



Nigerian Institute of Management (CHARTERED)

2005

**TRAINING AND MANPOWER
DEVELOPMENT PROGRAMMES**



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

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Code of Conduct

1. That I, as a professional manager, will put service above self and will ever seek to find and employ more efficient and more economical ways of getting things done.
2. That I, as a professional manager, accept the most scrupulous and transparently honest and ethical process of thought for all decisions in my daily work and be myself free of any fraudulent and / or corrupt practices and within my scope of authority treat all persons as being equal, and refuse to give special favours or privileges to anyone.

So, help me God.



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

ABOUT THE INSTITUTE

The Nigerian Institute of Management (NIM) was founded in 1961 as a professional body for managers and administrators in both the private and public sectors of the Nigerian economy. The Institute has since grown to become the largest multi-discipline, trans-sectoral professional Institute in Nigeria.

After decades of unswerving commitment to the development of management practice in the country, the Institute was granted a Charter by an Act of the National Assembly on 19 June, 2003. The Charter gave the Institute the mandate of regulating and controlling the management profession in all its aspects and ramifications. This necessitated the repositioning of the Institute around a new vision, which is *to be the source and symbol of management excellence. The new NIM has as its identity, management and its passion, professional excellence.*

Through its regular, scheduled courses and associated programmes, the Institute has encouraged and enabled managers to continue to upgrade their skills in line with internationally acceptable professional standards.

This brochure provides details of courses that have been scheduled to run during 2005. The courses have been designed to add value to participants' skills and knowledge in line with international best practice. As a complement, other unscheduled programmes will also be run during the year and our customers will be notified through appropriate medium as they come up.

In addition to its management training activities, the Institute runs the Professional Diploma in Management and the Management Professional Examination. The latter is the membership qualifying examination of the Institute. Furthermore, the Institute runs a Postgraduate Diploma in Management in collaboration with Obafemi Awolowo University. Details of these programmes can be obtained by applying to the Registrar.

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REGISTRATION AND PAYMENT

Registration is by writing to the Registrar indicating the name(s) of your nominee(s) and the course(s) of interest.

Payment is by:

- Bank Draft payable to NIM
- Paying cash at the Institute's Head Office or Area Offices in Abuja and Port-Harcourt.

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

CANCELLATION

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

DISCOUNTS

- (i) **Confirmed booking:**
7 ½% is applicable to nominees whose participation is confirmed a week ahead of the scheduled programme.
- (ii) **Quantity discount**
Nominations of five or more participants will attract 12.5 % discount while less than five will attract 5% discount. There will be no discount for a nomination of just one person.
- (iii) **Special discount**
Organisations wishing to organise any of our scheduled courses as in-house programmes for up to fifteen members of their staff will receive 35% 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.



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

LAGOS COURSES

Information Technology Management
Human Resources Management
Finance and Accounting Management
General Management
Operations Management
Marketing Management

VENUE

MANAGEMENT HOUSE
22, IDOWU TAYLOR STREET
VICTORIA ISLAND
LAGOS

Tel: 01-2705367, 2701017, 2701418
Fax: 5558515
E-mail: training@managementnigeria.org
Info@managementnigeria.org
Website: www.managementnigeria.org

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INFORMATION TECHNOLOGY COURSES

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TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Personal Computing Skills For Executive Secretaries And Personal Assistants

Computers and their allied devices have become indispensable and common place tools in today's workplace. Hence, proficient use of these devices for efficient job performance has become a challenge to users. This Course is designed to sharpen participants skills in the usage of personal computers.

Who should Attend:

Executive Secretaries and Personal Assistants.

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Content:

Electronic Spreadsheets with Microsoft Excel

Word Processing Systems with Microsoft Word

Electronic Filling Systems with Microsoft Windows

Security, Backup and Standard System Functions

Office Management in a Computerised Environment

4-8 April, 2005

7-11 November, 2005

Members - N50,000

Non-Members - N55,000

Computer Proficiency For Managers

The ability use of Computers has become a basic requirement for all managers. It is therefore essential for all managers to align themselves with the use of computers so as to remain relevant. This Course is designed to equip managers with basic skills in computing for effective utilization of Information Technology resources in their organizations.

Who should Attend:

Managers who need Computer proficiency to enhance their job performance.

Content:

Developments in Information Technology.

Electronic Spreadsheets with Microsoft Excel

Word Processing Systems with Microsoft Word

Electronic Filling Systems with Microsoft Windows

Security, Backup and Standard System Functions

Internet Browsing, Sending and Receiving E-mails

9-13 May, 2005

5-9 September, 2005

Members - N50,000

Non-Members - N55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Excelling In Computer Applications And Usage

The world is getting more and more computerized thus making the computer a necessary tool in every human activity. This is more pronounced in the business environment where the computer has become the de facto standard work tool. This course is designed to equip participants with the essential skills needed to use computers to enhance their job performance.

Who should Attend:

Supervisors, Secretaries and all those who need computer literacy to enhance their job performance.

Content:

Developments in Information Technology.

Using and Working with Windows 2000

Using Microsoft Word for Word processing

Using Microsoft Excel for data analysis and business function

Using Microsoft PowerPoint for professional presentation.

Exploiting the Internet to drive business activities

7-11 March, 2005

3-7 October, 2005

Members - ₦40,000

Non-Members - ₦45,000

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Using Microsoft Access For Administrative Tasks Management

Microsoft Access is an easy-to-use Database Management system. As a component of Microsoft Office, it is easy to come by. However, not many people have been able to explore the tremendous benefits of this application software apart from Microsoft Word and Excel which are commonly used. This Course is designed to equip the participants with basic database management skills on Microsoft Access, so they can effectively use it to automate their administrative functions and any other database needs.

Who should Attend:

Administration/Personnel and Human Resources Managers

Content:

Introduction to Database Management Systems

Creating Databases, Designing Tables and Working with Datasheets in Microsoft Access

Creating and working with Queries for data retrieval

Creating and working with Forms for data capturing

Creating and working with Reports for information and decision-making.

Case Studies

2 - 4 August, 2005

Members - ₦55,000

Non-Members - ₦60,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Mastering Microsoft Powerpoint For Professional Presentations

Recent development of digital computer as a multimedia equipment coupled with the development of graphics software that can display videos and animations has made learning process a lot easier and convenient. This course is designed to equip training and sales executives and those who have to make presentations with the skills to use Microsoft PowerPoint (a presentations software) and multimedia projector to enhance the quality of their presentations.

Who should Attend:

Training Managers, Sales executives, IT Professionals, Business Consultants, Analysts, and others who have to make presentations

Content:

Introduction to Microsoft PowerPoint
Sample Presentations

Developing Presentations in Microsoft PowerPoint

Connecting Computer System to a Multimedia Projector for presentation delivery.

Dates:

7 - 8 February, 2005
17 - 18 October 2005

Fee:

Members - ₦32,000
Non-Members - ₦40,000

Innovative Techniques In Desktop Publishing

This course is designed to equip participants with the essential skills for using the major and most common desktop publishing softwares to be more efficient in desktop publishing functions.

Who should Attend:

Supervisors, Secretaries, Computer Operators, Graphic Artists with basic computer literacy and all key officers involved in desktop publishing.

Content:

Using Microsoft Word for word processing functions

Using Page Maker for preparing documents for publication

Introduction to Corel Draw

Using Corel draw for creating and designing pictures, banners, and among other graphical objects for desktop publication.

Case Studies and Sample Publications

Dates:

16-20 May, 2005

Fee:

Members - ₦40,000
Non-Members - ₦45,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Advanced Skills In Microsoft Office Tools

Today's Microsoft Office tools come with more advanced features that are meant to enable users automate almost all their word processing functions, beyond just typing and printing. This course is designed to expose the participants to these advanced features.

Who should Attend:

Executive/Senior Secretaries and Personal Assistants

Content:

Recent developments in Information Technology
Using Windows 2000
Advanced features of Microsoft Word
Advanced Features in Microsoft Excel
Using Microsoft Outlook for inter-office communications
Developing professional presentations using Microsoft PowerPoint

Dates:

21-25 March, 2005
18-22 July, 2005
28 Nov. - 2 Dec., 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

Effective Management Accounting Using Microsoft Excel

Microsoft Excel as an electronic spreadsheet comes with advanced features that can assist in effective management accounting functions. These features are used for decision-making, forecasting, projection and data analysis. This course is designed to equip the participants with the skills for using these features.

Who should Attend:

Senior Accountants, Chief Accountants, Business Owners and Entrepreneurs.

Content:

Introduction To Microsoft-Excel
Creating and Working with Worksheets in Microsoft-Excel
Creating and using charts to represent data graphically in Microsoft-Excel
Performing decision-making functions and forecasting in Microsoft-Excel
Data Analysis using Microsoft-Excel

Dates:

19-23 September, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Managing IT Resources For Optimum Performance

The use of Information Technology in driving business activities has become the only competitive weapon applied by most organizations today. Hence, acquisition of Information Technology infrastructure has become a dominating item in their yearly budget. However, not much considerations has been given to the effective management of these facilities to ensure that organizations derive the best possible benefit of Information Technology. This Course is designed to address this issue.

Who should Attend:

IT/Computer Managers, Heads of IT/Computer Departments, IT Professionals and Consultants.

Content:

Managing Acquisition of IT Resources
Managing Information Security and Control
IT Service Delivery and Support Management
Human Factor in IT Resource Management
Managing Information Technology Resources Through Policy Instrument.
Syndicate Session

Dates:

21 - 23 June, 2005

Fee:

Members - ₦38,000
Non-Members - ₦50,000

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Internet Literacy Course

Internet has brought a new dimension to Information Technology. Since its inception, it has greatly and positively changed the way businesses are done. Thus, the use of Internet for business transactions and inter-business communications has become a critical success factor for today's businesses. This Course is designed to expose the participants to the tremendous benefits offered by the Internet that can be explored and exploited to leverage their business processes and gain competitive advantage.

Who should Attend:

Business Executives, Accountants, Business Owners, Entrepreneurs, High Flying Consultants and individuals who need Internet literacy.

Content:

Introduction To the Internet
Fundamental Internet Services
Searching the World Wide Web
Using Internet for Effective Communications
Exploiting Internet Multimedia
Analysing Internet Security Strategies
Establishing a presence on the Internet

Dates:

18-20 April, 2005
22-24 August, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

HUMAN RESOURCES MANAGEMENT COURSES

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TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Challenges Of Human Resource Management In A Competitive Environment

The world is changing rapidly and is being reshaped into a "Global Village" by the forces of technology, competition, de-regulation, privatization, changing political boundaries and alliances. This new scenario poses challenges to Human Resource Managers and Practitioners, which this workshop is aimed to identify and proffer solutions.

Who should Attend:

Human Resource Professionals and Practitioners. All those who head Human Resources or Personnel functions in both public and private sector organizations.

Content:

Overview of Human Resource Management
Human Resource Challenges In Today's Business Environment
Legal issues in Human Resource Management
Challenges of Information Technology for Human Resources Practitioners
Developing adequate Reward System in a Competitive Environment
Employing and Retaining High Performing Employees
Overcoming the challenges of Performance Appraisal
The Human Factor in Managing Organizational Change

Dates:

4 - 8 April, 2005
17 - 21 October, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

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Improving Managerial Skills And 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 corporate goals and objectives.

Who should Attend:

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

Content:

Organizational Structure and Emerging Principles of Management
Managerial Roles and Skills for Effectiveness
Building, Motivating and leading High Performing Teams
Developing Excellence in yourself and others.
Effective Communication and Inter-Personal Relations Skills
Correcting, Coaching and Counselling Skills
Effective Time and Self Management Skills
Effective Negotiating and Interviewing Skills
Performance and Productivity Improvement Strategies

Dates:

7 - 11 March, 2005
19 - 23 September, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Planning And Managing Organizational Change And Culture For Re-positioning

Organizations operate within a dynamic environment, and are therefore, affected or influenced by the changes in the environment. For organizations to survive and develop they must respond/adapt positively to the changes in the environment, otherwise they will die. This workshop is designed to equip participants with the knowledge, skills and attitude to effectively plan, implement and manage change programmes.

Who should Attend:

Change Managers, Team Leaders, Head of Departments/Units and all those with responsibilities in implementing change in the organization will benefit most from this workshop

Content:

Strategic Thinking, Visioning, Setting Organizational Mission, Goals and Targets
Strategies and Processes of Planning Organizational Change
Managing Organizational Change
Managing Corporate Image, Culture and Values
Managing Human Behaviour and Attitudes for effective performance
Differences Between Change and Transitions, and the place of people in the Transition Process
The Need and Importance of Teams in effecting Change
Leading People Through the Neutral Zone, and Facilitating New Beginnings
Performance and Productivity Improvement strategies and Techniques

Dates:

18 - 22 April, 2005
24 - 28 October, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

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Human Resource Accounting

Organizational success derives from the people who run the organizations. Managing performance through effective compensation scheme is key to driving people to achieve success for the organizations. In a competitive environment, an organization needs to attract, motivate and retain talents to ensure that they are committed to deliver business results. Managing compensation is to ensure that rewards and recognition systems, policies and practices are in place to manage talent effectively.

Who should Attend:

Human Resource Managers, Heads of Department and all those involved in Managing compensation, Owners/Managers of Small and Medium Enterprises

Content:

Reward/Compensation Management Meaning, Purpose, Elements and Factors affecting Compensation Policies or Schemes
Aligning Compensation Policies to Business Strategy and Culture
Job Evaluation Definition, Purpose, Features and Methods/Systems of Job Evaluation
Creating a Performance Management System, and Developing appropriate Reward Policies
Creating Effective Compensation Packages based on Phases in Wages and Salary Administrations
The use of Compensation Surveys
Payroll Administration
Skills for Personnel Creating Effective Compensation Packages

Dates:

2 - 6 May, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Managing People For Top Performance

Do you need to retain, motivate and develop your staff to be high Performers? Then, this workshop is for you, as it has been packaged to provide you with the required skills and competencies to achieve that objective. Building employee commitment is key to obtaining sustained and superior performance. This programme will provide managers with the necessary strategies, skills and techniques for building employee commitment, so as to obtain superior performance.

Who should Attend:

Senior Executives, Senior Managers and Human Resource Professionals/Practitioners.

Content:

Managerial Skills and Competencies for Building employee commitment and improving performance:
Effective Leadership qualities and Skills
Skills for setting realistic and achievable goals, objectives and targets
Effective Communication, delegating and Motivating Skills
Effective Coaching, Counselling and Correcting Skills
Principles of adult mentoring, and effective mentoring qualities/skills
Managing employees' behaviour and attitudes to achieve corporate goals and objectives
Inter-Personal Relations Skills for effective Team-Work
Increasing Job Satisfaction, and Resolving problems that interfere with Job Performance

Dates:

21 - 25 March, 2005
3 - 7 October, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

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Effective Public And Customer Relations Workshop For Front-line Personnel

The success of every organization depends on the patronage of customers. Therefore, customer satisfaction is a goal which every organization should strive to achieve, in order to remain a float. This course is packaged to equip participants with relevant knowledge, skills and attitude that will enable them to attract, satisfy and retain customers and other stake-holders.

Who should Attend:

Public Relations Officers, Customer Service Officers, Corporate Affairs Officers, Secretaries, Receptionists and other front-line personnel whose duties bring them in contact with visitors, customers and members of the public.

Content:

Principles of Public Relations and Customer Service
How to understand the Publics/customers of your organization, as well as their Needs and Expectations
Recognizing Customer Needs, customer Care and Handling Difficult Customers
Essential Skills for effective customer service
Developing good Inter-Personal Relations Skills
Attitudinal Strategies for Achieving Optimal Job Performance
Strategies for attracting and retaining good Customers
Effective Time and Self Management Skills
Managing Corporate Image and Values

Dates:

16 - 20 May, 2005
7 - 11 November, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Community Relations And Conflict Management Workshop

The increasing rate of conflict between Corporate bodies and their host communities, especially in the Oil industry, and particularly in the Niger-Delta region, is becoming alarming, and calls for urgent attention. This workshop is designed to intimate participants with new approaches and techniques for managing community relations.

Who should Attend:

Senior Executives and Managers of all grades whose responsibilities include Community Relations, Public Relations, Industrial Relations, Human Resources, Corporate Affairs, Legal and Administrative matters as well as Community Leaders

Content:

Principles and Legal frame-work of Industrial Relations in Nigeria
Principles and features of Community relations in Nigeria
Meeting the needs and expectations of communities - Roles of stakeholders
Need and Importance of Joint Committees
Strategies for resolving complaints/Grievances
Learning from Experiences Case Studies in Community Relations Management.
Concept and Mechanisms of corporate responsibility
Conflict Management and Arbitration

Dates:

30 May - 3 June, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

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Effective Recruiting, Selecting And Interviewing Skills

You no longer have to rely on intuition to evaluate the best candidate for the job. Through role-playing exercises with other participants, you will have the opportunity to develop skills for conducting effective behaviour-focused interviews. You will learn how this approach can improve the quality of your hires, and save your company money and other valuable resources. This workshop is your ticket to making the right hiring decisions and contribute more to the company bottom-line.

Who should Attend:

Senior Human Resource Managers, Personnel Managers, and other Professionals involved in the Recruitment process

Content:

Modern Trends and Challenges of the Recruitment Process
Utilizing Job descriptions and specifications to develop behaviour-focused interview questions
Laying the foundation for the interview
Increasing the effectiveness of the selection process
Creating an interview structure that supports behaviour-based questions
Handling the face-to-face interaction
Review of Legal obligations in hiring
Pre-employment and employment testing
Overcoming interview obstacles and making the selection

Dates:

20 - 24 June, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Improving Managerial Communication And Business Writing Skills

Effective Communication has been described as the "life-blood" of every organization, and a key to success in our business and personal life. This course is packaged to help managers sharpen and develop their knowledge and skills in Communication and Business Writing.

Who should Attend:

Officers, Managers, Team Leaders and all those involved in using people to achieve organizational objectives in the public and private sectors.

Content:

Nature and Process of Effective Communication
Communication Systems/Channels
Principles and Practice of Speaking and Listening
Communication Barriers Reducing Barriers to Communication
Reports and Minutes Writing Skills
Business Proposals and Letter-Writing Skills
Fundamentals of Speech-Writing and Public-Speaking
Inter-Personal and Human Relations Skills
Using Information Technology

Dates:

11 - 15 July, 2005

Fee:

Members - N50,000
Non-Members - N55,000

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Public Relations And Inter-Personal Skills Improvement Workshop

There is need for all frontline personnel to have good public relations or inter-personal skills. This will enable them interact positively with colleagues, visitors, and customers for personal and organizational effectiveness. This course will explore all modern approaches for achieving efficient inter-personal relations.

Who should Attend:

Personal Assistants, Secretaries, Receptionists, and other Frontline Personnel both in Private and Public sector organizations.

Content:

- Organisational Structure and Principles of Modern Management
- Organisational and Human Behaviour
- Recognizing Customer Needs, Customer Care and Handling Difficult Customers
- Developing Good Inter-Personal Relations Skills
- The Roles and Functions of Secretaries and Personal Assistants
- Positive Self Management and Attitude
- Planning and Organizing Work Schedules and Meetings
- Effective Time and Self Management
- Productivity/Performance Improvement Techniques

Dates:

4 - 8 July, 2005

4 - 18 November, 2005

Fee:

Members - N40,000
Non-Members - N45,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Creative Leadership And Team Building

Modern behavioural social scientists have shown that effective Leaders are made and not born. Creativity, Vision and courage are vital ingredients for effective leadership. This course is aimed at equipping managers with the essential qualities and skills for effective leadership.

Who should Attend:

Senior Managers, Project Managers, Heads of Department/Unit and Team Leaders.

Content:

Overview of Human Resource Management
Managerial Roles and Skills for Effectiveness
Creative Leadership and Motivation
Challenges and Responsibilities of Leadership
Team Building and Team Effectiveness
Effective Delegation, Coaching and Counselling Skills
Creative Thinking, Problem-solving and Decision-Making Skills
Leading a High Performing Team
Change Management Skills

Dates:

25 - 29 July, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

Managing Self And Others For Outstanding Performance

In today's highly competitive business environment, organizations are always striving for outstanding performance. Due to the increasing pressure for such higher performance, the failure rate and/or ineffectiveness of senior managers can be quite high in some organizations. One of the most important ways to reduce the risk of failure, while maximizing success is to learn to transform self-knowledge into effective management of self and others in the workplace. This workshop will provide participants with new insights on how to develop a high performing workforce capable of shared responsibility, collaborative behaviour, and greater capacity to deliver results.

Who should Attend:

Top/Senior Executives, Directors, General Managers and all those in Leadership positions in organizations.

Content:

- How to use your personality Effectively in Leading and Developing others
- Why Executives Fail: Learning from the Experiences of others
- How to Effectively Manage Self and stress
- How to Build the most Effective developmental Alliance for Maximum Effectiveness

Dates:

16 - 18 August, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Competency Based Human Resource Management

In view of the rapid changes in today's business world due to globalization and new technologies, it is no longer enough for Human Resource Managers to acquire and apply appropriate managerial skills. They must also possess and display essential managerial competencies that will shape their organizations for outstanding performance. This workshop is aimed at helping Human Resource Managers and Practitioners achieve this objective.

Who should Attend:

Human Resource professionals and practitioners who seek to enhance the value of their people.

Content:

- Overview of Human Resource Management
- Human Resources Challenges in a Globalised economy
- Managerial Competencies for outstanding performance
- Building the Competency Model
- Linking Competencies to HR Applications:
- Employee Benefits
- Employee Relations
- Human Resource accounting
- Matching reward with performance

Dates:

8 - 12 August, 2005
21 - 25 November, 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

Effective Management Of Training Functions

In today's changing economic environment, only organizations that invest heavily in Human resources Training and development would be able to survive and remain competitive. Investment in Human Resource training and development enhances employee development and performance, and enables the discovery of innovative ways of Recruiting, Motivating, Rewarding and Retaining employees.

Who should Attend:

Human Resource professionals/practitioners, Training Managers, and Consultants, and all those responsible for training in private and public sector organizations.

Content:

Training as a Function of Management
Training Policy Formulation and Implementation
Planning for the Training function:
Organizing the Training function
Marketing the Training programmes
Measuring Training Effectiveness and Contributing to Organisational success:
Training and Facilitating Skills:
Learning Theory and Practice for Job Effectiveness
Matching Training Needs with Performance
Appraisal

Dates:

22 - 26 August, 2005
5 - 9 Dec., 2005

Fee:

Members - ₦55,000
Non-Members - ₦60,000

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TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Developing Effective Human Resource Policies And Strategies

With the increased pace of change and restructuring, organizations need robust and pragmatic Human Resource Policies and Strategies. It is vital that Managers are proficient in handling people management issues to achieve exceptional performance. The challenge is to effectively manage talent and deliver business results, by adopting an approach that creates effective HR policies

Who should Attend:

Top Executives, owners of small and medium-scale enterprises, Human Resource Directors, professionals/Practitioners and all those responsible for the development and implementation of organizational Human Resource policies and strategies.

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Content:

Understanding the impact of the Economy on Human Resource practices

Relating Employee Expectations to Human Resource policy formulations.

Creating a Mindset that Employees become partners and players, and deliver Business Value

Integrating Human Resource policies and strategies into Business Goals and Strategies

Benchmarking competitive practices

Organizing and Working with a Policy Project Team

Understanding the success criteria of Effective HR policies and strategies.

Human Resource Policy contents and development.

Dates:

6 - 10 June, 2005

5 - 9 Sept., 2005

Fee:

Members - ₦70,000

Non-Members - ₦75,000

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TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

FINANCE & ACCOUNTING COURSES



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Corporate Cash Management And Control

This programme seeks to develop and strengthen participants' understanding of the current trends in Cash Management. It will focus on how to optimize cash flow for both receipts and payments, accelerate remittance collection, improve disbursements control and successfully invest excess funds in short-term instruments.

Who should Attend:

Managers, Officers or Individuals taking on new cash and treasury management responsibilities and those looking for a refreshment course in cash management.

Content:

Cash management systems and techniques

IT applications in cash management

Cash collections, concentration and disbursements

Information management and cash forecasting

The Bank-Corporate Relationship: Benefiting from bankers perspective, understanding the corporate perspective.

Handling short-term investments and short term borrowings.

Working capital management

Dates:

25 - 29 April, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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Fixed Asset Accounting And Management

Today's uncertain markets require you to know how to maximize your assets and protect your organisation's investment. This programme is designed to enable participants set up paper work, forms and systems to get timely, accurate information and make a smooth transition from a manual system to computerized accounting.

Who should Attend:

Accountants, Accounting Officers, Managers of fixed assets, divisional plant managers and all executives with less than 2 years experience in fixed asset accounting.

Content:

Accounting, taxation and Insurance aspects of fixed Assets Management

Establishing the fixed asset accounting records

The property accounting manual and conversion to computerized format.

Taking on inventory and exploring existing records

Decision-making tools using Ms-Excel

Property accounting system and controls.

Dates:

15 - 19 August, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Project Finance And Accounting

This programme is designed to equip all those involved in Projects with management accounting skills they require for successful project execution.

Who should Attend:

Project Managers, Engineers, Consultants, Accountants in the construction industry, Project Officers in the public and private sectors of the economy.

Content:

Time value of money and capital budgeting process
Depreciation, capitalization and valuation
Book keeping in Effective cash flow management
Life cycle costing in Projects
Computer applications in Financial Accounting
Value management and earned value.
Preparation and interpretation of Financial Statements
Project Planning and Implementation A financial perspective

Dates:

5 - 9 September, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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Effective Cost Management And Control

Many organizations apply cost management techniques successfully to control operations, measure results against budget, determine pricing for goods and services and make the best use of people, money and materials. The programme is designed to help participants improve their skills in these techniques. In addition, it will expose them to new tools that would give them insights into how the cost management function of an organization can be used for competitive advantage.

Who should Attend:

Accounting Officers, Managers, cost analysts, budget analysts, auditors system analysts, financial planners and Internal auditors.

Content:

Overview of cost management: the responsibility accounting process
Decision-making tools in Ms-Excel
Actual and standard cost systems
Cost control and reduction
Budgeting and profit planning
Variance analysis as a process improvement tool.
Product costing system and accounting for overheads
Improving processes by analyzing the true causes of product cost variance

Dates:

26 - 30 September , 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Inventory Accounting And Management

The course is designed to equip the participants with modern Information Technology-driven inventory management Skills to improve their organisation's record keeping, establish stock levels that are appropriate for their company's operations and, prevent fraud in the store.

Who should Attend:

Store Officers, Accounts Managers and other Officers with responsibility for inventory records.

Content:

Inventory as working capital management
Inventory planning techniques
Management of hazardous and perishable stock
Inventory valuation and audit
Warehousing accounting and control with emphasis on stock records and reporting systems
Software packages for inventory management in Large and complex organizations.
Evaluation of Inventory systems

Dates:

11 - 15 April 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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Enhancing The Skills And Competencies Of Accounting Officers And Supervisors

The language of business in every industry around the globe is rooted in the accounting equation. Thus, keeping your accounting officers and supervisors well grounded in modern skills is central to success. Much of this can be achieved by uncovering and correcting problems associated with poor recording of sales, expenses, equity and debt. This programme is designed to enable participants learn how to reduce costly errors caused by poor reporting of transactions. They will also be able to make more informed decisions and thereby save money and reduce costs.

Who should Attend:

Officers and Supervisors in the Accounts department who have the responsibilities of implementing accounting rules and processes in their organizations.

Content:

Accounting processes and what they mean
Financial Reporting systems
Month end closing: what to expect
Measuring and managing payables and receivables
Application of computerized accounting software
Spreadsheet application in accounting
Budgeting and Financial control

Dates:

6 - 10 June, 2005

Fee:

Members - ₦40,000
Non-Members - ₦45,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Managing A Computerised Accounting And Finance Department

Accurate financial information is central to the smooth running of every organization. In order to obtain such information and make sound decisions, businesses must have a way to track income, expenses and assets in an organized manner. This programme is designed to assist participants develop skills needed to secure and manage financial information and achieve better departmental results particularly in terms of timely generation of accurate data for effective decision making.

Who should Attend:

Accountants, Accounting Managers, Cost Accountants, Cost Analysts, Budget Analyst, Financial Planners, Auditors.

Content:

Effective communication and report writing

Data protection and fraud prevention in a computerized work environment

Managing the relationship between internal and external auditors, Bankers and legal advisers in an organization.

Information and Data Management Using Ms-Access

Understanding payroll application software.

Financial statement based ratios and other analytical techniques

Dates:

20 - 24 June, 2005

21 - 25 November, 2005

Fee:

Members - ₦50,000

Non-Members - ₦55,000

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Computerised Payroll Administration

This programme is designed to enable participants develop a better understanding of the administration of accounting functions in payroll using appropriate computer software. At the end of the course they will also be able to speak with knowledge and confidence on statutory matters affecting staff remuneration.

Who should Attend:

Managers involved in payroll administration in the public and private sectors of the economy.

Content:

The role of HR personnel's in payroll and pension administration

Understanding statutory provision in payroll and pension administration

Managing staff payroll Database

Understanding payroll application softwares

Accounting for necessary deductions (income tax etc) and remittance

IT applications in payroll administration using Ms-Excel.

The new Government's policy on Retirement benefits and pensions

Dates:

23 - 27 May, 2005

Fee:

Members - ₦50,000

Non-Members - ₦55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Effective Audit Techniques In A Computerised Environment

The computerization of accounting functions have presented organizations with increasing challenges on how to effectively audit the new accounting systems being implemented. Participants in this programme will be able to design and implement specific audit procedures that will give reliable, relevant and useful information to achieve the audit objective, they will also be able to review the work performed to provide reasonable assurance that set objectives have been achieved and communicate audit results to key stakeholders.

Who should Attend:

Internal auditors, those who oversee the audit function, newly qualified accountants and individuals responsible for safeguarding company assets.

Content:

Computer audit process
Planning to prevent computer systems breakdown
Management planning and organizing of finance/EDP staff
Financial statement analysis and interpretation
Effective communication and report writing with reference to auditing
Fraud prevention and Detection, and internal control system in a computerized environment
Setting up accounting function using accounting software.

Dates:

4 - 8 April, 2005

Fee:

Members - N50,000
Non-Members - N55,000

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Mastering Computer Applications In Accounting Functions

Computer based accounting systems encompass the processes and procedures by which data and transactions are transformed into financial information that has value for planning, organizing and controlling business operations. This programme is designed to improve the supervisory skills and efficiency of participants particularly as they relate to the functions and operations of the accounts department in a computerized environment.

Who should Attend:

Officers, Supervisors, and other Junior Staff who have recently assumed accounting responsibilities

Content:

Overview of computer and Accounting/finance in today's business.
Foundations of financial accounting, reporting and analysis.
Reconciliation statements: Bank Inter-Branch Transaction, using accounting software.
Information management and business continuity
IT applications in setting up accounting functions
IT applications in Data management using Ms-Access.
Application of financial ratios

Dates:

14 - 18 March, 2005

Fee:

Members - N40,000
Non-Members - N45,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Finance And Accounting For IT And Technical Professionals

A working knowledge of accounting and finance is necessary for all technical professionals who often have need to justify expenditure and demonstrate return on proposed investment. Participants in this programme will learn modern accounting techniques and tools that will help them make more informed financial decisions in their work.

Who should Attend:

All professionals in IT, Technical and engineering fields including database consultants; application specialists and web designers.

Content:

Understanding accounting processes
Accounting principles what they are and how they affect your organisation
Criteria for examining the performance of divisions and product lines.
Reading annual reports how to determine the health of an organisation
Elements of cost accounting
Cash flow: where cash comes from and how it is applied
Evaluating Return on investment. (ROI)
Budgetary control mechanisms

Dates:

17 - 21 October , 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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Fundamentals Of Finance And Accounting For Administrative Officers

Administrative officers and managers need to have a good working knowledge of the financial aspect of their business to ensure that budgets are prepared professionally and expenses stay on track. This course will enable them gain confidence in dealing with financial and accounting information.

Who should Attend:

Administrative officers and managers whose jobs involve handling financial matters.

Content:

Understand basic accounting principles
Double entry accounting
Learning the different methods of cash flow
The annual reports and the auditors role.
Budgeting
Evaluating a company's financial statements.
Evaluate Return on investment. (ROI)
Budgetary control.

Dates:

18 - 22 July , 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Designing, Implementing And Controlling A Corporate Budget

The budget is the yardstick used by top management to measure financial performance. Budget proposals must be realistic and must derive from the strengths and competitive advantages of the organization. This programme is aimed at equipping participants with the skills needed to design budgets and use them effectively for control purposes and achieving set goals.

Who should Attend:

Managers, Assistant Managers and Officers who have budgeting responsibilities.

Content:

Designing and implementing budgetary plan.

Budgeting administrative expenses

Measuring performance: analyzing budget variance... actions to take after analysis

Effective budgetary process

IT Applications in budgeting and budgetary controls

Preparing and using operational and capital budget.

Dates:

31 Oct. - 4 Nov., 2005

Fee:

Members - ₦50,000

Non-Members - ₦55,000

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Debt Collection And Credit Management

Selling on credit has advantages and disadvantages. Generally the advantages include: the likelihood of increased business and convenience for customers whilst the disadvantages involve consumers taking longer to pay and in some cases not paying at all. This programme aims at improving the participants' skills in credit management and in reducing the turn-around time of the company's debt to cash and avoid bad debt.

Who should Attend:

Investment and Funds Managers.

Content:

Overview of credit sales and the associated risk

Using financial ratios to assess liquidity, profitability, leverage and risk.

Credit Risk Management

IT Application for credit management

Managing credit effectively.

Measuring and Managing Receivables

Debt collection procedure and Techniques.

Dates:

4 - 8 July, 2005

5 9 December, 2005

Fee:

Members - ₦50,000

Non-Members - ₦55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

GENERAL MANAGEMENT COURSES

Vision: To be the source and symbol of Management Excellence



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Management Course For Administrative Officers

Effective management of human and material resources is indispensable for organizational growth and survival. In most organizations, the administrative officers are charged with ensuring this outcome. This course is designed to empower admin. Officers with the Management Skills they require to accomplish this objective.

Who should Attend:

Personnel/Administrative Managers, Finance/Accounts Managers And Other Managers With Administrative Responsibilities.

Content:

Role of Administrative Managers in the Organization
Organizational Communication
Computer Applications in Administrative management
Transport Management
Management of Fixed Assets
Purchasing and Supply Management
Security and Safety Management
Managerial Finance: Cost Control / Reduction Techniques
Budgeting and Budgetary Control
Legal and Insurance Issues in Administrative Management

Dates:

18 - 22 April, 2005
1 - 5 August, 2005

Fee:

Members - N50,000
Non-Members - N55,000

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Infotech Management Workshop For Top Executive Secretaries And Personal Assistants

The use of infotech has become pervasive in today's organizations with the automation of most business and administrative processes and functions. The effective management of these technologies is now a critical success factor in business transactions. This course is designed to equip participants with the knowledge and skills needed to manage these technologies in a manner that ensures the attainment of organizational goals.

Who should Attend:

- Top executive secretaries and personal assistants
- Executive secretaries and personal assistants who had attended the Institute's basic management workshop for secretaries and personal assistants in the past will benefit from this programme.

Content:

Managing Computer Resources
Routine Computer Maintenance
Advanced word processing
Graphics Management (use of imaging devices etc)
Data Protection and Fraud Prevention
Organizational Communication
Information Management
Managing Time and Self

Dates:

2 - 6 May, 2005
17 - 21 October, 2005

Fee:

Members - N50,000
Non-Members - N55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Management Course For Executive Secretaries And Personal Assistants

This Course is designed to enable executive secretaries and personal assistants acquire the basic management skills essential to making them more result oriented in their daily work.

Who should Attend:

Executive Secretaries, Confidential Secretaries And Personal Assistants

Content:

- Role and Place of Executive Secretary and Personal Assistant in the Organisation
- Assertiveness Techniques
- Time and Self Management for Enhanced Productivity
- Enhanced Interpersonal relations for Corporate Image
- Management Information Systems (MIS)
- Computer Application
- Management of Meetings
- Information Protection Techniques
- Managing Your Boss and Subordinates
- Basic Accounting and Cash Management.

Dates:

6 - 10 June, 2005
5 - 9 December, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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Effective Supervisory Management Course

Effective Supervision is vital at the operational level in all organizations. It ensures adequate utilization and application of resources. The management skills required to achieve this objective will be given full exposition in this programme.

Who should Attend:

-Supervisors, Sectional Heads, Team Leaders, Foremen, Newly Appointed Front Line Managers.

Content:

- Supervisory Management in Large and complex organisations
- The Supervisor as a Team Leader The Skills Needed
 - Achieving set standards of performance
- Leading The Group Understanding the Dynamics of the Situation
- How to motivate people at work
- Controlling Group Performance by Correct use of Procedures, Rules and Standard
- Effective Communication and Report Writing
- Computer Applications
- Assertiveness Techniques
- Time and Self Management

Dates:

7 - 11 March, 2005
12 - 16 September, 2005

Fee:

Members - ₦40,000
Non-Members - ₦45,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Management Appreciation Course

This Course is designed to provide individuals who have been newly appointed or promoted to managerial positions with a good grounding in basic management practice.

Who should Attend:

Intermediate Staff, Newly Promoted or appointed Managers in the public and Private Sector Organizations.

Content:

Management-Planning, Principles and concepts for breakthrough performance
Time and Self Management
Leadership and Motivation
Effective Managerial Communication
Operations Management
Finance and Management Accounting
Marketing and Sales Management
Human Resources and Industrial Relations Management
Performance Management and Appraisal
Computer Applications

Dates:

21 - 25 March, 2005
26 - 30 September, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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Office Management And Administration For Secretaries And Personal Assistants

Effective management of the office and its administrative functions is a critical success factor for today's enterprises. This course is designed to equip participants with the skills to manage and organize their offices in a manner that ensures administrative efficiency.

Who should Attend:

Secretaries, Chief Typists and Personal Assistants in public and private sector organizations.

Content:

Overview of Management Principles and the Roles of Executive Secretaries and Personal Assistants in Organisations
Effective Communication and Report Writing
Team Working and Inter Group Relationship
Self and Time Management
Managing Your Boss, Colleagues and Subordinates
Records Management Filing Strategies and Techniques
Office Management
Computer Application for Secretaries and Personal Assistants

Dates:

25 - 29 April, 2005
10 - 14 October, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Managing The Corporate Affairs Function

The corporate affairs function is the interface between the organization and its external environments. Success or failure in the management of this function could determine the fate of the organization's goals and objective. This course is designed to equip participants with modern skills to run the corporate affairs function effectively.

Who should Attend:

Corporate Affairs HOD's, Managers, Advertisers and Public Relations Practitioners.

Content:

Corporate Affairs Function and Corporate Performance: A Balanced Scorecard Approach
Public Relations Planning and Programming
Management Communication Processes
The Environment of the Firm
Government and Community Relations
Public Relations Financial and Ethical considerations
Managing External Consultants
A Strategic Management Approach to the Corporate Affairs function
Measuring Corporate Affairs Impact on the Bottom Line

Dates:

22 - 26 August, 2005

Fee:

Members - ₦50,000
Non-Members - ₦55,000

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Issues In Succession Planning

It is important for every organization to ensure smooth transition whenever there is change at the top echelon of management or in the Board. Succession planning is the management option for ensuring continuous and effective leadership for an organization. This course is designed to address fundamental issues in succession planning.

Who should Attend:

Chief Executives, Human Resource/Admin. Directors and Top Management Staff.

Content:

Overview of The Nigerian Business Scene in relation to Succession Planning
Needs for Succession Planning
Basic Skills for the Potential Successor
'The Successor Dilemma'
Meeting the Challenge as a Successor/ Chief Executive Officer
Manpower Planning and Development

Dates:

16 - 18 May, 2005
21 - 23 November, 2005

Fee:

Members - ₦50,000
Non-Members - ₦54,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Developing Strategies For Business Success

This programme will focus on enabling participants develop strategic options for their organization that will reinforce positive work values which will transform their business.

Who should Attend:

Senior Managers, HOD's, Heads of Business Development Units, Business Planning/Strategy Executives.

Content:

General Overview of Management
Challenges of Business Operations in the Nigerian Environment
Culture, Role Expectations and Managerial Ethics
Effective Budgeting and Budgetary Control
Framework of Strategic, Operational and Tactical Plans
Environmental Scanning and SWOT Analysis
Action Centred Leadership and Team Building Skills
Motivation and Employee Empowerment
Target Setting and Employee Performance Appraisal

Dates:

13 - 17 June, 2005
3 - 7 October 2005

Fee:

Members - N55,000
Non-Members - N60,000

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Work Ethics And Attitudinal Change For Improved Productivity

At the end of the course, participants will be able to develop a positive attitude to work and the spirit of commitment to duty for improved productivity.

Who should Attend:

Managers, Supervisors, Frontline Personnel and other Intermediate Staff in the public and private sector organizations with responsibility for carrying out productivity improvement plans.

Content:

- Process and Practice of Management
- Personality Behaviour Analysis
- Strategies for Achieving Optimal Job Performance through Attitudinal Change
- Understanding Work/Business Ethics
- Causes of Behaviour
- Strengthening the " Organization-Man" in Company Staff
- Effective Communication
- Setting Performance Standards
- Effective Delegation

Dates:

4 - 8 July, 2005
14 - 18 November, 2005

Fee:

Members - N40,000
Non-Members - N45,000



TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

Target Setting, Performance Appraisal And Reward Management Workshop

This programme is aimed at developing participants' understanding of key issues in employee performance management. It will focus on how to set targets, carry out successful appraisal, and reward performance appropriately.

Who should Attend:

Heads of Departments/Divisions/Units in all functional areas in public and private sector organizations.

Content:

Performance Management and Appraisal
 The Employee Life Cycle
 Using Performance Management To Attain Strategic Objectives
 Performance Rating Methods
 Effective Reward Systems
 Target Setting for technical and non-technical jobs
 Conducting Performance Review Discussions
 Performance Appraisal and Employee Career Management

Dates:

20 - 24 June 2005
 19 - 23 September, 2005

Fee:

Members - ₦55,000
 Non-Members - ₦60,000

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Developing And Managing New Business

The programme is designed to meet the needs of several groups. It is an opportunity for managers looking beyond retirement to a productive role as entrepreneurs. It is also for people with ideas, to develop capacity for identifying opportunity and building a new business. The programme is also aimed at providing small business people the capacity and confidence to take advantage of the liberalization and privatization drive of the Government.

Who should Attend:

People who desire to own a business, senior managers considering early retirement or anxious about the future of their present enterprises. It is also for senior managers of firms considering going into new areas of business.

Content:

Why New Businesses Fail
 The Environment of Business in Nigeria
 Identifying New Venture Opportunities
 Critical Success Factors in New Ventures
 How to Write Business Plans
 Finance for Non-Finance Entrepreneurs
 Managing the Transition from paid employment to self employment
 Marketing a New Product Idea
 Cases of Venture Success in Changing Environment
 Entrepreneurial Corporation (Entrepreneurship in a Mature Business)

Dates:

25 - 29 July 2005

Fee:

Members - ₦55,000
 Non-Members - ₦60,000