations
- Human Resource Management
- Effective Delegation and Supervision
- Facilities Management
- Security and Safety Management
- Cost Control Techniques
- Computer Applications in Administrative Management
- Motivation
- Leadership skills and competencies
- Essential Leadership skills and competencies for Managers

Who Should Attend

Senior/ Middle Level Managers, Administrative Officers, Finance/Accounts Officers and all other Officers responsible for managing organizational resources to achieve desired results.

DATE/VENUE:	LAGOS	ABUJA	KANO	P/H	ENUGU	IBADAN	GOMBE
	June 21 - 25	June 14 - 18	Dec. 6 - 10	Sept. 13 - 17	July 26 - 30	Nov. 15 - 19	Mar. 15 - 19
	Sept. 20 - 24						
	Oct. 25 - 29						

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00

GENERAL MANAGEMENT COURSES

EFFECTIVE SUPERVISORY MANAGEMENT

Effective supervision is vital at all levels of an organization's operations.

It ensures adequate allocation and utilization of scarce resources. The management skills required to achieve this objective will be given full exposition in this course.

Content

- Management Skills for Effective Supervision
- The Supervisor as a Team Leader
- Motivating People at Work
- Effective Communication and Report Writing Skills
- Time and Self Management Skills
- Effective Delegation and Coaching Skills
- Planning and Organising Work

Who Should Attend

Supervisors, Sectional Heads. Team Leaders, and all those with Supervisory functions.

DATE/VENUE:	LAGOS	ABUJA	P/H	IBADAN	BENIN	MAKURDI
	May. 24 - 28	June 14 - 18	Mar. 22 - 26	Oct. 18 - 22	Mar. 15 - 19	Dec. 13 - 17
	July 5 - 9					
	Nov. 1 - 5					

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00



MANAGING IN A GLOBALISED ENVIRONMENT

In our globalised work environment, winning managers should acquire skills and competencies that will enable them compete effectively. This course is designed to explore the implications of globalisation for management and managers in organisations.

Content

- Global Dimensions of Management
- Managing Change and Innovation
- Strategic Human Resource Management: Global Challenges
- The Challenges of Globalization for the Nigerian Manager
- Business Ethics and Environmental Issues in Management: Global perspectives
- Trade Barriers and Globalization
- E-management

Who Should Attend

Managers at all levels who have the responsibility of achieving Corporate goals in the face of global Challenges.

DATE/VENUE:	LAGOS	P/H	IBADAN	ABUJA
	July 12 - 16	April 5 - 9	May 3 - 7	July 5 - 9
	Nov. 15 - 19			

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00

GENERAL MANAGEMENT COURSES

MANAGING EMPLOYEE PERFORMANCE

Managers must acquire expertise in performance management to be able to lead and motivate their employees toward achieving desired results.

This course is aimed at helping managers to achieve this fundamental objective.

Content

- Overview of Performance Management Process
- Achieving Organisational goals and Objectives
- Performance Appraisal Systems.
- Mentoring, Coaching and Counseling Skills
- Managing Employee Training Needs
- Motivating Employees for Optimal Performance
- Talent Management

Who Should Attend

Managers and Administrators at all levels in public and private sector organisations.

DATE/VENUE:	KANO	P/H	LAGOS	BENUÉ	ABUJA	IBADAN	BENIN
	May. 17-21	Oct. 11-15	July 19 - 23	June 14 - 18	Nov. 15 - 19	Nov. 15 - 19	Dec. 13 - 17
			Nov. 15 - 19				
			Dec. 15 - 19				

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00



STRATEGIC MANAGEMENT PROGRAMME

This programme is designed to highlight the essential role strategy plays in enabling organizations to succeed against an ever increasing tide of competition and competitors.

Strategic thinking is essential if organizations are to stand on top of the current global economic downturn.

This course will provide the tools and the knowledge to devise achievable strategies for growth and increase in the bottom line.

Content

- Leadership in the New World
- Strategic Change Management
- Value Creation in a Competitive Environment
- Strategic Decision Making and Problem Solving
- Making Strategy Work
- Talent and Innovative Management
- Strategic Implementation Using the Balanced Score Card
- Creative Thinking

Who Should Attend

Senior Managers, Managers, Head of Administration HR Directors, Senior Officers in the Parastatals and Private Sector

DATE/VENUE:	LAGOS	P/H	IBADAN	ABUJA
	April 5 - 9	April 5 - 9	Mar 1-5	July 26-30
	Aug 9-13			
	Dec 6-10			

DURATION:	- 5 Days
FEE: Members	- 85,000.00
Non Members	- 90,000.00