

## **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](mailto:moji@managementnigeria.org).
  2. Bimpe Onifade: 08056631611 E-mail: [onifade@managementnigeria.org](mailto:onifade@managementnigeria.org)
  3. Lucy Ukokoh: 08028335525 E-mail: [lucyukoko@managementnigeria.org](mailto:lucyukoko@managementnigeria.org)
- E-mail: [training@managementnigeria.org](mailto: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



**HUMAN  
RESOURCE  
MANAGEMENT  
COURSES**

# HUMAN RESOURCE MANAGEMENT COURSES

## LEADERSHIP SKILLS IMPROVEMENT WORKSHOP

Leadership is a vital ingredient in inspiring organizations to new horizons. The potential that leaders have for influencing the overall direction and performance of their teams and organisations is tremendous.

This course is specially packaged for Top and middle level Managers to help them acquire modern Leadership skills and competencies, that would enable them visualize the future, set strategic goals and direct their organizations/Teams successfully towards the achievement of corporate goals.

### Content

- Essential Skills and Competencies for effective Leadership
- Strategic Thinking, Visioning and Setting Strategic Goals
- Managing organizational change in a Globalised Environment
- Creating and Communicating a shared vision of the future
- Role of Leadership in effective strategy formulation and implementation.
- Challenges and Responsibilities of organizational Leadership
- Measuring Corporate performance and communicating results

### Who Should Attend

HODS, Senior and middle Level Managers, Team Leaders, and all those who lead people to achieve organizational goals and objectives, both in public and private sector organisations.

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Mar 15-19	May 17-21	Apr 5-9	Jun 21-25	Mar 22-26	Jul 26-30	Mar 8-12	Jun 21-25	Oct 4-8
	Jun 28 - Jul 2								
	Aug 9-13	Aug 23-27	Nov 22-26						

**DURATION:** 5 Days  
**FEE:** Member N85,000  
 Non Member N90,000

## CHALLENGES OF HUMAN RESOURCE PLANNING AND DEVELOPMENT IN TODAY'S BUSINESS ENVIRONMENT

The most important asset of every organization and indeed a nation is the human capital. Human capital is the critical success factor in any organization. The ever-changing nature of the economy and the need for business re-engineering to achieve excellence and higher productivity, have called for effective management of organizational human asset. The achievement of goals depend on good Leadership, good policies, competent employees, modern technology and conducive business environment, etc.

This course is designed to equip participants with modern managerial skills and competencies for achieving sustainable results, and to understand the effects of technological innovation and globalization on human capital planning, training and development.

### Content

- An overview of Manpower Planning
- Determining the Manpower Needs of Organizations in a Dynamic Environment
- Training and Development Methods and Practices
- The Role of Training and Development in Business Success in a Changing Environment
- Managing Change and Human Behaviour in a Dynamic Organization
- Challenges of Human Resources Planning and Development in a Globalized Environment
- Strategic Succession Planning

### Who Should Attend

Human Resource Managers, Personnel managers, Training and Manpower Development Managers, HODs, and Line Managers both in Public and Private sector organisations.

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Mar 22-26	Aug 2-6	Oct 11-15	May 10-14	Jul 19-23	Mar 22-26	Jul 26-30	Aug 2-6	Apr 12-16
	May 31-Jun 4								
	Aug 16-20	Oct 4-8				Aug 2-6		Oct 11-15	

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00



# HUMAN RESOURCE MANAGEMENT COURSES

## MANAGING THE TRAINING AND DEVELOPMENT FUNCTION (TRAIN-THE-TRAINER)

The rapid changes in technology and knowledge, coupled with increasing competition in economic activities, resulting from globalization and privatization, have made it imperative for Managers and Professionals to continuously improve their knowledge and skills, so as to remain relevant and meet the needs of organizations.

This course is packaged to enable HR/Training and Development Directors, Managers and practitioners acquire the state-of-the-art skills and knowledge required for effective packaging and delivery of performance-based training and Development programmes.

### Content

Managing the Training and Development Function ( The 6 stage Model)  
 Formulation and Implementation of effective Learning/Training policies and Strategies  
 Identifying learning/Training Needs  
 Designing and Implementing leading-edge Training programmes  
 Preparing and Delivering Tailor-made training proposals  
 Effective presentation and communication skills using ICT resources.  
 Measuring Training Effectiveness and Contributions to Organisational Success  
 Essential consulting and Marketing Skills and Strategies  
 Employee Career Management

### Who Should Attend

Human Resource Directors / higher level Managers, Training and Development Directors/Managers , Training Professionals/Consultants.

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Apr 5-9	Apr 19-23	May 31- Jun 4	Mar 22-26	Jun 7-11	Aug 9-13	May 3-7	Nov 15-19	May 31- Jun 4
	Jun 28- Jul 2								
	Aug 30- Sep 3	Nov 22-26							

**DURATION:** - 5 Days  
**FEE:** Members - N90,000.00  
 Non Members - N95,000.00

## IMPROVING MANAGERIAL EFFECTIVENESS AND ORGANIZATIONAL DEVELOPMENT IN A GLOBALISED ENVIRONMENT

This programme is designed to enable participants:

- Understand better, the concept of globalization and examine how the business organization interacts with the general socio-economic, political and technological environment.
- Understand the role of managerial effectiveness in organizational development
- Initiate and implement growth and development strategies.
- Make better decisions and achieve organisation's goals and objectives.

### Content

Overview of the Impact of globalization on modern business organizations  
 Managerial Effectiveness Skills  
 Problem -solving and Decision making skills  
 Organisational Development planning Strategies  
 Morality, Ethics and Transparency in a Globalized Business Environment  
 Planning and Managing Organisational Change  
 Effective Leadership Skills

### Who Should Attend

Senior and Middle level Managers, HODs, Line Managers, and Team Leaders.

DATE/VENUE:	LAGOS	KANO	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Apr 12-16	Jun 7-11	Jul 12-16	Aug 23-27	Apr 5-9	May 10-14	May 3-7	Jul 12-16
	Nov 22-26	Sep 6-10			Jun 28- Jul 2		Oct.18-22	

**DURATION:** 5 Days  
**FEE:** Member N85,000  
 Non Member N90,000



# HUMAN RESOURCE MANAGEMENT COURSES

## ATTITUDINAL CHANGE AND VALUE RE-ORIENTATION FOR CORPORATE GROWTH AND DEVELOPMENT

This workshop is designed to enable participants:

- Develop both knowledge and skills on behaviour and attitude modifications for organizational growth.
- Improve on their personal, interpersonal and inter-group behaviour to achieve organizational goals.
- Have a better understanding of current business environment.
- Maximise their "Organisation-man" coefficient and that of their subordinates for Corporate goal attainment and sustenance.

### Content

Personality Behaviour and self Review Analysis  
 Techniques for Developing Positive Mental and Work Attitudes  
 Personality Performance Profile  
 Work Ethics, Corporate Culture and value Management  
 Developing and Sustaining Good Corporate Image  
 Managing Time and Distress Effectively  
 Understanding Human Behaviour and Attitudes

### Who Should Attend

Heads of Department, Line Managers, Team Leaders and all those who work with people to achieve organizational goals

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Apr 19-23	Jul 19-23	May 3-7	Oct 25-29	May 10-14	Aug 23-27	Apr 5-9	Sep 20-24	Nov 23-27
	Sep 13-17								
	Nov 22-26	Nov 15-19							

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00

## MANAGING PEOPLE FOR COMPETITIVE ADVANTAGE

One of the greatest challenges organizations face today is that of leveraging their human resources, finding, retaining and motivating the people with the right competencies and skills to achieve competitive advantage. New technology and improved processes do not in themselves deliver the desired results. "People make it happen."

### Content

Aligning HR with Business Strategy  
 Motivating People to achieve desired results.  
 Managing Individual and Team Performance  
 Developing Managerial Effectiveness  
 Team Leadership skills  
 Managing Employee Behaviour and Attitudes for Effective Performance  
 Effective Delegation and coaching Skills

### Who Should Attend

HR Managers, HODs, Team Leaders and all those who lead people to achieve organizational goals.

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	May 3-7	May 24-28	Jun 21-25	Apr 12-16	Jun 28 - Jul 2	Apr 19-23	May 24-28	Jul 12-16	Sep 13-17
	Nov 29- Dec 3	Aug 23-27				Aug. 30 - Sep. 3		Dec 6 - 10	

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00



# HUMAN RESOURCE MANAGEMENT COURSES

## IMPROVING SERVICE DELIVERY IN PUBLIC SECTOR ORGANISATIONS

Improvements in service delivery can rarely be achieved without making improvements in what is often regarded as the internal aspects of an organization - the structure, the systems, processes, people and culture. These are the foundations of any organization and inevitably impact on its ability to deliver services and other outputs to customers.

This programme aims at introducing participants to the key strategies and interventions required to improve service delivery through organizational reforms and process improvements.

### Content

The impact of organizational design and culture on performance and effectiveness  
 Understanding the Challenges of Customer Service  
 People Management in a Competitive Environment  
 Creating and Sustaining good Corporate Culture, Value and Image  
 Developing Appropriate Customer Service Strategies  
 Setting and Reviewing of Performance Standards  
 The role of quality and process improvements in service delivery  
 Techniques for ascertaining customer views and needs in a public service context.

### Who Should Attend

Administrative, Commercial, Quality Control and Planning Officers, officers from GL 09 - 15 and all those who are responsible for Managing Organisational resources to deliver quality service/value to customers.

LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUÉ	P/H	ENUGU
May 10-14	Sep 20-24	Aug 2-6	Sep 20-24	Aug 9-13	Sep 6-10	Jun 21-25	May 24-28	Sep 20-24
Oct 4-8								
					Nov 8-12		Nov 29- Dec 3	

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00



## MANAGERIAL SKILLS FOR PERSONAL EFFECTIVENESS

This course is designed to equip managers and Team Leaders with relevant managerial skills that will enable them to lead their subordinates and teams towards the effective achievement of set goals and objectives, both in Public and Private sector organisations.

### Content

Managerial Skills for Effectiveness in the workplace  
 Effective Leadership and Motivating Skills  
 Building and leading A High Performing Team  
 Developing Excellence in yourself and others.  
 Effective Communication and Inter-Personal Relations Skills  
 Mentoring, Coaching and Counselling Skills  
 Time and Self Management Skills  
 Effective Delegation and Control

### Who Should Attend

Senior and Middle level Managers, Heads of Department, Team Leaders, Project Managers and all those who lead people to achieve corporate goals and objectives

LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUÉ	P/H	ENUGU
May 17-21	Oct 18-22	Sep 6-10	Nov 15-19	Sep 13-17	May 3-7	Aug 9-13	Sep 13-17	Nov 8-12
Jul 26-30								
Oct 11-15								

**DURATION:** 5 Days  
**FEE:** Member N85,000  
 Non Member N90,000

# HUMAN RESOURCE MANAGEMENT COURSES

## MANAGERIAL COMMUNICATION AND BUSINESS WRITING SKILLS

Effective communication has been described as the “life-blood” of every organisation, and a key to success in business and personal life. This course is designed to enable managers improve their knowledge and sharpen their skills in communication and business writing.

### Content

- Nature and Process of Effective Communication
- Reducing Barriers to Effective Communication
- Business Proposals and Letter-Writing Skills
- Fundamentals of Speech-Writing and Public-Speaking
- Useful ICT Packages for Communication Effectiveness
- Effective Report and Minutes Writing Skills
- Presentation and facilitating Skills

### Who Should Attend

Senior and Middle level Managers, PR Personnel, Marketers, Salesmen and all those involved in writing reports, communicating with employees and making public presentations.

<b>DATE/VENUE:</b>	<b>LAGOS</b>	<b>KANO</b>	<b>BENIN</b>	<b>IBADAN</b>	<b>GOMBE</b>	<b>ABUJA</b>	<b>BENUUE</b>	<b>P/H</b>	<b>ENUGU</b>
	May 24-28	Jun 28 - Jul 2	Oct 4-8	May 3-7	Oct 11-15	Jul 12-16	Sep 6-10	Aug 16-20	Jun 7-11
	Aug 30-Sep 3								
	Oct 18-22	Nov 15-19				Sep 20-24		Nov 8-12	

**DURATION:** 5 Days  
**FEE:** Member N85,000  
 Non Member N90,000

## PUBLIC RELATIONS AND INTER-PERSONAL SKILLS

There is need for all frontline personnel to have good public relations and inter-personal skills. This will enable them interact effectively with colleagues, visitors, and customers for personal and organizational success. This course will expose participants to modern approaches for achieving excellent inter-personal and public relations skills for quality service delivery.

### Content

- Recognising Customer Needs and Handling Difficult Customers
- Developing Good Inter-Personal Relations Skills
- Principles of Public Relations
- Planning and Organising Work Schedules and Meetings
- Effective Communication and Writing Skills
- Maintaining Mutual Relationship with an organisation's Publics
- Self and Time Management Skills

### Who Should Attend

Public Relations Managers/Officers, Personal Assistants, Secretaries, Receptionists, and other Frontline Personnel in Private and Public sector organizations.

<b>DATE/VENUE:</b>	<b>LAGOS</b>	<b>KANO</b>	<b>BENIN</b>	<b>IBADAN</b>	<b>GOMBE</b>	<b>ABUJA</b>	<b>BENUUE</b>	<b>P/H</b>	<b>ENUGU</b>
	Jun 7 - 11	Jun 24-25	Nov 8-12	Aug 23-27	Nov 1-5	May 17-21	Oct 4-8	Jun 14-18	Nov 29-Dec 3
	Nov 1-5	Sep 13-17							

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00



# HUMAN RESOURCE MANAGEMENT COURSES

## MANPOWER PLANNING AND UTILIZATION IN A COMPUTERIZED ENVIRONMENT

The most important factor shaping the future of work & the way organizations plan and utilize their manpower is the computer. Computerization in some organizations has resulted in the so-called staff down-sizing while in some, it has actually led to more innovative ways of manpower utilization. This programme is designed to explore emerging trends in manpower planning and utilization in IT driven organizations, aimed at enhancing organizational performance.

### Content

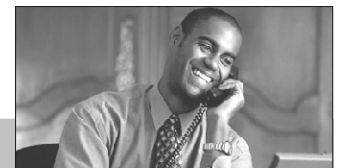
- Recent Developments in Information Technology and their imperatives for manpower planning
- Developing a computerized Personnel Management information system
- Applying Ms-Excel functions in job evaluation and Compensation Management
- Manpower Planning and Development in a Competitive environment
- Workers Empowerment and Human Resource Utilization
- Strategic Succession Planning
- Training and Career Planning

### Who Should Attend

Human Resource Directors, Top Managers/Practitioners, Administration Managers, Personnel Managers, Line Managers and Team Leaders.

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	March 29 - Apr 2	Aug 16-20	Nov 29 - Dec 3	Dec 6-10	Nov 22-26	Jun 21-25	Nov 1-5	May 10-14	Oct 18 - 22
	June 14 - 18								
	Nov 8-12					Oct 4-8		Nov 22-26	

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00



## MASTERING HUMAN RESOURCE MANAGEMENT

The Human Resource Function has the responsibility for attracting and retaining the right people, and for developing and managing organizational culture that enables the organization deliver superior performance in a sustainable manner. The quality of human resource systems and processes affect employee motivation and performance.

This programme is designed to equip participants with the knowledge and skills they require to design human resource management systems and processes, which not only fit the business strategy and create the context for superior performance, but also give the business competitive advantage over its competitors.

### Content

- The Changing Role of the Human Resource Function
- Effective Recruitment and Selection Techniques
- Ethical and Legal Issues in Human Resource Management
- Performance Management and Appraisal
- Identifying Training Needs and Developing Effective Training Programmes
- Job Analysis and Job Evaluation
- Reward Management Systems
- Building Employee Commitment and Retaining your best people

### Who Should Attend

Human Resource Directors/Top level Managers and all those who need to develop the skills they require to create the environment for superior performance in their organizations. Line Managers and Team Leaders and other senior managers who use people to achieve results

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Apr 19-23	June 14-18	June 14-18	May 24-28	Jul 26-30	May 31 - Jun 4	Nov 22-26	Sep 6-10	Oct 25-29
	June 21-25								
	Nov 15-19								

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00

## HUMAN RESOURCE MANAGEMENT COURSES

### EMERGING TRENDS IN PERFORMANCE AND REWARD MANAGEMENT

The objective of this workshop is to equip participants with modern skills and competencies needed to develop, implement and monitor performance key indicators, that will motivate and sustain top level performance for organizational success. As well as to design and implement motivational Reward Systems, that would sustain commitment and good performance.

#### Content

- Current developments in performance and Reward Management
- Performance Management imperatives in a competitive Environment
- Setting Performance standards, Measures and Ratings
- Performance Appraisal and Appraisal Interviews
- Dealing with performance problems
- Essentials of an effective Reward System
- Developing and Implementing an effective reward system in Organisations

#### Who Should Attend

Senior and Middle Level Managers, HR Practitioners, Heads of Department, Team Leaders and Project Leaders.

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Jul 5-9		Apr 12-16		May 29-Apr 2		Mar 15-19		
	Nov 29-Dec 3	Nov 1-5		Sep 13-17		Oct 18-22		Jul 5-9	Aug 23-27

**DURATION:** 5 Days  
**FEE:** Member N85,000  
 Non Member N90,000

### MANAGERIAL SKILLS FOR EFFECTIVE PERFORMANCE

This course is designed to equip managers and Team Leaders with relevant managerial Skills, Attitudes and Competencies that will enable them to lead their subordinates and teams towards the effective achievement of set goals and objectives, both in Public and Private sector organisations.

#### Content

- Managerial Roles and Skills for Effectiveness
- Building and leading A High Performing Team
- Developing Excellence in yourself and others.
- Effective Communication and Inter-Personal Skills
- Mentoring, Coaching and Counselling Skills
- Effective Time and Self Management

#### Who Should Attend

Senior and Middle level Managers, Heads of Department, Team Leaders, Project Managers and all those who lead people to achieve corporate goals and objectives

DATE/VENUE:	LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
	Jul 12-16	May 31-Jun 4	Jul 5-9	Aug 30-Sep 3	Apr 19-23	Jun 14-18	Nov 29-Dec 3	Oct 25-29	Aug 23-27
	Dec 6-10								

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00



# HUMAN RESOURCE MANAGEMENT COURSES

## MANAGING PEOPLE FOR EXCELLENT PERFORMANCE

**D**o you wish to develop and motivate your employees to be high Performers? Then, this workshop is for you, as it has been packaged to provide managers and team leaders with the required skills and competencies to achieve organizational goals and objectives. Building employee commitment is key to obtaining sustained and superior performance. This programme will give full exposition on the emerging trends in building employee commitment, so as to obtain superior performance.

### Content

- An overview of Human Resource Management
- Managerial Skills and strategies for Building employee commitment
- Performance Management and Appraisal Methods
- Effective Communication and Inter-personal Skills
- Coaching, Counselling and Mentoring Skills
- Leadership skills
- Motivation and Delegation Skills
- Effective reward and compensation management
- Emotional Intelligence for Managerial Effectiveness

### Who Should Attend

HR Directors/Top level Managers, Heads of Department, Team Leaders both in Public and Private sector organizations

DATE/VENUE:

LAGOS	KANO	BENIN	IBADAN	GOMBE	ABUJA	BENUE	P/H	ENUGU
Jul 19-23	Jul 12-16	Sep 13-17	Oct 11-15	Oct 25-29	Nov 1-5	Oct 25-29	Apr 19-23	Sep 6-10
Sep 20-24								

**DURATION:** - 5 Days  
**FEE:** Members - N85,000.00  
 Non Members - N90,000.00