



**2026**

**TRAINING  
CALENDAR**

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# INTRODUCTION



TOLUWANI KENNEDY – JINAIDU  
HEAD HUMAN RESOURCES

The year 2026 opens before us with limitless possibilities. Every new year offers more than a calendar reset; it presents a renewed opportunity to build stronger relationships and to reimagine how we work, how we lead, and how we shape the future. It calls us to a path defined by intentional growth.

At People Capacity Management, we believe that progress begins with people. We recognise that the most enduring transformation happens when purpose aligns with preparedness, and when individuals and organisations summon the courage to evolve meaningfully.

This year, our commitment is clear: to elevate capacity, strengthen organisations, and empower individuals with the competence and confidence required to thrive in a fast-changing world. As industries continue to shift and the workplace grows increasingly dynamic, PCM remains a trusted partner in building the resilience, clarity, and strategic capability needed for long-term excellence.

We will continue to design and deliver solutions that go beyond theory—programmes and interventions that inspire action, unlock potential, deepen capability, and support real-time organisational growth. Whether you are redefining your strategic direction, investing in your workforce, restructuring your systems, or developing leadership at any level, PCM is committed to walking that journey with you.

As you engage with PCM through our advisory services, learning programmes, strategy sessions, and capacity-building initiatives, we encourage you to stay curious, challenge old patterns, and remain intentional about the growth you pursue.

Thank you for trusting People Capacity Management as your development partner. Together, let us make 2026 a year of purposeful transformation.

Cheers to another year filled with endless possibilities.

People Capacity Management is a human resources and management consulting firm located in Lagos, Nigeria. We provide services, expertise, and resources to both the private and public sectors through our deep knowledge of issues specific to industries and sectors. We are committed to meeting the needs of our clients in a timely and cost-effective manner.

Our goal is to offer our clients the option that best suits their needs, be it a Short or long-term assignment, or on a project or ad-hoc basis. We take the time to develop strong working relationships with our clients by understanding their business, their needs, and the company culture. With that understanding and with the knowledge and expertise gained over the years in human resources and business, we recommend solutions that align with our clients' business priorities and work with them to implement the solutions.

We have established strategic alliances with an active network of consultants who share the same values and beliefs in support of client needs. This network of professionals provides all the competence of a large organization while remaining responsive by size.

## ABOUT THE COMPANY



# SOME OF OUR CLIENTS



## OUR COURSES AT A GLANCE

### UNDERSTANDING THE NEW TAX LAW

March 11-12  
June 3-4

**N305,500** 2 Days

### THE EMERGING LEADER DEVELOPMENT PROGRAMME

March 11 - 13  
September 22 - 24

**N350,500** 3 Days

### ADVANCED BUSINESS WRITING & REPORT DEVELOPMENT

March 24 - 26

**N295,500** 3 Days

### 4-DIMENSIONAL LEADERSHIP USING CLARITY4D

March 24 - 26  
July 15 - 17  
November 11 - 13

**N405,500** 3 Days

### ACHIEVING CUSTOMER RELATIONSHIP EXCELLENCE

April 8 - 9

**N225,500** 2 Days

### ETHICAL LEADERSHIP & CORPORATE ACCOUNTABILITY

April 8 - 10

**N405,500** 3 Days

### LEADING IN A MULTIGENERATIONAL ENVIRONMENT

April 15 - 17  
October 9 - 11

**N405,500** 3 Days

### HIGH-LEVEL BEHAVIOURAL INTELLIGENCE USING CLARITY4D

April 21 - 22

**N295,500** 2 Days

### CERTIFIED BUSINESS ANALYSIS PROFESSIONAL (CBAP)

April 21 - 24  
October 20 - 23

**N305,500** 4 Days

### OPTIMIZING EFFICIENCY AND PRODUCTIVITY SKILLS IN THE WORKPLACE

April 27 - 28

**N225,500** 2 Days

### MASTERING MICROSOFT OFFICE SUITE (EXCEL, WORD, POWERPOINT - ADVANCED/INTERMEDIATE)

April 27 - 30  
August 4 - 7

**N355,500** 4 Days

### SALES LEADERSHIP

May 6 - 8  
October 6 - 8

**N375,500** 3 Days



# OUR COURSES AT A GLANCE

**DATA-DRIVEN HR & WORKFORCE ANALYTICS**

May 6 - 8

**N350,500**      3 Days

**CRISIS LEADERSHIP & BUSINESS CONTINUITY**

May 13 - 15

**N395,500**      3 Days

**GREEN FINANCE & SUSTAINABLE INVESTMENT**

May 13 - 15

**N450,500**      3 Days

**DATA PRIVACY & COMPLIANCE (GDPR & NDPR)**

May 19 - 21

**N350,500**      3 Days

**PUBLIC SPEAKING & EXECUTIVE PRESENCE**

May 19 - 21

**N395,500**      3 Days

**FUNDAMENTALS OF ARTIFICIAL INTELLIGENCE**

June 3-4

**N325,500**      2 Days

**COMPENSATION & BENEFITS BEST PRACTICES**

June 9 - 11

**N395,500**      3 Days

**ARTIFICIAL INTELLIGENCE IN BUSINESS STRATEGY**

June 9 - 11

**N395,500**      3 Days

**CHANGE LEADERSHIP AND ORGANISATIONAL AGILITY**

June 17 - 19

**N405,500**      5 Days

**COACHING & MENTORING FOR LEADERS**

June 17 - 19  
October 6 - 8

**N375,500**      3 Days

**DEVELOPING STRATEGIC PARTNERSHIPS, JOINT VENTURES, & CONSORTIA**

June 22 - 26

**N450,500**      3 Days

**FINANCIAL STATEMENT ANALYSIS**

June 22 - 26

**N405,500**      5 Days



# OUR COURSES AT A GLANCE

<b>NEGOTIATION &amp; CONFLICT RESOLUTION SKILLS</b> July 2 - 3 N250,500      2 Days	<b>HUMAN RESOURCE MANAGEMENT FOR NON-HR MANAGERS</b> July 7 - 9 N295,500      3 Days	<b>TAX FRAUD INVESTIGATION &amp; COMPLIANCE</b> July 7 - 9 N375,500      3 Days
<b>EFFECTIVE PERFORMANCE MANAGEMENT (DESIGNING &amp; IMPLEMENTING SYSTEMS)</b> July 14 - 16 N350,500      3 Days	<b>STRATEGIC PLANNING, MANAGEMENT CONTROL &amp; EFFECTIVE BUDGETING</b> August 3 - 7 November 9 - 13 N405,500      5 Days	<b>FINANCE &amp; ACCOUNTS FOR NON-FINANCE PROFESSIONALS</b> August 17 - 21 N375,500      4 Days
<b>AGILE &amp; SCRUM FOR PROJECT TEAMS</b> August 17 - 21 N375,500      4 Days	<b>INNOVATION &amp; DESIGN THINKING FOR BUSINESS GROWTH</b> September 22 - 24 N375,500      3 Days	



# UNPACKING OUR PROGRAMMES



# UNDERSTANDING THE NEW TAX LAW

Course Fee: N305,500

Date: March 11-12  
June 3-4

## OVERVIEW

As organizations face growing demands for speed, accuracy, and data-driven decision-making, Artificial Intelligence has become an essential tool for modern professionals. Many teams still rely on manual processes and traditional analysis, which can limit insight, slow response, and increase risk. As industries worldwide shift toward automation and intelligent systems, understanding the fundamentals of AI is no longer optional-it is essential for maintaining relevance, operational efficiency, and competitive advantage.

This training programme provides participants with a strong foundation in AI concepts, tools, and real-world applications. Participants will explore how AI supports data analysis, pattern recognition, and predictive thinking, enabling smarter, evidence-based decision-making. The programme strengthens AI literacy, builds confidence in using AI-supported systems, and teaches participants how to interpret AI-generated insights, apply them ethically, and ask the right technical questions to engage meaningfully in AI-enabled work environments.

By the end of the training, participants will be equipped to leverage AI to drive efficiency, accuracy, and foresight in their work.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the key provisions, structure, and intent of the new tax law.
- Identify and interpret the major changes compared to the previous tax regime.
- Apply the new compliance, filing, and reporting requirements effectively.
- Assess the implications of the law on business operations, tax planning, and financial reporting.
- Develop strategies to ensure compliance and minimize risks under the new regime.
- Communicate the changes effectively to employees, stakeholders or clients with clarity and confidence.
- Interpret the Sectoral Implications of the new tax reform – Impact on corporations, SMEs, and individuals.

## WHO SHOULD ATTEND

Tax practitioners and consultants, Accountants and finance professionals, Business owners and corporate executives, Auditors and compliance officers, Legal and regulatory officers, Government revenue officers and policy implementers, Payroll & HR teams



# CRISIS LEADERSHIP AND BUSINESS CONTINUITY

Course Fee: N395,500

Date: May 13 - 15

## OVERVIEW

In today's fast paced and unpredictable business environment, where policies and global events can trigger sudden and drastic challenges, effective leadership in times of crisis is essential. The ability to navigate crisis and changes effectively while making right decisions in the midst of uncertainty is a critical skill for every leader.

This training provides a structured introduction to leading effectively during organisational disruptions and ensuring operational resilience. Participants will learn the principles of crisis preparedness, decision-making under pressure, and stakeholder communication. The programme covers how to identify vulnerabilities, activate response structures, coordinate cross-functional teams, and maintain continuity of critical services.

This programme explores the strategic dimensions of crisis management, how to plan, respond, and recover while protecting stakeholder trust and preserving brand integrity. Participants will gain insights into crisis identification, risk monitoring and assessment, communication strategy, and continuity planning. The course also highlights how to determine when a crisis has been successfully resolved and how to leverage lessons learned for future resilience.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Enhance decision-making in crisis situations and when under pressure.
- Assess risks, identify critical functions, and recognize vulnerabilities that require preparedness measures.
- Develop practical crisis leadership and communication skills.
- Gain confidence to lead teams through uncertainty and disruption
- Understand crisis dynamics and leadership

## WHO SHOULD ATTEND

Senior Executive/ Business managers/Risk management personnel/ Human resource personnel/business analyst/ Corporate communication/ legal personnel/IT and security responders



# ETHICAL LEADERSHIP & CORPORATE ACCOUNTABILITY

Course Fee: N405,500

Date: April 8 - 10

## OVERVIEW

Ethics, defined as the moral principles guiding behaviour and decision-making, are fundamental to leadership and organisational success. In an era where corporate reputation and stakeholder trust are vital assets, leaders must embody integrity, fairness, and responsibility in every action and decision.

This programme explores how ethical leadership shapes organisational culture, drives accountability, and promotes sustainable growth. Participants will gain insights into how personal values should align with corporate ethics and how these influence leadership behaviour, governance practices, and community relations.

Through case studies, reflective exercises, and interactive discussions, the training highlights the role of ethical decision-making in fostering credibility, transparency, and social responsibility. It also emphasises the need for leaders to build systems and structures that reinforce ethical conduct and ensure accountability at all levels of the organisation.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the relationship between ethics, leadership, and organisational performance.
- Demonstrate how ethical leadership fosters trust, engagement, and a positive corporate culture.
- Identify strategies for promoting integrity and accountability within teams and across business functions.
- Apply ethical frameworks in decision-making and crisis situations.
- Assess the impact of ethical and unethical behaviour on stakeholders, culture, and performance
- Recognize the link between ethics, corporate governance, and long-term organisational credibility

## WHO SHOULD ATTEND

Team Leads/Managers/Executives/HR Mangers



# CHANGE LEADERSHIP AND ORGANISATIONAL AGILITY

Course Fee: N405,500

Date: June 17 - 19

## OVERVIEW

In an ever-evolving business environment, the need for change is constant. To remain competitive and relevant, leaders must develop the capability to anticipate, manage, and sustain change effectively. This requires not just technical know-how, but emotional intelligence, adaptability, and strategic foresight.

This programme equips leaders with the tools and mindset needed to lead transformation confidently. Participants will explore the principles of change management, learn how to communicate change effectively, and understand how to build trust and engagement during periods of transition.

The training also examines the concept of organisational agility — the ability to respond swiftly and intelligently to shifting market demands, stakeholder expectations, and internal dynamics. Through case studies and experiential learning, participants will discover how to cultivate flexibility, innovation, and resilience within their teams and organisations.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the dynamics of change and the role of leadership in driving successful transitions.
- Communicate change initiatives with clarity and empathy.
- Build and sustain agile teams capable of adapting to uncertainty and ambiguity.
- Foster a culture that embraces innovation, learning, and continuous improvement.
- Design and implement change initiatives that balance stability with innovation.

## WHO SHOULD ATTEND

Team Leads/Managers/Executive/HR Managers/Business Analysts



# STRATEGIC PLANNING, MANAGEMENT CONTROL & EFFECTIVE BUDGETING

Course Fee: N405,500

Date: August 3 - 7  
November 9 - 13

## OVERVIEW

Success depends not just on having a vision, but on the ability to connect that vision to actionable steps, performance, accountability, and measurable results. This requires more than high-level planning—it demands an integrated system that links long-term strategic planning with robust management control and effective budgeting into a cohesive performance framework.

Participants will explore how to translate strategic goals into measurable objectives, design systems that monitor and reinforce performance, and allocate scarce resources through disciplined budgeting and forecasting. The course emphasizes the use of financial and operational data not merely for reporting, but as a strategic tool for corrective action, performance improvement, and sustainable competitive advantage.

By mastering the cycle of planning, controlling, and budgeting, leaders will be better positioned to enhance decision-making, optimize resource utilization, and drive sustainable organisational growth.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the key components of effective strategic planning and how to align them with organisational vision and mission.
- Develop and implement integrated performance management and control systems to track organisational objectives.
- Apply modern budgeting methodologies such as Zero-Based Budgeting (ZBB), Activity-Based Budgeting (ABB), and Rolling Forecasts to drive efficiency and accountability.
- Apply analytical tools for strategic decision-making, forecasting, and variance analysis.
- Strengthen financial planning skills to ensure sustainability and resource optimization.
- Link budgeting processes to organisational strategy and performance outcomes.
- Identify risks and apply control mechanisms to enhance transparency and accountability in resource utilization.
- Utilize modern tools and software that enhance planning, monitoring, and reporting efficiency.

## WHO SHOULD ATTEND

Chief Finance Officers (CFOs), Finance Directors, Heads of Strategy, Planning, and Performance Management, Project Managers, Public Sector Officials, Budget Analysts, Business Owners, Entrepreneurs, Senior Supervisors.



# PROJECT MANAGEMENT, MONITORING AND EVALUATION

Course Fee: N350,500

Date: July 27 - 31

## OVERVIEW

Effective project management goes beyond implementation. It is about ensuring measurable results, accountability, and continuous learning. This programme integrates global project management methodologies (PMBOK and PRINCE2) with Monitoring and Evaluation (M&E) frameworks such as Results-Based Management (RBM) and the Logical Framework Approach (LogFrame).

Participants will learn to plan, execute, and assess projects using evidence-based tools and performance indicators that track outcomes and impact. The course emphasizes adaptive management, data-driven decision-making, and effective communication of results to stakeholders, enabling professionals to deliver projects that are efficient, transparent, and sustainable.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Apply project management frameworks (PMBOK/PRINCE2) to real-world projects.
- Develop M&E plans and logical frameworks (logframes) for performance tracking.
- Use indicators and metrics to assess progress and impact.
- Implement reporting tools to communicate project outcomes to stakeholders.
- Analyze project data to inform decision-making and future planning.
- Identify and track KPIs using quantitative and qualitative tools.

## WHO SHOULD ATTEND

Project Managers, M&E Officers, Program Coordinators, Development Practitioners, Donor and Grant Officers, and Team Leads in public or private sectors.



# ACHIEVING CUSTOMER RELATIONSHIP EXCELLENCE

Course Fee: N225,500

Date: April 8 - 9

## OVERVIEW

It is evident that the modern business landscape is characterised by rapid technological change and increasing consumer empowerment that has fundamentally shifted the competitive advantage from product superiority alone to the quality of the customer experience. Customer relationship excellence lies at the heart of business sustainability and growth. It is no longer optional, it is a critical determinant of business success, reputation, stakeholder trust, and long-term viability.

This training programme is designed to equip professionals with the mindset, skills, and strategies to deliver superior customer experiences that build loyalty and drive long-term profitability. Participants will explore modern customer engagement models, emotional intelligence in service delivery, complaint management, and how to leverage data to enhance relationship management. This course emphasizes the principle that service excellence is not a department—it is a culture. Through case studies, role plays, and interactive discussions, participants will learn how to create value at every customer touchpoint and transform ordinary interactions into memorable experiences.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the psychology of customer satisfaction and loyalty.
- Apply the principles of emotional intelligence to manage difficult customers effectively.
- Build and sustain long-term client relationships that translate into repeat business.
- Develop customer journey maps and identify service improvement opportunities.
- Apply practical strategies to handle complaints, feedback, and service recovery.
- Foster a customer-centric culture that aligns with organisational vision and values.
- Understand Customer Lifetime Value (CLV)
- Leverage technology (CRM tools and data analytics) for proactive customer engagement.

## WHO SHOULD ATTEND

Relationship Managers, Sales Executives, Customer Service Officers, Frontline Staff, Marketing Professionals, and anyone responsible for client or stakeholder engagement.



# OPTIMIZING EFFICIENCY AND PRODUCTIVITY SKILLS IN THE WORKPLACE

Course Fee: N225,500

Date: April 27 - 28

## OVERVIEW

Productivity is not just about working harder — it's about working smarter, with purpose, focus, and balance. This course equips professionals with the tools, habits, and mindsets required to maximize efficiency and deliver measurable results in today's fast-paced and performance-driven environment.

Participants will learn to identify performance bottlenecks, streamline workflows, and apply proven productivity frameworks that enhance individual and team output. It blends behavioural science, time management principles, and modern workplace tools. Through practical exercises, participants will master strategies for prioritizing tasks and managing competing demands. We will explore how emotional intelligence, goal alignment, and effective collaboration can amplify team performance and foster a culture of accountability and excellence.

Ultimately, this training empowers employees to deliver consistent, high-quality results while maintaining balance and engagement — key drivers of sustainable organisational success.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Identify productivity bottlenecks and implement strategies to eliminate them.
- Apply time and priority management frameworks such as the Eisenhower Matrix and Pareto Principle.
- Enhance focus, accountability, and goal alignment within teams.
- Utilize digital productivity tools and automation to streamline repetitive tasks.
- Foster effective communication and collaboration in hybrid work environments.
- Manage stress and avoid burnout while maintaining peak performance.
- Build a culture of continuous improvement and operational excellence.
- Streamline workflow and eliminate bottlenecks.

## WHO SHOULD ATTEND

Middle and Senior Managers, Supervisors, Administrative Professionals, Team Leads, and employees seeking to improve performance and operational output.



# DATA PRIVACY & COMPLIANCE (GDPR & NDPR)

Course Fee: N350,500

Date: May 19 -21

## OVERVIEW

In today's data-driven economy, personal information has become one of the most valuable and sensitive organisational assets. Protecting this data is not only a legal requirement but also an ethical obligation that defines corporate integrity and stakeholder trust.

Non-compliance exposes organisations to severe consequences—ranging from hefty fines and legal penalties to loss of customer trust and reputational damage. Therefore, understanding and implementing a robust data privacy and compliance system is not simply about adhering to the law; it is about risk management, operational integrity, and business sustainability.

This intensive three-day programme provides participants with a comprehensive understanding of global and Nigerian data protection frameworks—specifically the General Data Protection Regulation (GDPR) and the Nigeria Data Protection Regulation (NDPR). It focuses on compliance, governance, and the creation of sustainable data-handling systems that ensure accountability and mitigate organisational risk.

Participants will explore practical methods for implementing data privacy frameworks, developing internal policies, and managing incidents such as data breaches. The programme also highlights how proactive compliance builds credibility, strengthens stakeholder confidence, and positions an organisation for long-term success in the digital age.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the key provisions, principles, and obligations under GDPR and NDPR.
- Identify and classify personal data according to regulatory requirements.
- Develop internal data privacy policies and frameworks for compliance.
- Implement data breach response and reporting mechanisms.
- Understand the roles of Data Controllers, Processors, and Data Protection Officers (DPOs).
- Conduct Data Protection Impact Assessments (DPIAs).
- Mitigate compliance risks and ensure organisational accountability in data management.
- Implement and manage data subject rights, including access, rectification, and erasure (“Right to be Forgotten”).
- Conduct Data Protection Impact Assessments (DPIAs) to identify and mitigate privacy risks.
- Create and execute data breach response plans and communication protocols.

## WHO SHOULD ATTEND

Compliance Officers, Legal Advisers, IT Managers, Data Protection Officers, Risk and Audit Professionals, HR Managers, and any personnel handling sensitive or personal data.



# GREEN FINANCE & SUSTAINABLE ENVIRONMENT

Course Fee: N450,500

Date: May 13 - 15

## OVERVIEW

This programme equips participants with a clear understanding of environmentally responsible finance and the growing strategic importance of sustainability in business and investment decisions. It examines global sustainability frameworks, green financial instruments, climate-related risk assessment, and the pathways through which organisations can align financial strategy with environmental and social objectives. Participants will gain practical insight into the evolving green finance ecosystem and emerging opportunities in sustainable investment.

With global markets shifting towards low-carbon growth and responsible capital allocation, financial institutions and businesses are under increasing pressure to build sustainability competence. Regulators, investors, and international bodies now require robust ESG integration, transparent reporting, and effective climate-risk management. This training highlights how organisations can embed sustainability into core strategy, meet global disclosure requirements, strengthen risk governance, and leverage sustainable finance to drive long-term value creation and competitive advantage.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand key concepts in green finance and sustainable investing
- Identify green financial products (e.g., green bonds, ESG funds) and how they work
- Apply ESG (Environmental, Social, Governance) principles in investment decisions
- Evaluate sustainability risks and opportunities in projects and portfolios
- Align corporate strategy with sustainability standards and reporting frameworks
- Understand regulatory developments and sustainability disclosure requirements

## WHO SHOULD ATTEND

Finance and Investment professionals, Sustainability and ESG specialists, Corporate Strategy and Planning Officers, Government and Regulatory Agency staff, Bankers, Asset Managers and Analysts, Business Leaders interested in sustainability initiatives



# FINANCE & ACCOUNTS FOR NON-FINANCE PROFESSIONALS

Course Fee: N375,500

Date: August 17 - 21

## OVERVIEW

Every professional plays a role in the financial health of their organisation. Yet many managers and team leaders make operational decisions without fully understanding the financial implications. This programme bridges that knowledge gap by simplifying core finance and accounting concepts essential for business success.

Participants will learn to confidently interpret financial statements, understand revenue and cost structures, manage budgets, track performance indicators and apply financial information in everyday decision-making. They will learn how business activities influence profitability, liquidity and organisational sustainability, and develop the financial insight required to communicate effectively with finance teams, support strategic initiatives, and improve operational efficiency. This course equips non-finance professionals with the knowledge to contribute more effectively to organisational performance and accountability.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand basic financial and accounting terms
- Read and interpret financial statements (Balance Sheet, Profit & Loss, Cash Flow)
- Apply budgeting and cost-control techniques
- Understand financial KPIs and business performance drivers
- Improve decision-making using financial information

## WHO SHOULD ATTEND

Managers and supervisors across all departments, Entrepreneurs and small business owners, Project Managers and Team Leads, HR, Procurement, Operations, Sales and Administrative staff or any professional seeking to improve their financial literacy.



# TAX FRAUD INVESTIGATION & COMPLIANCE

Course Fee: N375,500

Date: July 7 - 9

## OVERVIEW

This course provides participants with a deep understanding of tax fraud, evasion, and avoidance, as well as the frameworks for ensuring compliance with tax laws and regulations. It focuses on identifying red flags, investigating suspicious activities, understanding the legal implications of tax offences, and implementing strong internal controls to mitigate risks.

Participants will gain practical insights into tax audit procedures, forensic investigation techniques, and compliance strategies necessary for organisations and individuals to operate within the law. Real-world case studies and current regulatory standards will be explored to enhance participants' analytical and investigative skills.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the nature and different types of tax fraud, including evasion, avoidance, underreporting, and misrepresentation.
- Identify key red flags and risk indicators that signal potential tax fraud in financial records and transactions.
- Apply effective investigative techniques for detecting, documenting, and gathering evidence of tax-related offences.
- Gain the ability to interpret and apply relevant tax laws, compliance frameworks, and regulatory standards at both local and international levels.
- Develop skills to implement strong internal controls and compliance programs to prevent and manage tax fraud within organisations.

## WHO SHOULD ATTEND

Tax Officers/Inspectors and Administrators involved in tax compliance and enforcement, Internal and External Auditors, Compliance and Risk Management Officers, Accountants/Financial Analysts and Finance Managers, Legal and Forensic Investigators engaged in tax-related cases, Revenue and Regulatory Agency Staff, Business Owners and Executives seeking to strengthen tax compliance within their organisations, and anyone interested in building or advancing a career in tax fraud investigation and compliance.



# COACHING & MENTORING FOR LEADERS

Course Fee: N375,500

Date: June 17 - 19  
October 6 - 8

## OVERVIEW

Effective leadership extends beyond task management; it requires the ability to develop, guide, and elevate others to achieve their full potential. This programme equips leaders with the competencies, frameworks, and practical techniques required to coach and mentor effectively, enabling stronger employee engagement, accelerated development, and improved performance outcomes.

Participants will explore coaching mindsets, structured conversation models, feedback techniques, and mentoring approaches tailored to individual development needs. The course emphasizes applied learning through practical tools, case-based exercises, and reflective practice. By the end of the programme, leaders will be able to build trust, enable accountability, foster capability growth, and support a high-performance organisational culture.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Differentiate between coaching, mentoring, and managing, and apply each effectively
- Develop and implement strategies to build and manage high-performing teams that achieve business objectives.
- Better deliver clear, constructive, and actionable feedback that drives performance improvement
- Foster a culture of continuous learning, accountability, and collaboration.
- Facilitate and encourage self-reflection, and empower employees to take ownership of their growth.
- Apply structured coaching models and conversational frameworks to support employee development.

## WHO SHOULD ATTEND

Leaders such as Line Managers, HODs, CEOs, Team Leads, anyone who occupies a leadership position, and aspiring leaders who wish to strengthen their influence, improve team performance, and create a lasting impact on their organisations through purposeful coaching and mentoring practices.



# HUMAN RESOURCE MANAGEMENT FOR NON-HR MANAGERS

Course Fee: N295,500

Date: July 7 - 9

## OVERVIEW

Effective people management is essential to organisational success, regardless of whether a manager's primary function sits within HR. This programme equips leaders and supervisors with the knowledge, confidence, and practical skills required to manage core HR responsibilities while fostering productive, compliant, and high-performing teams.

The course clarifies fundamental HR principles and introduces practical tools for managing the employee lifecycle, including recruitment, onboarding, performance management, employee relations, and workplace engagement. Participants will also gain a clear understanding of HR policies, legal and regulatory considerations, and organisational expectations. Through case-based discussions and scenario exercises, leaders will learn how to make informed, fair, and consistent people decisions that strengthen team capability, minimise risk, and support broader organisational goals.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand fundamental HR functions and their impact on organisational performance.
- Effectively recruit, onboard, and retain the right talent.
- Apply performance management techniques to drive accountability and results.
- Navigate employee relations and conflict resolution with confidence.
- Promote a positive work culture that motivates and engages employees.

## WHO SHOULD ATTEND

Managers, Supervisors, and Team Leads without formal HR training who wish to develop the skills to manage people effectively and support organisational goals.



# EFFECTIVE PERFORMANCE MANAGEMENT (DESIGNING & IMPLEMENTING SYSTEMS)

Course Fee: N350,500

Date: July 14 - 16

## OVERVIEW

In today's results-driven work environment, organisational success is never accidental—it is built through deliberate systems that align people, processes, and performance. Poorly managed performance breeds disengagement, inefficiency, and low morale; but when done right, performance management becomes a powerful driver of accountability, growth, and excellence.

This three-day intensive programme equips participants with the skills and tools to design, implement, and sustain a performance management system that translates strategy into measurable results. It focuses on building a structure that connects individual goals with organisational vision. Turning every role into a channel of impact. Participants will explore how to develop clear performance expectations, create robust Key Performance Indicators (KPIs) and Key Result Areas (KRAs), and design fair appraisal systems that promote transparency and continuous improvement. Beyond the systems, the course delves into the human side of performance, the psychology behind the mechanics of performance management, how to foster motivation through feedback, coaching, and recognition.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Design a performance management framework aligned with organisational strategy and culture.
- Develop and implement Key Performance Indicators (KPIs), scorecards, and appraisal templates for different roles and levels.
- Use performance data and analytics to support decision-making, resource allocation, and talent development.
- Apply effective performance feedback and coaching techniques to enhance individual and team performance.
- Establish fair and transparent appraisal systems that motivate employees and reduce bias.
- Align performance management systems with learning, rewards, and succession planning frameworks.
- Monitor and continuously improve performance systems through regular evaluation and stakeholder feedback.

## WHO SHOULD ATTEND

HR Managers, Performance Management Specialists, Team Leads, Departmental Heads, Strategy & Planning Officers, Learning & Development Professionals, and anyone responsible for monitoring, evaluating, or improving employee and organisational performance.



# COMPENSATION & BENEFITS BEST PRACTICES

Course Fee: N395,500

Date: June 9 - 11

## OVERVIEW

This course is designed to provide participants with an in-depth understanding of modern compensation and benefits strategies that drive employee motivation, engagement, and retention. It focuses on how organisations can design, implement, and manage equitable reward systems aligned with business goals and market competitiveness.

Participants will explore the principles of total rewards, salary structuring, performance-based pay, benefits administration, and compliance with statutory requirements. The course also examines global trends and innovative approaches to compensation management, ensuring participants are equipped with the skills to create effective and sustainable reward frameworks that attract and retain top talent.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the key principles and components of an effective compensation and benefits strategy.
- Design competitive salary structures and pay scales that align with organisational goals and market benchmarks.
- Analyze compensation data and use job evaluation methods to ensure internal equity and external competitiveness.
- Develop the ability to link performance management systems with pay and reward mechanisms to drive productivity.
- Gain insights into statutory compliance requirements and best practices in employee benefits administration.

## WHO SHOULD ATTEND

HR Managers, Compensation and Benefits Specialists, Payroll and Reward Officers, Talent Management Professionals, Finance and Business Managers involved in workforce planning and budgeting, Organisational Development Practitioners and anyone seeking to deepen their knowledge or advance their career in compensation, rewards, and benefits management.



# ARTIFICIAL INTELLIGENCE IN BUSINESS STRATEGY

Course Fee: N395,500

Date: June 9 - 11

## OVERVIEW

Artificial Intelligence is no longer a futuristic concept, it is now a core driver of business innovation, competitiveness and operational excellence. Organisations across industries are deploying AI to improve customer experience, automate processes, enhance decision-making, unlock new business models and transform workforce dynamics.

This program provides a strategic understanding of AI technologies, data-driven decision systems and digital transformation trends reshaping modern businesses. Participants will explore AI strategy development, implementation frameworks, opportunity identification, capability-building, ethical considerations and risk governance. Practical business use cases such as AI in finance, marketing, HR, supply chain and customer engagement will be examined. Upon completion, participants will be equipped to lead AI-driven initiatives, support organisational innovation and align technological investments with long-term business value creation.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand AI concepts and business applications
- Identify opportunities to apply AI across business functions
- Develop AI-driven business strategies and transformation plans
- Evaluate risks, ethics and governance issues around AI use
- Leverage data for decision-making and innovation
- Understand workforce and organisational readiness for AI adoption

## WHO SHOULD ATTEND

CEOs, Executives and Business Leaders, Strategy and Innovation Managers, Digital transformation & Technology Professionals, Operations, Marketing, HR and Service Leaders, Entrepreneurs and Business Consultants. Anyone involved in Business Strategy or Technology adoption



# DATA-DRIVEN HR & WORKFORCE ANALYTICS

Course Fee: N350,500

Date: May 6 - 8

## OVERVIEW

The ability to make informed, evidence-based decisions about people is what distinguishes high-performing organisations from the rest. Data-Driven HR & Workforce Analytics bridges the gap between HR practice and business intelligence. Transforming people data into powerful insights that shape strategy, performance, and growth.

This programme offers a hands-on exploration of how HR professionals can harness analytics to optimize recruitment, performance, engagement, and retention. Participants will learn to translate workforce data into actionable intelligence through visualization, predictive modeling, and storytelling techniques that communicate value to senior leadership. From data collection and dashboard design to interpreting trends and forecasting workforce needs. It also addresses ethical data management, privacy standards, and compliance with global data regulations.

More than a technical course, this is a strategic capability-building experience—equipping HR and business leaders with the analytical mindset and tools to drive measurable impact, improve workforce decisions, and strengthen the link between people strategy and organisational success.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the core concepts of HR analytics and its role in strategic decision-making.
- Develop frameworks for collecting, organizing, and analyzing workforce data effectively.
- Apply analytical tools (Excel, Power BI, Tableau, etc.) to visualize HR metrics and trends.
- Translate complex data into meaningful insights that inform talent and business strategies.
- Build dashboards and reports that support evidence-based decision-making.
- Use predictive analytics to anticipate workforce trends, turnover, and capacity gaps.
- Strengthen HR reporting with storytelling techniques that influence leadership decisions.
- Ensure compliance with data protection regulations (GDPR/NDPR) and maintain ethical standards in data handling.

## WHO SHOULD ATTEND

HR Managers, Business Partners, HR Analysts, People Operations & Talent Management Professionals, Workforce Planning & Organisational Development Team Leads, Data Analysts, Senior Executives, Departmental Heads seeking to make data-backed workforce decisions.



# INNOVATION & DESIGN THINKING FOR BUSINESS GROWTH

Course Fee: N375,500

Date: September 22 - 24

## OVERVIEW

In today's fast-evolving business landscape, organisations that consistently innovate secure a sustainable competitive advantage. This course equips participants with the mindset, tools, and methodologies to apply creative problem-solving and human-centred design thinking approaches to develop innovative products, services, and strategic solutions that deliver measurable business impact.

Through immersive learning experiences, practical exercises, and real-world case studies, participants will learn how to identify opportunities, generate and evaluate ideas, and transform them into actionable initiatives. The programme emphasizes collaboration, iterative experimentation, and strategic thinking to help organisations embed a culture of continuous innovation, enabling teams to respond effectively to market shifts, customer needs, and emerging trends.

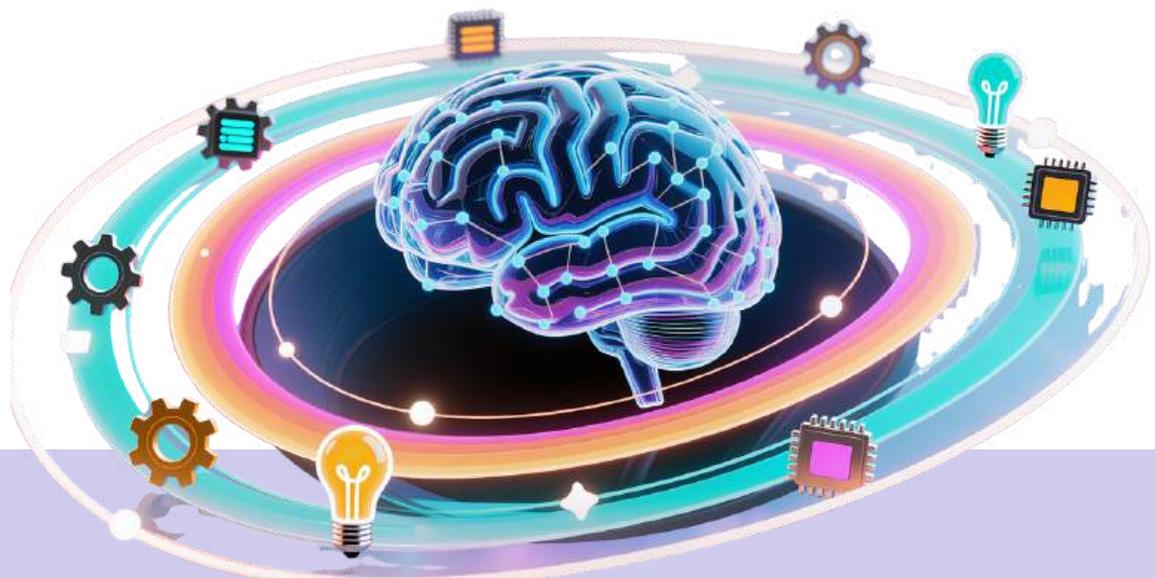
## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the principles of design thinking and its application in business growth.
- Identify unmet customer needs and discover new opportunities for innovation.
- Generate, prototype, and test creative solutions effectively.
- Develop a mindset that embraces change and innovation, and lead others in implementing new ideas.
- Build an innovation mindset and promote a culture that supports continuous improvement.

## WHO SHOULD ATTEND

Business leaders, managers, and teams who want to harness innovation and design thinking to achieve growth, improve processes, and deliver exceptional value to their customers.



# AGILE & SCRUM FOR PROJECT TEAMS

Course Fee: N375,500

Date: August 17 - 21

## OVERVIEW

In an era where adaptability determines success, Agile and Scrum have revolutionized how organisations plan, execute, and deliver projects. These methodologies empower teams to respond quickly to change, prioritize customer value, and maintain a balance between speed and quality. Unlike traditional project management models that often struggle to keep pace with evolving demands, Agile provides a lean yet structured approach that fosters adaptive planning, incremental delivery, and continuous improvement.

Participants will gain a comprehensive understanding of Scrum's key elements—roles (Product Owner, Scrum Master, Development Team), events (Sprints, Reviews, Retrospectives), and artifacts (Product and Sprint Backlogs, Increments)—and how they drive transparency, accountability, and collaboration throughout the project lifecycle.

This programme introduces participants to the principles, frameworks, and practices of Agile and Scrum, with a focus on collaboration, iterative progress, and customer-centric outcomes. Participants will learn how to apply Agile principles to real-world projects and drive value-driven delivery in dynamic environments.

## LEARNING OUTCOMES

**By the end of this training, participants will be able to:**

- Understand the Agile mindset, principles, and frameworks.
- Apply Scrum roles, ceremonies, and artifacts effectively within project teams.
- Manage iterative planning, sprint execution, and retrospectives for continuous improvement.
- Foster team collaboration and accountability through transparency and adaptability.
- Integrate Agile practices with existing organisational project management processes.
- Develop a fundamental understanding of the underpinning philosophy, principles, and benefits of Agile
- Gain practical knowledge of the Scrum framework, including key roles, events, and artifacts.
- Master the concepts of adaptive planning and value-driven delivery
- Monitor and measure Agile project and team performance using relevant metrics
- Understand how to effectively manage Agile project constraints and trade-offs
- Contribute to creating an Agile, collaborative culture within their organisation

## WHO SHOULD ATTEND

Project Managers, Team Leads, Product Owners, Business Analysts, and professionals involved in project delivery or process improvement.



# MASTERING MICROSOFT OFFICE SUITE (EXCEL, WORD, POWERPOINT – ADVANCED/INTERMEDIATE)

Course Fee: N355,500

Date: April 27 - 30  
August 4 - 7

## OVERVIEW

In today's digital workplace, proficiency in Microsoft Office remains a fundamental skill for professional efficiency, communication, and data-driven decision-making. This hands-on programme is designed to help participants move beyond basic computer literacy to confidently apply advanced tools and features across Microsoft Excel, Word, and PowerPoint.

The training focuses on building competence through real-world tasks—covering data analysis, document design, and presentation delivery. Participants will learn how to automate tasks, analyze information using formulas and pivot tables, design professional reports, and create dynamic presentations that engage and inform.

By integrating the three applications effectively, the course equips professionals with the ability to streamline workflows, improve accuracy, and enhance collaboration across departments. Whether used for business reporting, executive communication, or project documentation, these skills enable participants to work smarter and deliver professional results with confidence and precision.

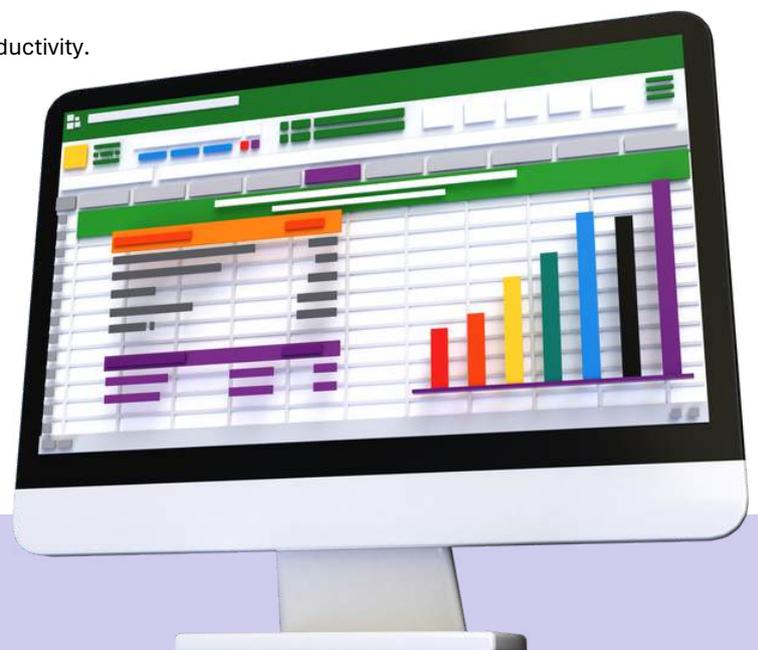
## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Utilize advanced Excel formulas, pivot tables, charts, and data validation for business analytics.
- Design professional Word documents using templates, references, mail merge, and collaboration tools.
- Create dynamic PowerPoint presentations with animations, transitions, and impactful visuals.
- Integrate Microsoft tools seamlessly for optimized workflows.
- Apply time-saving shortcuts and automation for improved productivity.

## WHO SHOULD ATTEND

Administrative Officers, Data Analysts, Project Coordinators, HR and Finance Officers, and any professional seeking to enhance digital productivity.



# PUBLIC SPEAKING & EXECUTIVE PRESENCE

Course Fee: N395,500

Date: May 19 - 21

## OVERVIEW

This course is designed to help participants develop the confidence, communication skills, and charisma required to speak with influence and authority in any setting. It focuses on building executive presence- the ability to command attention, inspire confidence, and project credibility while mastering the art of clear, persuasive, and impactful public speaking.

Participants will learn proven techniques for structuring speeches, managing stage anxiety, using body language effectively, and engaging diverse audiences. Through practical exercises, simulations, and feedback sessions, they will enhance their delivery style, storytelling ability, and overall presence as leaders and professionals.

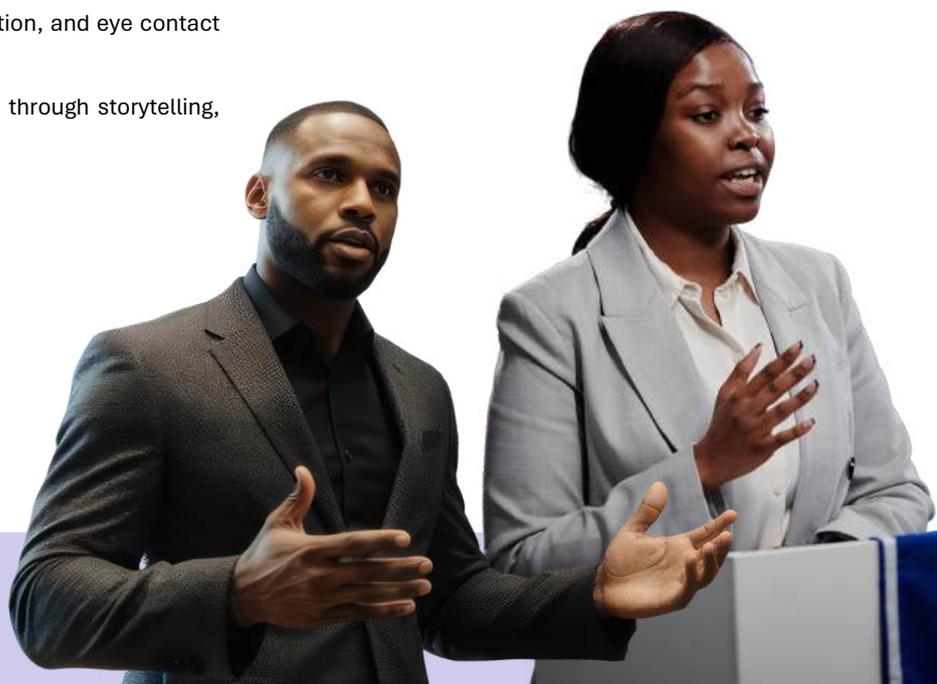
## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the key elements of effective public speaking and the foundations of executive presence.
- Learn how to plan, structure, and deliver clear, persuasive, and impactful speeches or presentations.
- Develop confidence and composure to overcome stage fright and manage performance anxiety.
- Master the use of body language, voice modulation, and eye contact to communicate authority and authenticity.
- Be able to connect emotionally with audiences through storytelling, tone, and purposeful messaging.

## WHO SHOULD ATTEND

Business Executives / Team  
Leads/Managers/Spokespersons/Public Relations  
Professionals/Entrepreneurs/ Trainers and anyone  
seeking to improve their communication impact,  
leadership confidence, and overall executive presence.



# ADVANCED BUSINESS WRITING & REPORT DEVELOPMENT

Course Fee: N295,500

Date: March 24 - 26

## OVERVIEW

Clear, concise, and persuasive writing is an essential skill for professionals who must communicate ideas, decisions, and strategies effectively. The ability to craft well-structured, professional, and impactful business documents that drive understanding and action is paramount in today's business world.

Participants will learn techniques for developing logical and reader-focused business reports, proposals, memos, and executive summaries. The course also explores how tone, structure, and formatting influence clarity and engagement in written communication.

Through practical exercises, peer reviews, participants will learn accuracy, coherence, and professionalism in writing - key attributes for influencing decisions and maintaining organisational efficiency.

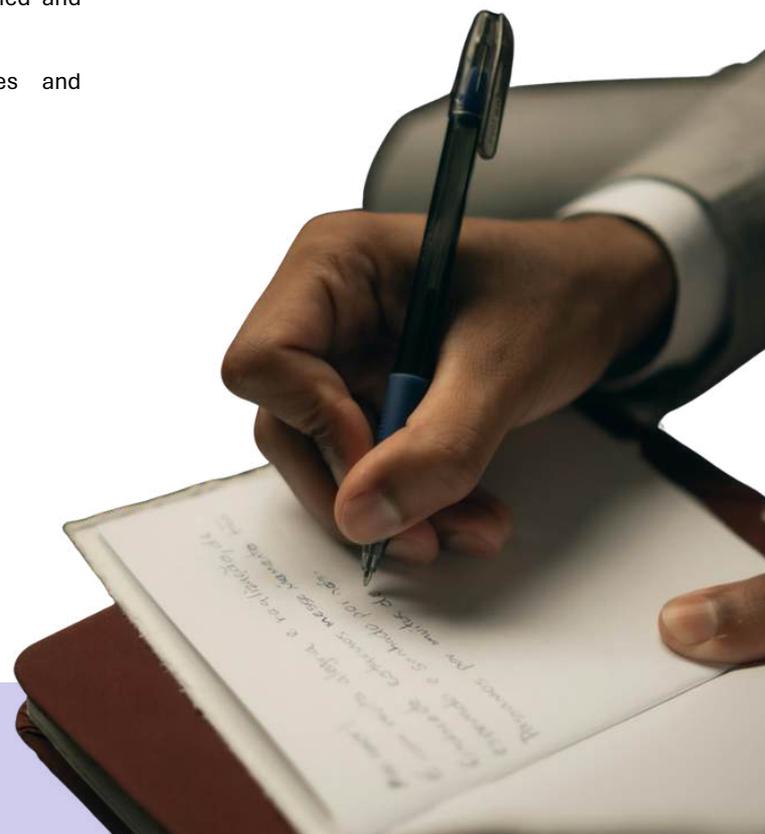
## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Apply principles of the C's of communication in business writing.
- Present information logically using effective structure, flow, and formatting
- Improve editing and proofreading techniques to ensure polished and error-free documents.
- Tailor written communication to suit different audiences and organisational contexts.

## WHO SHOULD ATTEND

Team Leads/Managers/Senior Managers/Corporate Communication Officers/ HR Managers/ Project Coordinators and Managers/Analyst.



# NEGOTIATION & CONFLICT RESOLUTION SKILLS

Course Fee: N250,500

Date: July 72 - 3

## OVERVIEW

This course equips participants with the essential skills and techniques needed to negotiate effectively and manage conflicts constructively in professional and organisational settings. It focuses on understanding human behaviour, communication dynamics, and strategic negotiation methods that lead to win-win outcomes. Participants will learn how to identify interests versus positions, handle difficult conversations, and transform conflicts into opportunities for collaboration and growth.

The course emphasizes practical tools, real-life scenarios, and role plays to build confidence and competence in achieving mutually beneficial agreements while maintaining positive relationships.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the principles, stages, and strategies of effective negotiation and conflict management.
- Learn how to identify underlying interests, priorities, and motivations in negotiation settings.
- Develop communication and active listening skills to foster collaboration and understanding during conflicts.
- Gain techniques for managing emotions, handling difficult people, and defusing tense situations.
- Strengthen interpersonal effectiveness, emotional intelligence, and confidence when navigating challenging discussions.

## WHO SHOULD ATTEND

Managers/Team Leads/HR and Administrative Professionals/Project Coordinators/ Customer Service Executives/Business Development Officers/Supervisors/Entrepreneurs and anyone who wishes to enhance their ability to negotiate successfully and resolve conflicts effectively in the workplace or business environment.



# LEADING IN A MULTIGENERATIONAL ENVIRONMENT

Course Fee: N405,500

Date: April 15 - 17  
October 9 - 11

## OVERVIEW

Today's workforce spans four to five generations with each shaped by distinct experiences, values, and work expectations. Leading effectively in such a diverse environment requires more than traditional leadership skills; it demands emotional intelligence, adaptability, and a deep understanding of generational dynamics.

This course explores how leaders can bridge generational differences to create inclusive, high-performing teams. It delves into the motivations, communication preferences, and collaborations styles. Translating these insights into actionable leadership strategies. participants will examine how to navigate generational tensions, foster mutual respect, and build workplace cultures where innovation thrives across age groups. Ultimately, this training reframes generational diversity from a challenge into a strategic advantage, equipping leaders to harness it for creativity, retention, and business growth.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the characteristics, values, and motivations of different generations in the workplace.
- Recognize potential sources of generational conflict and apply strategies to mitigate them.
- Adapt leadership and communication styles to suit diverse team needs.
- Leverage the strengths of each generation to enhance collaboration, creativity, and engagement.
- Build inclusive team environments that encourage cross-generational learning and mentorship.
- Use data and feedback to improve retention and satisfaction across generational cohorts.
- Foster a culture that embraces diversity, continuous learning, and intergenerational respect.

## WHO SHOULD ATTEND

Team Leads, Supervisors, Line Managers. HR Managers and Business Partners. Departmental Heads, Project Leads, Executives managing diverse multi-age teams, anyone seeking to strengthen communication and collaboration across generations



# SALES LEADERSHIP

Course Fee: N375,500

Date: October 6 - 8  
May 6 - 8

## OVERVIEW

Our Sales Leadership programme is designed with the participants in mind; to equip them with the essential knowledge and practical skills, necessary to navigate the business environment.

This training is structured uniquely to help participants learn from an introspective point of view. Participants will learn to improve their personal effectiveness, set SMART goals and ensure proper organisations of their tasks and sales process. They will learn the need to be self-motivated amidst the rigours of the business development terrain. From Emotional Intelligence to discussions of technological trends and data driven sales, the Sales Leadership programme is a robust and immersive experience aimed at improving results. The training will address how to lead and/or work in Business Development teams to achieve optimum results.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Identify personal improvement opportunities aligned with the changing sales management role
- Strengthen sales management process and leadership skills
- Become increasingly more proactive in a reactive environment
- Build and sustain an elite performance management culture
- Identify, manage, and coach team members to optimise sales opportunities
- Implement effective planning, tactical mapping, and team communication strategies.

## WHO SHOULD ATTEND

Sales Managers, Sales Team Leads, Senior Sales Executives, Regional Sales Directors, Business owners looking to hone their selling skills



# DEVELOPING STRATEGIC PARTNERSHIPS, JOINT VENTURES, AND CONSORTIA

Course Fee: N450,500

Date: June 22 - 26

## OVERVIEW

Alliances and partnerships have always been part of human history in all areas of life – from private to public and from politics to business. When firms/organisations are looking to achieve certain milestones and develop new functional capabilities to stay competitive, they require time, talent, and capital. These resources can be accessed through Strategic Partnerships, Joint Ventures, and Consortia with those who already have these requisite functionalities. With major disruptions in the business world, alliances are strategic tools for companies to align to these disruptions to scale, and drive innovation and growth. Alliances, if done well, can lead to outperformance and competitive advantage.

This five-day training will be case study driven and will expose participants to the basics of Strategic partnerships, Joint Ventures, and Consortia. Participants will learn the differences between each concept and the opportunities that lie therein. Using practical scenarios, we will be analyzing the fundamentals of identifying and seeking partnerships, negotiating contractual terms, and building strong value propositions for businesses, amongst others

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand key nuances, differences, and similarities between SPs, JVs, and Consortia
- Gain a new managerial mindset about “best practices” for SPs, JVs, and Consortia
- Produce a strategic map of prospective allies and potential arrangements
- Design a compelling value proposition for a proposed arrangement
- Understand how to respond to any alliance offers made to their firm/organisation

## WHO SHOULD ATTEND

MD/CEO/COOs, Business Managers, Growth Managers, Business Development Managers, Relationship Managers and anyone looking to enhance strategic options for their shareholders/stakeholders in their businesses



# THE EMERGING LEADER DEVELOPMENT PROGRAMME

Course Fee: N350,500

Date: March 11 - 13  
September 22 - 24

## OVERVIEW

In our ever-changing world, executives and senior management are beginning to realize that it takes more than good management and technology to succeed. Leaders must be fully evolved, high performing players able to build high-performing teams, and they must possess the savvy and interpersonal skills to shape and influence outcomes across organisational boundaries. Specifically, mid level leaders are key members of an organisation. As change happens so frequently and workforces become more dispersed, mid-level leaders are the people who hold the organisation's strategy together. As a result, they must be able to communicate and collaborate across functions, business units, and levels of leadership as well as inside and outside the organisation, hence, the need to develop mid-level leaders.

To help organisations, ensure long-term sustainability and increase competitive advantage in today's talent-driven economy, this programme is useful to prepare potential successors to take up leadership roles. The programme is created out of the need to support managers and potential managers in developing and retaining every organisation's most valuable asset, the 'people

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Draw on insights from psychology to create a self-development action plan
- Understand the role of line managers as people managers and developers as well as the ability to establish the link between HR activities of line managers and the company's capacity to execute its strategies
- Understand models for fostering trust in work groups leading to a great workplace
- Use effective communication skills of active listening and questioning to lead their teams

## WHO SHOULD ATTEND

High-Potential/High-Performing Employees, Early-to Mid-Career Professionals, Team Leads or Supervisors, Succession Planning Candidates and people with interest in leadership looking to improve their leadership competencies



# HIGH LEVEL BEHAVIOURAL INTELLIGENCE

Course Fee: N295,500

Date: April 21 - 22

## OVERVIEW

Emotional intelligence strategies combined with native intelligence increases our ability to function effectively and manage the constant challenges from colleagues and business associates. An in-depth understanding of the various temperaments and guiding emotions with logical reasoning is necessary.

This two (2) day programme is designed to not only impart knowledge and build skill but ultimately, to ensure a change in behaviour. Using the Clarity4D model with practical exercises and group discussions, this course will provide participants with the opportunity to become more aware of their emotions as well as that of others and be able to handle challenges in maintaining positive environments, collaborative relationships and overcoming resistance and negativity.

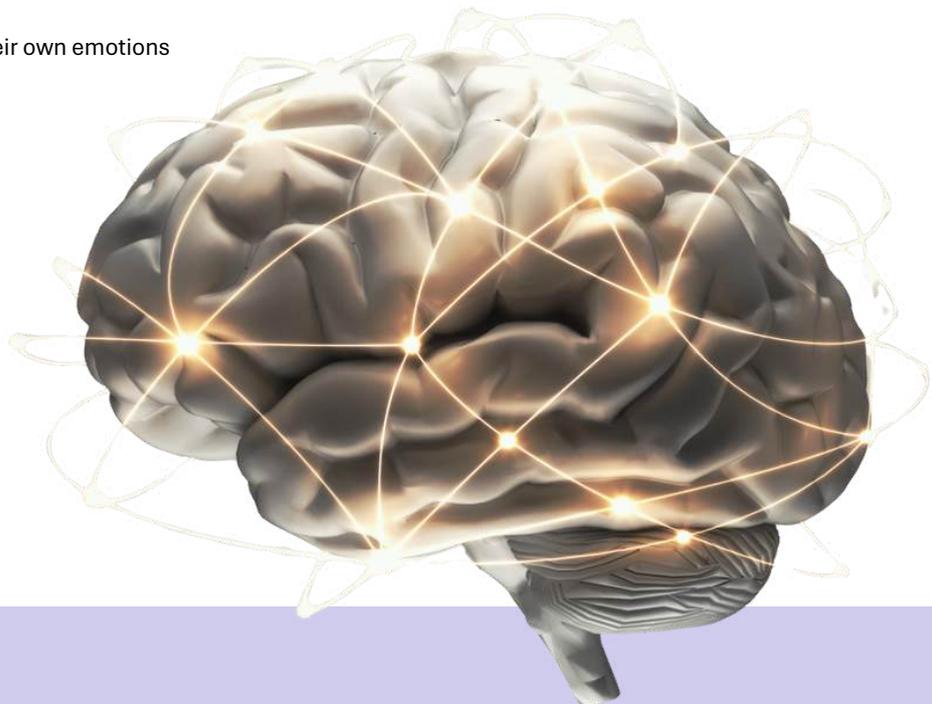
## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Become more aware of their emotions and how to deal with others
- Better appreciate the use of emotions and logic in decision making
- Relate and communicate better with others based on their understanding of their personality type
- Understand emotional energy matrix
- Be able to manage others' perception of them
- Master tools to regulate and gain control of their own emotions
- Perform and lead under pressure

## WHO SHOULD ATTEND

Leaders and Managers at all levels as well as anyone seeking to improve their interpersonal skills.



# 4-DIMENSIONAL LEADERSHIP USING CLARITY 4D

Course Fee: N405,500

March 24 - 26  
Date: July 15 - 17  
November 11 - 13

## OVERVIEW

“Becoming a leader is synonymous with becoming yourself. It is precisely that simple and it is also that difficult.” – Warren Bennis.

From gaining the deep respect of team members to consistently delivering measurable business results, effective leadership — across industries — entails numerous strategies and skills. However, one trait proves universal in leaders of all kinds: self-awareness. In our 4-dimensional Leadership Program, participants learn using colours. They explore their instinctive selves and how it impacts their leadership style. This three (3) day program targeted at senior leaders aim to equip participants with exceptional leadership skills and provides a practical and highly relevant approach to effective leadership in the 21st century. Our approach exclusively adopts the Clarity4D model to demonstrate adaptive styles for holistic leadership, developing others and positively influencing them towards achieving the best results.

The program is designed to be 100% experiential and lessons learned are simple and easy to apply in the work environment. Participants will engage in an intensive reflection of their leadership styles, weaknesses, and strengths, and will discover how to develop and enhance their skills as leaders.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand how to lead from the inside out
- Improve manager-employee relations for best results
- Understand the 4 Dimensions of leadership development
- Explore their ‘instinctive’ selves
- Use colours to understand the different preferences of Jungian behaviour
- Better understand how to guide employees towards achieving shared goals

## WHO SHOULD ATTEND

Senior management employees, Line Managers, Supervisors and potential supervisors



# CERTIFIED BUSINESS ANALYSIS PROFESSIONAL (CBAP)

Course Fee: N305,500

Date: April 21 - 24  
October 20 - 23

## OVERVIEW

The CBAP (Certified Business Analysis Professional) training programme is designed to equip professionals with advanced skills in business analysis, making it ideal for those with extensive experience in the field. This course offers in-depth knowledge of globally recognized business analysis practices and real-world expertise that can drive increased revenue and success for organisations.

As one of the most recognized business analysis certifications worldwide, CBAP is aligned with the IIBA's 2016 release and focuses on developing proficiency in key business analysis areas. These areas are defined by the BABOK Guide Version 3 and include Business Analysis Planning & Monitoring, Elicitation, Requirements Management & Communication, Enterprise Analysis, Requirements Analysis, and Solution Assessment & Validation. With over 7,500 hours of business analysis experience required, CBAP professionals are equipped to handle complex projects and deliver significant value to their organisations.

This programme not only enhances professional recognition but also opens doors to career growth and financial rewards

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Successfully pass the IIBA-CBAP certification exam on your first attempt.
- Identify organisational needs and recommend effective solutions.
- Gain recognition as an elite, senior member of the business analysis community.
- Attain a comprehensive understanding of the six key knowledge areas outlined in the BABOK® Guide Version 3

## WHO SHOULD ATTEND

Business Analysts, Business Architects, Business Systems Analysts, Project Managers, Data Analysts, Enterprise Analysts, Management Consultants



# FINANCIAL STATEMENT ANALYSIS

Course Fee: N405,500

Date: June 22 - 26

## OVERVIEW

This course is designed to provide participants with advanced techniques for analyzing financial statements, which are crucial for understanding an organisation's performance and making informed business decisions. Financial statements offer a wealth of data, but they often require deeper analysis to uncover critical insights relevant to decision-making. By exploring various methods of financial statement analysis, participants will learn how to assess an organisation's financial health within the context of its industry and economic environment.

As businesses face increasingly complex challenges, the ability to analyze financial data accurately is essential for making strategic decisions. This course will guide participants through the process of evaluating financial statements, enabling them to identify key performance indicators, assess risks, and uncover hidden opportunities. With a focus on practical applications, participants will gain the skills needed to interpret financial data and apply it to real-world business scenarios, ultimately enhancing organisational success and sustainability

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand how to identify intrinsic risks in potential transactions and how these might be mitigated using tools and practices.
- Be better equipped to identify opportunities to solicit well structured, lower-risk Trade Finance business.
- Develop a deeper understanding of their stakeholders' requirements and elevate their position to that of a trusted advisor.

## WHO SHOULD ATTEND

Business / Financial / Investment / Equity / Treasury Analysts, Financial / Management Accountants / Auditors, Anyone interested in becoming a Banker, Bankers looking to upskill or move into a trade role.



# FUNDAMENTALS OF ARTIFICIAL INTELLIGENCE

Course Fee: N325,500

Date: June 3-4

## OVERVIEW

As organizations face growing demands for speed, accuracy, and data-driven decision-making, Artificial Intelligence has become an essential tool for modern professionals. Many teams still rely on manual processes and traditional analysis, which can limit insight, slow response, and increase risk. As industries worldwide shift toward automation and intelligent systems, understanding the fundamentals of AI is no longer optional-it is essential for maintaining relevance, operational efficiency, and competitive advantage.

This training programme provides participants with a strong foundation in AI concepts, tools, and real-world applications. Participants will explore how AI supports data analysis, pattern recognition, and predictive thinking, enabling smarter, evidence-based decision-making. The programme strengthens AI literacy, builds confidence in using AI-supported systems, and teaches participants how to interpret AI-generated insights, apply them ethically, and ask the right technical questions to engage meaningfully in AI-enabled work environments.

By the end of the training, participants will be equipped to leverage AI to drive efficiency, accuracy, and foresight in their work.

## LEARNING OUTCOMES

***By the end of this training, participants will be able to:***

- Understand the fundamental concepts, terminology, and principles of Artificial Intelligence.
- Explain key AI techniques, including machine learning and deep learning, and how they apply to professional contexts.
- Identify practical applications of AI for data analysis, pattern recognition, and predictive decision-making.
- Interpret AI-generated insights accurately and apply them ethically in decision-making processes.
- Build confidence in using AI tools and systems for operational efficiency and problem-solving.
- Ask the right technical questions to engage meaningfully in AI-enabled workflows.
- Recognize areas within their work where AI can be piloted to improve accuracy, speed, and foresight.

## WHO SHOULD ATTEND

Managers and team leaders, Analysts and professionals in operations, safety, finance, or investigative roles. IT, technology, and innovation teams.



COURSE TITLE	Duration	Date	FEE (N)
<b>Understanding the New Tax Law</b>	2 Days	March 11-12 June 3-4	N305,500
<b>The Emerging Leader Development Programme</b>	3 Days	March 11 - 13 September 22 - 24	N350,500
<b>Advanced Business Writing &amp; Report development</b>	3 Days	March 24 - 26	N295,500
<b>4-Dimensional Leadership Using Clarity4D</b>	3 Days	March 24 - 26 July 15 - 17 November 11 - 13	N405,500
<b>Achieving Customer Relationship Excellence</b>	2 Days	April 8 - 9	N225,500
<b>Ethical Leadership &amp; Corporate Accountability</b>	3 Days	April 8 - 10	N405,500
<b>Leading in a Multigenerational Environment</b>	3 Days	April 15 - 17 October 9 - 11	N405,500
<b>High-Level Behavioural Intelligence Using Clarity4D</b>	2 Days	April 21 - 22	N295,500
<b>Certified Business Analysis Professional (CBAP)</b>	4 Days	April 21 - 24 October 20 - 23	N305,500
<b>Optimizing Efficiency and Productivity Skills in the Workplace</b>	2 Days	April 27 - 28	N225,500
<b>Mastering Microsoft Office Suite (Excel, Word, PowerPoint – Advanced/Intermediate)</b>	4 Days	April 27 - 30 August 4 - 7	N355,500
<b>Sales Leadership</b>	3 Days	May 6 - 8 October 6 - 8	N375,500
<b>Data-Driven HR &amp; Workforce Analytics</b>	3 Days	May 6 - 8	350,500

COURSE TITLE	Duration	Date	FEE (₦)
<b>Crisis Leadership &amp; Business Continuity</b>	3 Days	May 13 - 15	N395,500
<b>Green Finance &amp; Sustainable Investment</b>	3 Days	May 13 - 15	N450,500
<b>Data Privacy &amp; Compliance (GDPR &amp; NDPR)</b>	3 Days	May 19 -21	N350,500
<b>Public Speaking &amp; Executive Presence</b>	3 Days	May 19 - 21	N395,500
<b>Fundamentals of Artificial Intelligence</b>	2 Days	June 3-4	N325,500
<b>Compensation &amp; Benefits Best Practices</b>	3 Days	June 9 - 11	N395,500
<b>Artificial Intelligence in Business Strategy</b>	3 Days	June 9 - 11	N395,500
<b>Change Leadership and Organisational Agility</b>	5 Days	June 17 - 19	N405,500
<b>Coaching &amp; Mentoring for Leaders</b>	3 Days	June 17 - 19 October 6 - 8	N375,500
<b>Developing Strategic Partnerships, Joint Ventures, &amp; Consortia</b>	3 Days	June 22 - 26	N450,500
<b>Financial Statement Analysis</b>	5 Days	June 22 - 26	N405,500
<b>Human Resource Management for Non-HR Managers</b>	3 Days	July 7 - 9	N295,500
<b>Tax Fraud Investigation &amp; Compliance</b>	3 Days	July 7 - 9	N375,500

COURSE TITLE	Duration	Date	FEE (₦)
<b>Effective Performance Management (Designing &amp; Implementing Systems)</b>	3 Days	July 14 - 16	N350,500
<b>Strategic Planning, Management Control &amp; Effective Budgeting</b>	5 Days	August 3 - 7 November 9 - 13	N405,500
<b>Finance &amp; Accounts for Non-Finance Professionals</b>	4 Days	August 17 - 21	N375,500
<b>Agile &amp; Scrum for Project Teams</b>	4 Days	August 17 - 21	N375,500
<b>Innovation &amp; Design Thinking for Business Growth</b>	3 Days	September 22 - 24	N375,500