

20
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**CENTRE
FOR
MANAGEMENT DEVELOPMENT**

Promoting Management Excellence....



**JUBILEE
ANNIVERSARY**



MUHAMMADU BUHARI GCFR

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NATIONAL PLANNING**



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DIRECTOR-GENERAL/CEO



PUBLIC HOLIDAYS

New year's Day	-	January 1
Good Friday	-	April 7
Easter Monday	-	April 10
Eid el Fitri	-	April 24*
Workers Day	-	May 1
Democracy Day	-	June 12
Eid el Kabir	-	June 29*
Eid el Maulud	-	September 27*
Independence Day	-	October 1
Christmas Day	-	December 25
Boxing Day	-	December 26

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CENTRE FOR MANAGEMENT DEVELOPMENT

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CORE MANDATES

1. Policy Making, Promotion and Coordination of Managerial Manpower Development
2. Accreditation and Registration of Management Trainers and Training Institutions
3. Management Advisory and Consultancy Services
4. Reference Library for Management Development
5. Sponsoring, Promoting and Conducting Research into various Facets of Management Development
6. Publishing Journals, Research Papers and Books on Modern Management
7. Quality Assurance and Benchmarking of Best Practice in Manpower Development

VISION STATEMENT

To be a world-class management development institution that sets standards for excellence in management development and economic administration.

MISSION STATEMENT

To Stimulate, Promote and Coordinate Management Development for the Achievement of Management Excellence in Nigeria and beyond.

CMD CORE VALUES – KIPE

Knowledge

Committing to staying at the cutting-edge of knowledge through research, training and professional development as the basis for nurturing the nation's managerial human resource.

Integrity

Engaging in practices that impact positively on, and maximize value for clients or other stakeholders in an ethical manner.

Professionalism

Reflecting competence and promoting distinctive management standards and best practices in collaboration with management development organizations, trainers and other stakeholders.

Excellence

Committing to the culture of excellence that underpin organization processes for effective and efficient service delivery.

BRIEF ON NCMD/CMD

INTRODUCTION

The Centre for Management Development (CMD) is a resource institution established in 1973 by the Federal Government of Nigeria as the operational arm of the Nigerian Council for Management Development (NCMD), which has over-all responsibility for the stimulation, promotion and coordination of management education, training and development in Nigeria. The need to establish the NCMD was first recognized at a meeting of the National Manpower Board held on October 20, 1965. The meeting, while deliberating on a report on productivity in industries, observed that the major bottle-neck in the effort to raise productivity was the comparatively low quality of management skills at all levels. The meeting also noted that while a considerable number and variety of facilities for management training were available in the country, lack of effective coordination and the absence of a central source of information led to wastage and unnecessary duplication of courses. The Board then directed its Secretariat to initiate action on the establishment of an organization whose courses reflect in frequency, level, and type, the needs of country's economy and devise means of eliminating unnecessary duplication of management courses.

Following consultations with various providers and users of management training, the then Nigerian Council of Management Education and Training was established in 1968 to coordinate management education and training programmes. However, the informal nature of the Council, lack of adequate support for its operations and the intervention of the civil war vitiated efforts to strengthen and adequately empower the Council.

Notwithstanding this initial setback, the need for well-coordinated management programmes was

re-emphasized in 1969 in the International Labour Organization (ILO) Report which observed the lack of coordination in the areas of content and standards for the limited number of training programmes available. Some of the organizations offering programmes either served only their own staff or limited areas/levels of management. None could be considered adequate/satisfactory in terms of coverage, thoroughness, reputation or resources required for effective programme delivery.

The much-needed breakthrough came with the formulation of the Second National Development Plan, (1970-74), which provided the Federal Government the opportunity to reconstitute the Council to enable it play an effective role in the country's manpower development. The Government, in addition, decided to set up the Centre for Management Development as the machinery through which the Council would achieve its objectives.

FUNCTIONS OF NCMD

On October 4, 1976, the Federal Government of Nigeria promulgated the Decree No 51. giving legal backing to the existence of the Council and Centre for Management Development which were established as far back as 1973. Under the Decree especially its Section 2, the specific functions of the Nigerian Council for Management Development (NCMD) were spelt out as follows:

- a. To advise the Honourable Minister in charge of National Planning on policies, plans and

- programmes for the enhancement of number, quality and effective utilization of the
- b. To formulate policies and guidelines for the coordination of management education and training activities throughout the country;
 - c. To develop and promote high national standards of management education, entrepreneurial development and supervisory training;
 - d. To keep and maintain a register of training institutions and their training programmes including their locations, standards, durations, types and costs;
 - e. To evaluate, from time to time, the training programmes offered by the institutions listed in the register mentioned in paragraph (d) above with a view to determining their competencies and whether they deserve financial support by the Council; and
 - f. To provide a forum at which representatives of both public and private sectors and of management training institutions could exchange information and ideas on trends in management education and training.

FUNCTIONS OF THE CENTRE

The functions of the CMD which are spelt out in Section 16 of the Decree include:

- a. The provision for the Council, background information and other technical data necessary for the Council's policymaking and coordinating functions;
- b. Provision of management advisory and consultancy services to Nigerian enterprises;
- c. Establishment and maintenance of an up-to-date library for management studies;
- d. Publication of journals, research papers and books on modern management and supervisory techniques; and the sponsoring, promoting and conduct of research into all aspects of management and allied subjects in relation to the Nigeria situation.

managerial manpower resources of the country in all sectors of the economy;

In addition to these functions, the Federal Government, from time to time, gave additional responsibilities to the Centre, for example, in 1977, the Federal Executive Council directed the Centre to assist in the development of the small-scale industrial sub-sector of the economy through the design and provision of suitable training packages for small-scale industries in the nation. Also in the Fourth National Development Plan, 1981-85, the Government directed the Centre to place greater emphasis on designing programmes aimed at improving the performance of parastatals whose management problems seem to be quite serious.

In line with the Federal Government policy on rationalization of the Public Service, the Centre was merged with the National Centre for Economic Management and Administration (NCEMA) in 2005.

The following functions of NCEMA were thus synergized with those of the NCMD and CMD, and include:

- e. To serve primarily as a training centre for economic planners, budget and project officers at the Federal, State and Local Government levels;
- f. To develop and strengthen specific skills as will enhance the quality of management of the national economy at the micro and sectoral levels;
- g. To be a policy laboratory for vigorous and sustained development and promotion of highly specialized skills required for enhancing efficient and effective planning and management of the Nigerian economy;
- h. To organize and conduct specialized training courses and programmes designed to strengthen the capacity of senior public functionaries in the formulation, analysis,

implementation and monitoring of economic development plans, budgets and policies;

- i. To organize and conduct courses, workshops and seminars which address specific aggregate macro, sectoral and micro economic issues of interest and concern to all levels of government and combinations thereof;
- j. To undertake, commission and participate in in-depth research, studies and consultancy services in relevant fields to –
 - i. improve the quality and coverage of courses and programme of the Centre
 - ii. enhance the understanding of workings of the Nigerian economy at the macro, sectoral and micro level of analysis;
 - iii. cater for national and specific organizational objectives;
 - iv. issue certificates of merit and attendance to successful participants at the Centre.

The administrative merger of CMD and NCEMA in 2005, following the federal governments rationalization policy was recently given legal backing with the signing into law of the NCMD Act, 2022 by the President of the Federal Republic of Nigeria.

ORGANIZATION

CMD is organized into 8 departments, 20 divisions, and several operating units, namely:

- **Director-General's Office** supervises and co-ordinates the activities of:
 - Council Secretariat
 - Six Zonal Offices
 - Corporate Affairs Division
 - Marketing Unit
 - Institutional Liaison Services Unit
 - Servicom /FOI Unit
 - Public Relations Unit
 - Programmes Planning and Monitoring Unit
 - ACTU/ICPC Unit;





- Legal Unit;
- Audit Unit

- **Finance and Accounts Department (FAD)**, comprising:
 - Finance Division; and
 - Accounts Division.
- **Learning and Development Department (LDD)**, comprising:
 - Management Education Division;
 - Management Development Division; and
 - ICT Division
- **Research and Consultancy Department (RCD)**, comprising:
 - Consulting Division;
 - Research Division;
 - Publication Division and;
 - Library Division
- **Accreditation, Quality Assurance and Curriculum Development and Evaluation Department**, comprising:
 - Accreditation Division;
 - Quality Assurance & Monitoring Division
 - Curriculum Development & Evaluation Division
- **Administration and Human Resource Department**, comprising:
 - Human Resource Management Division;
 - General Services Division
 - Procurement Unit
- **Economic Management Department**, comprising:
 - Macro Division
 - Sectoral Division
 - Economic Policy Division
 - Financial Management Division
- **Entrepreneurship & Business Dev. Department**, comprising:

- Business Advisory & Consultancy Services Division
- Women & Youth Empowerment Division
- Entrepreneurship Development Division

CORPORATE HEAD OFFICE

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Off Aminu Kano Crescent
Opposite Globacom Office
Wuse II, Abuja, Nigeria
P.M.B. 5378, Wuse Zone 3, Abuja, Nigeria
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Website: www.cmd.gov.ng
E-mail: info@cmd.gov.ng

 CMD Nigeria,
 @CMDNigeria,
 CMD_Nigeria,
 Centre for Management Development

LAGOS TRAINING COMPLEX

Management Village, Shangisha
Off Lagos – Ibadan Expressway (Old Toll-Gate)
P.M.B. 21578, Ikeja, Lagos
Tel: 0803-712-0043
E-mail: lagosoperationaloffice@cmd.gov.ng

ZONAL OFFICES

The Centre has six Zonal Offices which facilitate the services of the Centre in the geographical regions in which they are located as well as the Federal Capital Territory. The Zonal Offices are at Abuja, Owerri, Kano, Uyo, Ibadan and Bauchi, and can be reached at the following addresses:

Abuja: **The Zonal Coordinator,**
Centre for Management Development
North Central Zonal Office
48 Agadez Crescent
Off Aminu Kano Crescent
Opposite Globacom Office
Wuse II, Abuja, Nigeria
nczoabuja@cmd.gov.ng
Tel: 08162501529

Owerri: **The Zonal Coordinator,**
Centre for Management Development,
South-East Zonal Office,
No. 1, Amamasi Close Ndubisi Kanu,
Avenue,
Behind Concord Hotel
New Owerri, Imo State
sezoowerri@cmd.gov.ng
Tel: 09063176687

Kano: **The Zonal Coordinator,**
Centre for Management Development,
North West Zonal Office,
African Alliance Building,
F1, Sanni Abacha Way,
Kano.
nwzokano@cmd.gov.ng
Tel: 09060227771

Uyo: **The Zonal Coordinator,**
Centre for Management Development,
South-South Zonal Office,
131, Udo Umana Street,
Uyo, Akwa Ibom State.
sszouyo@cmd.gov.ng
Tel: 08162131387

Ibadan: **The Zonal Coordinator,**
Centre for Management Development,
South-West Zonal Office,
No 38B Francis Okediji Street, Old Bodija,
Ibadan, Oyo State.
swzoibadan@cmd.gov.ng
Tel: 08135528481

Bauchi: **The Zonal Coordinator,**
Centre for Management Development,
North East Zonal Office,
No. 1 Buzaye Close Off Bendel Road,
New GRA
Bauchi, Bauchi State
nezobauchi@cmd.gov.ng
Tel: 07068637087

TARGET GROUP

Our programmes are designed primarily for:

- Entrepreneurs and managers in the public and private sectors of the economy; ·
- Management educators, trainers, consultants, industrial extension officers, researchers and human resource specialists in institutions and agencies; ·
- Planners of managerial manpower at the federal, state, local government and organizational levels; ·
- Professionals and other self-employed Nigerians whose employment and self-fulfillment depend upon enhancing their managerial and supervisory effectiveness;
- Macroeconomic policy planners, analysts and managers; ·
- Sectoral policy designers, analysts and managers; and·
- Non-government organizations (NGOs) and civil society.

PLEASE NOTE:

*Course fees for Customised/
Inplant / Tailor-made
programmes are different
from those reflected in this
brochure.*

MANAGEMENT TEAM



MR. A.M. KABIR

*Director, Research and
Consultancy*



DR. (MRS) M.O. OLUSOJI

Director, Economic Management



MR. N. MUHAMMAD

*Director, Admin and
Human Resources*



MR. B.D CHINOKO

Director-General/CEO



MS. D.O. ESIRI

*Director, Office of the
Director-General*



MRS. O. A ADEYEMO

*Director, Entrepreneurship &
Business Development*



MRS. R.A. EZEMEDOLU ACA

Director, Finance and Accounts



MR. F.A BINUYO

*O/C ACD Quality Assurance &
Curriculum Dev & Evaluation*



MR. O.S. FALEYE FCA

O/C Learning and Development



...Translating realities into
Business Opportunities

UNIVERSITY OF IBADAN IN COLLABORATION WITH CMD

EXECUTIVE MBA & PGD PROGRAMMES



...Promoting Management Excellence

SPECIALISATIONS

GENERAL
MANAGEMENT

HUMAN RESOURCE
MANAGEMENT

FINANCE/ACCOUNTS

MARKETING

ENTREPRENEURSHIP MANAGEMENT

EXECUTIVE MBA

- Designed for experienced Executives
- 4 Semester Programme
- Requires minimum of 5 years work experience (10+ years preferred)
- Starts September every year (Admission is yearly)
- Classes meet Fridays and Saturdays ONLY
- End of Programme, Research Project
- Leadership-relevant curriculum based on the long standing experience of CMD
- Course fees include course materials, executive seminars, conferences, parking space and all administrative fees
- A minimum of Second Class Honour (lower division) degree from the University of Ibadan or any other university recognized by the Senate of the University of Ibadan.
- EPGD/PGD of the University of Ibadan or recognized institutions is acceptable

EXECUTIVE PGD

- Designed for emerging professionals
- 2 Semester Programme
- Requires minimum of 3 years work experience (5+ years preferred)
- Starts September every year (Admission is yearly)
- A minimum of HND at Lower Credit in any related discipline or First Degree with a minimum of Third Class from any background.
- Candidates with degree grades lower than third class must also have a professional qualification/certification and a minimum of 3 years work experience.
- Classes meet Fridays and Saturdays ONLY
- Curriculum integrates current business topics and applicable lessons for any industry.
- Course fees include course materials, executive seminars, parking and all administrative fees.

APPLICATION DETAILS

- Complete Application Forms on line via www.cmdportals.com/application and/or www.cmd.gov.ng, with supporting documents, including photocopies of credentials, statement of interest, resume, and two letters of recommendation/reference.
- All admission enquiries on the programme can be made at:
 - The Centre for Management Development (CMD) and/or
 - The University of Ibadan School of Business, Ibadan.
- All candidates must satisfy the University of Ibadan matriculation requirements of five credit passes including English at the O' level at one sitting or six credit passes at two sittings.
- Candidates might be required to take the English Language Proficiency Examination of the UTSS, and would undergo a detailed screening and selection process. Successful applicants offered provisional admission would be required to complete all registration formalities (payment of fees, registration and screening) prior to start of lectures.

**Application Fee:
N25,000.00**

LECTURES HOLD AT
CENTRE FOR MANAGEMENT DEVELOPMENT (CMD)
CMD ROAD, SHANGISHA-MAGODO,
LAGOS

E-mail: info@cmd.gov.ng
www.cmdportals.com/application • www.cmd.gov.ng

For further Enquiries, please contact:

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Mr. O.S. Faleye
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**BASIC MANAGEMENT TRAINER’S DEVELOPMENT WORKSHOP
GROUP WORK (2022) LAGOS**



BASIC MANAGEMENT TRAINERS'DEVELOPMENT WORKSHOP
GROUP WORK (2022) LAGOS

2023 PROGRAMMES

ACCREDITATION PROGRAMMES

BASIC MANAGEMENT TRAINERS' DEVELOPMENT WORKSHOP (BASIC MANDEV) - AP 01

RATIONALE

Organizations have the need to achieve a competitive advantage, excel in service delivery and make a difference to their clientele. They require appropriate knowledge, skills and competencies to achieve these goals. Training is an effective tool for improving knowledge, skills and competencies to take organizations to a higher level of performance. It has also become a strategic and competitive tool for learning enhancement.

Those who handle training functions must have competencies in training delivery and learning transfer. They have to effectively leverage on training to improve teamwork, shared values and sustained organizational performance.

This workshop is designed to enable participants acquire knowledge, skills, competencies and professionalism in training. Attendance of the workshop is one of the requirements for accreditation as a Management Trainer in Nigeria.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify learning needs at all levels;

- design curricula to meet learning objectives;
- respond to the challenges of adult learning;
- use different training methods to facilitate learning; and
- evaluate the effectiveness of training.

PROGRAMME CONTENT

- ✓ Management Development Process: Training Functions and Responsibilities
- ✓ How People Learn
- ✓ Psychology of Adult Learning
- ✓ Identification of Learning Needs
- ✓ Setting Learning Objectives
- ✓ Curriculum Design and Development
- ✓ Effective Presentation Skills
- ✓ Lecture Method
- ✓ Discussion and Brainstorming Methods
- ✓ Games Method
- ✓ Case Study Method
- ✓ Role Play Method
- ✓ Training Proposal Writing
- ✓ Training Budget Preparation and Control
- ✓ Training Materials Development
- ✓ Computer-Based Training
- ✓ Training Administration
- ✓ Training Programmes Evaluation
- ✓ Transfer of Learning
- ✓ Micro-facilitation

METHODOLOGY

Lecture, discussion, role play, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers and Supervisors responsible for training, Knowledge Managers, Management Educators, Trainers, Consultants and Human Resource Development Managers and those who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation, individual projects and micro presentation.

Lagos

Duration: 10 days
Date: 1st Run March 06 - 17, 2023
Date: 2nd Run July 10 - 21, 2023
Date: 3rd Run September 4 - 15, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦350, 000.00 per participant (VAT inclusive)

Contact: Adejoke Ishola

Phone No.: 08038188515

Email: a.ishola@cmd.gov.ng

Abuja

Duration: 10 days
Date: 1st Run March 6 - 17, 2023
Date: 2nd Run May 08- 19, 2023
Date: 3rd Run July 3 - 14, 2023
Date: 4th Run August 14 - 25, 2023
Date: 5th Run October 16 - 27, 2023
Date: 6th Run Nov 20 – 1 Dec, 2023

Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fee: ₦350, 000.00 per participant (VAT inclusive)

Contact: J. A. Ekpa

Phone No.: 08030908324

E-mail: ja.ekpa@cmd.gov.ng

ADVANCED MANAGEMENT TRAINERS' DEVELOPMENT WORKSHOP (ADVANCED MANDEV) - AP 02

RATIONALE

Training is a vital management function borne out of the increased demand and complexities

of organizations, new developments and challenges in the environment.

Human Capital Development (HCD) is a process of improving an organization's employee performance, capability and resources. Therefore, investment in training and education is needed as a strategic tool to effectively diagnose and proactively respond to challenges facing organizations in the 21st Century.

HCD is a tool that helps organizations develop a shared vision, integrate processes, develop blueprints, implement programmes, and manage change.

This workshop is designed to improve the knowledge, skills and competencies required to enhance training and consultancy functions. It is sequel to the Basic Management Trainers' Development Workshop (Basic MANDEV).

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- design training to effectively meet the needs of organizations;
- drive organizational change process with appropriate training;
- enhance training effectiveness;
- draw on training evaluation to improve training delivery; and
- apply e-learning approaches to training.

PROGRAMME CONTENT

- ✓ Human Capital Development
- ✓ Improving Organizational Capacity
- ✓ Succession Planning as a Tool for Developing Managers
- ✓ Enhancing Trainers' Facilitation Skills
- ✓ Specialized Training Programmes
- ✓ Coaching, Counselling and Mentoring
- ✓ Cost Benefit Analysis in Training
- ✓ Trainer as a Consultant
- ✓ Developing and Writing Case Studies

- ✓ Developing and Writing Role Plays
- ✓ Application of Emotional Intelligence in Training
- ✓ E-Learning
- ✓ Training and Change Management
- ✓ Formulation of Training Policy
- ✓ Marketing of Training Programmes
- ✓ Ethics in Training
- ✓ Research in Training and Development
- ✓ Evaluating the Impact of Training on Performance
- ✓ Accreditation Awareness
- ✓ Micro-Facilitation

METHODOLOGY

Lecture, discussion, case study, role-play, exercise, and other relevant learning methods. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Management Educators, Heads of Training and Human Resource Managers, Lecturers and Consultants. All participants must have attended the Basic MANDEV Programme.

Mode of Assessment for Certification: 100 percent attendance and active participation, individual projects (proposal writing), and micro presentation.

Lagos

Duration: 10 days
Date: 1st Run May 15 - 26, 2023
Date: 2nd Run Aug 07 - 18, 2023
Date: 3rd Run November 06 -17, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦400, 000.00 per participant (VAT inclusive)
Contact: Adepoju Gabriel Adeyinka
Phone No.: 08028512224
Email: ag.adepoju@cmd.gov.ng

Abuja

Duration: 10 days

Date: 1st Run March 20 - 31, 2023
Date: 2nd Run May 29- June 9, 2023
Date: 3rd Run July 24 – Aug 4, 2023
Date: 4th Run Sept 4 -15, 2023
Date: 5th Run Nov 6 -17, 2023
Date: 6th Run Dec 4 -15, 2023

Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja

Course Fee: ₦400, 000.00 per participant (VAT inclusive)

Contact: Marian Iguza

Phone No.: 08023633671

Email: mi.iguza@cmd.gov.ng

CURRICULUM DEVELOPMENT AND EVALUATION WORKSHOP – AP 03

RATIONALE

The curricula of learning programmes indicate their content, quality and learning. The curricula represent a critical component of the nation's management education and development plan.

It is necessary to conduct periodic reviews of the management education curricula to respond to changing needs and emerging trends. Competencies in the development and review of management education curricula are prerequisites for quality learning and national development.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies needed to develop, evaluate and review the curricula of management education programmes.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- set appropriate objectives for curriculum design;

- discuss factors considered in curriculum design;
- state appropriate content of a curriculum;
- develop instruments for curriculum evaluation; and
- write curriculum review reports.

PROGRAMME CONTENT

- ✓ Curriculum Development and Evaluation: An Overview
- ✓ Educational Policy and Implementation
- ✓ Identification of Learning Needs
- ✓ Determining Content of the Curriculum
- ✓ Developing Instructional Materials
- ✓ Learning Methods
- ✓ Use of Educational Technology
- ✓ Curriculum Implementation and Challenges
- ✓ Curriculum Evaluation and Review
- ✓ Curriculum Evaluation Report Writing
- ✓ Cases and Exercises

METHODOLOGY

Lecture, discussion, demonstration and exercise. Audio-Visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Management Educators, Heads of Training, Human Resource Managers, Lecturers and Consultants in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Duration: 5 days
Date: July 17 - 21, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Michael Bamigboye
Phone No.: 08150769353, 07038619910
Email: m.bamigboye@cmd.gov.ng

TRAINING NEEDS ANALYSIS (TNA) AND METHODS WORKSHOP – AP 04

Many training programmes are embarked upon without prior assessment of training needs. Identification of training needs enables managers to develop training programmes that meet the needs of staff and the challenges facing organizations.

Investigating issues relating to competencies, skills and capacity gaps must be complemented with the use of appropriate training methods to enhance learning.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to conduct a training needs assessment and use appropriate methods in training delivery.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify training needs;
- use appropriate methods to carry out training needs analysis;
- distinguish between training and non-training performance challenges; and
- examine training methods that enhance adult learning.

PROGRAMME CONTENT

- ✓ Training Needs Analysis and Methods: An Overview
- ✓ Process of Training Needs Assessment
- ✓ Types and Levels of Training Needs Identification
- ✓ Human Resource Planning and Training Needs Identification
- ✓ Job and Task Analysis in Training Needs Identification
- ✓ Effective use of SWOT in Data Gathering for Training Needs Analysis
- ✓ Designing Training Needs Instruments
- ✓ Training Delivery Methods

- ✓ Preparation of Session Plan
- ✓ E-Learning as a Training Method
- ✓ Emerging Trends in Learning and Development

METHODOLOGY

Lecture, discussion, case study, exercise and role-play. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Human Resource Development
Managers/Officers, Admin
Managers/Officers, Consultants,
Training Officers, Heads of Educational
Institutions and Lecturers.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Note: *Participants are advised to come with laptops*

Lagos

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150, 000.00 per participant (VAT inclusive)
Contact: Falilat Balogun
Phone No.: 08066274382
Email: fo.balogun@cmd.gov.ng

PROFESSIONAL TRAINERS' DEVELOPMENT WORKSHOP – AP 05

RATIONALE

The business environment is very dynamic. Organizational goals and strategies change over time based on certain socio-economic realities. Trainers need the capacity to analyse past and current events to provide an appropriate future prognosis. They must

propose and deliver relevant training services to address clients' changing needs.

Training providers and trainers must continuously refresh and update their competencies to effectively perform these roles.

This workshop is designed to refresh and update the knowledge, skills and competencies of accredited trainers, and it's mandatory for the renewal of the NCMD accreditation certificate.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify factors that enhance the performance of the trainer;
- discuss ethical issues in training and development;
- adopt measures to develop themselves continuously; and
- use training as an effective tool in nation-building.

PROGRAMME CONTENT

- ✓ The 21st Century Trainer: Roles in Nation Building, Prospects and Challenges
- ✓ Enhancing a Learning Organisation
- ✓ The Trainer, the Trainee and the Client Organization
- ✓ Training and Development in a VUCA Environment
- ✓ Ethics in Training and Development
- ✓ Relevance of Quality Assurance in Training and Development
- ✓ Learning Transfer in Organisations

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Management Trainers, particularly those whose NCMD Accreditation Certificates are about to be renewed and others who wish to develop professional competencies to perform their training functions effectively.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 3 days
Date: 1st Run: April 17 - 19, 2023
Date: 2nd Run: Sept 18 - 20, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦100,000.00 per participant (VAT inclusive)
Contact: Adepoju Gabriel Adeyinka
Phone No.: 08028512224
Email: ag.adepoju@cmd.gov.ng

Abuja

Duration: 3 days
Date: 1st Run: March 27 – 29, 2023
Date: 2nd Run: August 28 – 30, 2023
Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦100,000.00 per participant (VAT exclusive)
Contact: Mohammed H. I.
Phone No.: 08067554465
Email: hi.mohammed@cmd.gov.ng

QUALITY SERVICE DELIVERY IN THE 21ST CENTURY WORKSHOP – AP 06

RATIONALE

Organizations cannot grow optimally without making deliberate efforts at quality service delivery. Result-oriented organizations strive to grow and achieve optimally through superior service delivery.

Tangibility, reliability, responsiveness, assurance and empathy should be applied to deliver quality service. This value orientation has been intensified by rapid technological advancement, increased competition and higher expectations of stakeholders.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to audit, review and upgrade the quality of their service delivery.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify customer-driven strategies;
- evaluate organization's service delivery;
- review quality assurance measures in organizations; and
- recommend measures to change employee's behaviour positively.

PROGRAMME CONTENT

- ✓ Quality Service Delivery in the 21st Century: An Overview
- ✓ The Service Triangle in Quality Service Delivery
- ✓ Developing Value Orientation in Quality Service
- ✓ Service Failure Recovery Strategies
- ✓ Strategies for Delivering Quality Service
- ✓ Customer Profiling and Engagement
- ✓ Communication in Quality Service Delivery
- ✓ Relationship Management
- ✓ Balanced Scorecard
- ✓ Quality Performance Indicators
- ✓ Service Delivery Audit and Evaluation
- ✓ The Role of ICT in Service Delivery

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Training Managers, Administrators and Human Resource Managers.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days
Date: July 10 - 14, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150, 000.00 per participant (VAT inclusive)
Contact: Isaac Dunmoye
Phone No.: 08060810979
Email: i.dunmoye@cmd.gov.ng

Uyo

Duration: 5 days
Date: May 22– 26, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150, 000.00 per participant (VAT inclusive)
Contact: Kanayo Ogor
Phone No.: 08065175766
Email: k.ogor@cmd.gov.ng

Abuja

Duration: 5 days
Date: June 05 - 09, 2023
Venue: CMD Corporate Head Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Ozaveshe Asishana
Phone No.: 08062227972
Email: o.asishana@cmd.gov.ng

Owerri

Duration: 5 days
Date: August 28 - September 03, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi

Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Anyara Ikechukwu

Phone Nos.: 08069570862/09063176687

Email: i.anyara@cmd.gov.ng

**TOTAL QUALITY MANAGEMENT (TQM)
WORKSHOP – AP 07**

RATIONALE

Organizations suffer huge losses when they have defective products and services. They must place a high premium on quality products and services, market competition and acceptance to ensure total quality management.

Total Quality Management (TQM) holds the ace for effective and efficient product and service output. TQM enables organizations to achieve zero defects, low percentage customer rejects, good image, high patronage, improved productivity and excellent performance.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in TQM.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the role of TQM in customer satisfaction;
- develop a value proposition for TQM;
- drive organization's operations and performance with TQM; and
- apply measures that will enhance total quality in organizations.

PROGRAMME CONTENT

- ✓ Total Quality Management: An Overview
- ✓ TQM as a Strategic Management Tool

- ✓ Organizational Diagnosis for TQM
- ✓ Quality Circles
- ✓ Quality Assurance
- ✓ Six Sigma Method
- ✓ Quality Regulations and Standards (ISO 9000 Series)
- ✓ Quality Cost Management
- ✓ Building a Customer-Driven Organization
- ✓ Quality Audit and Measurement
- ✓ Implementing TQM

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Quality Control Managers, Production Managers, Trainers, Consultants, Entrepreneurs, Administrators and others who have the responsibility of ensuring quality in their organizations.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days
Date: August 21- 25, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Funom Ayuba
Phone No.: 07062114184
Email: mf.ayuba@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 11 - 15, 2023
Venue: CMD South-West Zonal Office, No.38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: O. A. Ishola
Phone No.: 07039806851

E-mail: oa.ishola@cmd.gov.ng

LEARNING AND DEVELOPMENT PROGRAMMES – LDP

BASIC SUPERVISORY MANAGEMENT WORKSHOP – LDP 01

RATIONALE

Supervisors occupy a position of responsibility at the operational level of organizations. They often do not have the authority of managers, but they function almost like them. They achieve most of their goals by working with subordinates, peers, superiors and other stakeholders.

They are responsible for planning, organizing, directing and controlling their team's work. Supervisors are strategic to operational success because they are closer to the staff.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective supervision in the organization.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify key functions of supervisors;
- analyze problems handled by supervisors;
- make decisions related to their jobs;
- communicate better with staff; and
- provide effective leadership.

PROGRAMME CONTENT

- ✓ Supervisory Management: An Overview
- ✓ General Principles of Supervision
- ✓ Leadership and Motivation
- ✓ Planning and Organizing Work
- ✓ Effective Delegation and Authority
- ✓ Building High-Performance Team
- ✓ Problem Solving and Decision-Making

- ✓ Effective Communication in the Organisation
- ✓ Resource Management for Enhanced Productivity
- ✓ Quality Control as a Function of the Supervisor
- ✓ Coaching, Counseling and Mentoring
- ✓ Time Management

METHODOLOGY

Lecture, discussion, role play, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Human Resource Managers, Supervisors, Heads of Divisions/Units and others who perform supervisory functions in organizations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: November 6 - 10, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Michael Bamigboye
Phone Nos.: 08150769353, 07038619910
E-mail: m.bamigboye@cmd.gov.ng

Uyo

Duration: 5 days
Date: May 15 – 19, 2023
Venue: CMD Zonal Office, 131, Udo Umana, Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Ukpe, I. A
Phone No.: 08039469678
E-mail: ia.ukpe@cmd.gov.ng

Kano

Duration: 5 days

Date: August 21 – 25, 2023
Venue: CMD North-West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Abubakar Uba
Phone No.: 08099469136
Email: u.abubakar@cmd.gov.ng

Ibadan

Duration: 5 days
Date: July 17 - 21, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: A. Dada
Phone No.: 08088112091
Email: a.dada@cmd.gov.ng

Owerri

Duration: 5 days
Date: September 19 -23, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Igbinedion Moses
Phone Nos.: 08099147027, 09063176687
Email: am.igbinedion@cmd.gov.ng

WORKSHOP ON ADVANCED SUPERVISORY MANAGEMENT IN A VUCA WORLD – LDP 02

RATIONALE

In today's Volatile, Uncertain, Complex and Ambiguous (VUCA) world, supervisors are consistently faced with the challenge of ensuring that things are done effectively and efficiently.

To succeed, even the most seasoned supervisor must learn to adapt, understand and embrace these changes and pressures.

In addition, the act of managing people has evolved, and this places a demand on supervisors to rise up and meet the prevailing challenges.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for optimal performance in supervisory roles in the 21st Century.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- set work objectives;
- create team synergy for good results;
- align with the challenges of a VUCA world;
- use 21st-century strategies that improve workplace performance; and
- implement commendable practices in supervisory management.

PROGRAMME CONTENT

- ✓ Supervisory Management in a VUCA World: An Overview
- ✓ Setting and Monitoring Work Objectives
- ✓ Leading in a VUCA World
- ✓ Managing the Human Resource for Higher Productivity
- ✓ Creating Highly Successful Teams
- ✓ Organizational Performance Improvement Techniques
- ✓ The Supervisor as a Leader
- ✓ Efficiency and Performance Improvement in the 21st Century
- ✓ Employees' Empowerment Strategies
- ✓ Managing Diversity in the Workplace
- ✓ Emotional Intelligence
- ✓ Commendable Practices in Supervisory Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Directors, Senior Managers and other Senior Officers who perform supervisory functions in organizations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: A. N. Nweke
Phone No.: 08033258089
E-mail: an.nweke@cmd.gov.ng

Owerri

Duration: 5 days
Date: November 20-24, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Anyara Ikechukwu
Phone Nos.: 08069570862/09063176687
Email: i.anyara@cmd.gov.ng

WORKSHOP ON EFFECTIVE MANAGERS IN THE 21ST CENTURY ORGANISATIONS – LDP 03

RATIONALE

Organizations often have gaps in their systems due to the inefficiency and ineffectiveness of some managers. 21st-century managers must acquire skills to meet the demands of a

volatile, uncertain, complex and ambiguous (VUCA) world.

Effective managers of the 21st Century must understand the complexities in the workplace triggered by volatility in the environment. Therefore, managers need to upgrade their strategies for a sustainable organization that will survive the challenges of this new world.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to effectively manage their organizations productively.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify issues that affect organizations;
- discuss managerial roles;
- analyze the effect of VUCA on the organization; and
- apply strategies for organizational sustainability.

PROGRAMME CONTENT

- ✓ Effective Managers in the 21st Century Organizations: An Overview
- ✓ Management Process
- ✓ Management Functions and Roles for the 21st Century Managers
- ✓ Effective Leadership in a VUCA World
- ✓ Problem Solving and Decision-Making
- ✓ Delegation and Authority
- ✓ Emotional Intelligence
- ✓ Effective Communication in the Workplace
- ✓ Building High Performing Teams
- ✓ Coaching, Counselling and Mentoring
- ✓ Motivation in the 21st Century
- ✓ Work-Life Harmony

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

All upwardly mobile 21st-century Managers and other Professionals performing managerial functions.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: May 15 - 19, 2023
Venue: CMD Training Complex, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Habib Ochu Ishaq
Phone No.: 08034982280
E-mail: ho.ishaq@cmd.gov.ng

Kano

Duration: 5 days
Date: October 16 - 21, 2023
Venue: CMD North-West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Nasiru A.S. Usman
Phone No.: 08038094272
E-mail: na.usman@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: T. O. Ogbemede
Phone No.: 08034791905
Email: ot.ogbemede@cmd.gov.ng

Bauchi

Duration: 5 days
Date: October 23 - 27, 2023

Venue: CMD South-West Zonal Office,
No. 1 Buzaye Close, Off Bendel
Road, New GRA, Bauchi.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Bashir Ahmad Muhammad

Phone No.: 08133204455

Email: ba.ahmad@cmd.gov.ng

MANAGEMENT WORKSHOP FOR NEW MANAGERS IN THE 21ST CENTURY – LDP 04

RATIONALE

As officers move up higher on the organizational ladder and assume managerial responsibilities, they are faced with social and management problems.

They need managerial competencies in leading, supervising, decision-making, managing resources, and communicating, among others, to perform their jobs effectively.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to handle their management functions efficiently for improved organizational performance.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify problems in the organization;
- discuss managerial skills;
- communicate effectively; and
- build effective teams.

PROGRAMME CONTENT

- ✓ New Managers in the 21st Century: An Overview
- ✓ Management Process
- ✓ Management Functions and Roles for the 21st Century Managers
- ✓ Work Ethics and Value

- ✓ Planning and Organizing Work
- ✓ Problem Solving and Decision-Making
- ✓ Delegation and Authority
- ✓ Human Relations at Work
- ✓ Effective Communication
- ✓ Performance Improvement Techniques
- ✓ Motivation of Employees
- ✓ Leadership Styles and Skills

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Newly Employed Managers, Newly Promoted Managers and others who may find the workshop useful in the Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 21 - 25, 2023

Venue: CMD Training Complex,
Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Clifford Amuziem

Phone No.: 08020681776

Email: cd.amuziem@cmd.gov.ng

MIDDLE LEVEL MANAGEMENT DEVELOPMENT WORKSHOP – LDP 05

RATIONALE

Middle-level managers provide valuable input to corporate policies and are primarily involved in policy implementation. They provide a link between the higher and the lower cadre, communicate policies, objectives

and directives downward and provide feedback on operations to top management.

The role of middle-level managers often pitches them in conflict with both the higher and lower cadre in their organizations. They must develop special skills to cope with the pressures involved in their roles.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to carry out their functions.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the challenges of operating at the middle level;
- analyze managerial decision-making process;
- manage resources more effectively; and
- build high-performing teams.

PROGRAMME CONTENT

- ✓ Middle-Level Management Development: An Overview
- ✓ Management Process
- ✓ Managing Organisational Dynamics
- ✓ Problem Solving and Decision-Making
- ✓ Effective Delegation and Authority
- ✓ Building High Performing Teams
- ✓ Change Management
- ✓ Communicating Effectively in the Workplace
- ✓ Budgeting and Budgetary Control
- ✓ Time and Stress Management
- ✓ Emotional Intelligence
- ✓ Policy Implementation and Challenges

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Middle-level Managers in Public and Private Sector and Non-Government Organizations (NGOs).

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: July 24 - 28, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Habib Ochu Ishaq
Phone No.: 08034982280
E-mail: h.habibu@cmd.gov.ng

Abuja

Duration: 5 days
Date: November 27 - December 1, 2023
Venue: CMD Corporate Head Office, 48 Agadez Street,
Off Aminu Kano Crescent,
Wuse II, Abuja.
Course Fee: ₦150, 000.00 per participant VAT (inclusive)
Contact: Richard Lawal
Phone No.: 08034387939
Email: ra.lawal@cmd.gov.ng

Uyo

Duration: 5 days
Date: June 05 – 09, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Fee: ₦150, 000.00 per participant VAT (inclusive)
Contact: Anazia, D. N
Phone No.: 08035525957
Email: dn.anazia@cmd.gov.ng

Kano

Duration: 5 days

Date: December 04 - 08, 2023
Venue: CMD North-West Zonal Office,
African Alliance Building, F1
Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Nasir Ahmad
Phone No.: 08038094272
Email: na.usman@cmd.gov.ng

Ibadan

Duration: 5 days
Date: May 29 – June 02, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: T. Eniola
Phone No.: 08168759481
Email: ao.eniola@cmd.gov.ng

Bauchi

Duration: 5 days
Date: 06 –10 November 2023
Venue: CMD South-West Zonal Office,
No. 1 Buzaye Close, Off Bendel
Road, New GRA, Bauchi, Bauchi
State.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Sale Almustapha Kufai
Phone No.: 08036984317
Email: mk.saleh@cmd.gov.ng

BASIC MANAGEMENT WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS - LDP 06

RATIONALE

Secretaries and Personal Assistants (PAs) are responsible for planning activities, handling documents, organizing meetings and

conferences, preparing records, managing information and performing various other administrative functions.

The effective performance of managers and top executives depends to a great extent on the capabilities of their secretaries and PAs, who need secretarial skills to function effectively. This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective performance as Secretaries and PAs.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the roles of Secretaries and PAs;
- relate positively with people in the workplace;
- organize activities competently; and
- manage the boss more effectively.

PROGRAMME CONTENT

- ✓ Basic Management Skills for Secretaries and Personal Assistants: An Overview
- ✓ The Role, Qualities and Traits of Secretaries and Personal Assistants
- ✓ Managing the Boss
- ✓ Planning and Organizing Meetings
- ✓ Report and Minutes Writing
- ✓ Management of Records
- ✓ Effective Communication Skills
- ✓ Interpersonal Relations Skills
- ✓ Office Management
- ✓ Time Management
- ✓ Computer Application (Using MS-Outlook)

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Secretaries, Personal Assistants, Information Officers and any others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: July 03 - 07, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Michael Bamigboye
Phone Nos.: 08127902949, 08150769353
Email: m.bamigboye@cmd.gov.ng

Abuja

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Chinyere Ofoegbu
Phone No.: 08034470449
Email: c.ofoegbu@cmd.gov.ng

Kano

Duration: 5 days
Date: October 16 - 20, 2023
Venue: CMD North-West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Aminu Bello
Phone No.: 08035866943
Email: a.bello@cmd.gov.ng

Owerri

Duration: 5 days
Date: October 16 - 20, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi

Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Chinwe-Achor Precious
Phone No.: 08066923216/09063176687
Email: pc.chinwe-achor@cmd.gov.ng

Uyo

Duration: 5 days
Date: June 19 – 23, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Eze, V. C
Phone No.: 0705286694
Email: v.eze@cmd.gov.ng

Bauchi

Duration: 5 days
Date: September 18 – 22, 2023
Venue: CMD South-West Zonal Office, No. 1 Buzaye Close, Off Bendel Road, New GRA, Bauchi, Bauchi State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Ahmed A.O
Phone No.: 08038065083
E-mail: ao.ahmed@cmd.gov.ng

ADVANCED MANAGEMENT WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS – LDP 07

RATIONALE

Increased demand in the work environment has placed more responsibilities on Secretaries and Personal Assistants (PAs). Secretaries and PAs do not only work as aides to managers, they plan and organize

events and should use more sophisticated techniques and skills to achieve organizational goals.

This workshop is designed to further sharpen the skills and competencies of Secretaries and PAs and enable them to tackle their increasing challenges.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify skills to manage relationships competently;
- perform their roles as office managers;
- supervise staff for higher productivity;
- relate well with customers; and
- manage activities of their organizations effectively.

PROGRAMME CONTENT

- ✓ Advanced Management for Secretaries and Personal Assistants: An Overview
- ✓ Management Process
- ✓ The Changing Roles and Challenges of Secretaries and Personal Assistants
- ✓ Effective Delegation and Authority
- ✓ Managing Relationships as Secretaries and PAs
- ✓ Planning and Organizing Meetings and Conferences
- ✓ Information Management and Confidentiality
- ✓ Problem Solving and Decision-Making
- ✓ Emotional Intelligence
- ✓ Managing Change in the Work Environment
- ✓ Emerging Trends in ICT for Secretaries and Personal Assistants
- ✓ Work-life Balance

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Secretaries and Personal Assistants in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Michael Bamigboye
Phone Nos.: 08150769353, 07038619910
E-mail: m.bamigboye@cmd.gov.ng

Abuja

Duration: 5 days
Date: October 23 - 27, 2023
Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Prisca Ezedinma O.
Phone No.: 08032171112
Email: po.ezedinma@cmd.gov.ng

Uyo

Duration: 5 days
Date: October 16 – 20, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Eze, V. C
Phone No.: 07052866949
Email: v.eze@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 11 - 15, 2023
Venue: CMD South-West Zonal Office,
 No. 38B Francis Okediji Street,
 Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: E. I. Ekanem
Phone No.: 08033896117
Email: ei.ekanem@cmd.gov.ng

Owerri

Duration: 5 days
Date: October 30 – November 03,
 2023
Venue: CMD South-East Zonal Office,
 No. 1, Amamasi Close, Ndubuisi
 Kanu Avenue, Behind Concord
 Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: Monye Stephen
Phone Nos.: 08039464032, 09063176687
Email: cs.monye@cmd.gov.ng

**WORKSHOP ON OFFICE MANAGEMENT
 AND ADMINISTRATION – LDP 08**

RATIONALE

Management of organizations happens in offices. These offer places for planning, organizing, contact, meetings and review of activities. They are the storehouse of records and vital information.

Modern office administration offers managers the opportunity to provide services efficiently. It also gives them the opportunity to manage more effectively other organizational resources like man, money, machines and methods. Indeed all managers must develop skills and competencies in modern office administration.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective office management and administration.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify skills needed for office management;
- discuss the functions of a manager in office management;
- design modern office layout;
- evaluate strategies for effective office management; and
- apply 21st-century techniques in office management.

PROGRAMME CONTENT

- ✓ Office Management and Administration: An Overview
- ✓ Planning and Organizing Work
- ✓ Modern Office Layout and Space Management
- ✓ Planning and Organizing Meetings and Conferences
- ✓ Maintenance of Office Facilities and Equipment
- ✓ Management of Records
- ✓ Communication and Interpersonal Skills
- ✓ Time Management Skills
- ✓ Managing Conflict in the Workplace
- ✓ Health, Safety and Environment (HSE)
- ✓ Emerging Trends in Office Management

METHODOLOGY

Lecture, discussion, exercise and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Office Administrators, Managers, Supervisors, Secretaries, Personal Assistants and any other who may find this workshop useful.

Mode of Assessment for Certification: 100

percent attendance and active participation.

Lagos

Duration: 5 days
Date: May 22 - 26, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Bolarinwa E. B.
Phone No.: 08133180393, 08187805461
E-mail: b.bolarinwa@cmd.gov.ng

Owerri

Duration: 5 days
Date: July 24 - 28, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Nkah Lynda Chimaobim
Phone Nos.: 07031978344/09063176687
Email: nl.nkah@cmd.gov.ng

Uyo

Duration: 5 days
Date: July 03 – 07, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Marok, H. P
Phone No.: 08052310508
Email: hp.marok@cmd.gov.ng

Bauchi

Duration: 5 days
Date: September 04 - 08, 2023
Venue: CMD South-West Zonal Office, No. 1 Buzaye Close, Off Bendel Road, New GRA, Bauchi, Bauchi State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Barr. A. S. Abubakar

Phone No.: 080 68160077

Email: sa.abubakar@cmd.gov.ng

Ibadan

Duration: 5 days
Date: November 06 – 10, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: T. O. Ogbemede
Phone No.: 08034791905
Email: ot.ogbemede@cmd.gov.ng

INTERPERSONAL SKILLS IMPROVEMENT WORKSHOP – LDP 09

RATIONALE

Employees in organizations relate with superiors, peers, subordinates, work teams, staff of other departments, customers and members of the public. These relationships may be friendly, cooperative and mutually beneficial or competitive, hostile and prone to conflict. Not much can be achieved in an unfriendly work environment.

A good relationship does not happen by chance, it must be built and maintained. The ability to manage relationships and get along with others is a key requirement for personal and organizational success.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to manage relationships for higher productivity.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify behaviours that have a positive effect on relationships;
- develop the right attitude for coping with difficult persons;
- relate effectively with different levels of staff; and
- use the right skills in interpersonal relations.

PROGRAMME CONTENT

- ✓ Interpersonal Relationship: An Overview
- ✓ Interpersonal Relations Skills and Styles
- ✓ Interpersonal Relations Model: Johari Window
- ✓ Strategies for Building Interpersonal Relations
- ✓ Relating with Superiors in the Organisation
- ✓ Work Pressure, Performance and Interpersonal Relations
- ✓ Cultural Pattern of Interpersonal Relations
- ✓ Effective Communication Skills
- ✓ Managing Team Dynamics
- ✓ Relationship Management
- ✓ Dealing with Different Personalities in the Workplace

Venue

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Departments/Divisions/Units, Middle-Level Managers, Officers and any other who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 07 - 11, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Clifford Amuziem

Phone No.: 08020681776

Email: cd.amuziem@cmd.gov.ng

Abuja

Duration: 5 days

Date: December 04 - 08, 2023

Venue: CMD North-Central Zonal Office, 48

Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Richard Lawal

Phone No.: 08034387939

Email: ra.lawal@cmd.gov.ng

Bauchi

Duration: 5 days

Date: July 03 - 07, 2023

Venue: CMD South-West Zonal Office, No. 1 Buzaye Close, Off Bendel Road, New GRA, Bauchi. Bauchi State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Bisalla M.L.

Phone No.: 08072450321

E-mail: ml.bisalla@cmd.gov.ng

Kano

Duration: 5 days

Date: August 07 - 11, 2023

CMD North-West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Aminu Bello

Phone No.: 08035866943

Email: a.bello@cmd.gov.ng

Uyo

Duration: 5 days

Date: July 03 - 07, 2023

Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150, 000.00 per participant VAT (inclusive)
Contact: Haruna Audu
Phone No.: 08111151255
E-mail: sh.audu@cmd.gov.ng

Owerri

Duration: 5 days
Date: June 05- 09, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Monye Stephen
Phone No.: 08039464032, 09063176687
Email: cs.monye@cmd.gov.ng

WORKSHOP ON EFFECTIVE COMMUNICATION IN THE 21ST CENTURY – LDP 10

RATIONALE

Communication forms the basis of interacting, providing leadership, clarifying goals, carrying people along, influencing behaviour and creating the climate for group action and performance. Communication may be effective or ineffective.

Communicating effectively in the 21st Century enhances organizational process and performance. Ineffective communication leads inevitably to low morale, inappropriate behaviour, conflict, low performance, and weak organizations. Staff must communicate effectively to minimize incidences of communication breakdown.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to communicate effectively in the 21st Century.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss factors that enhance effective communication;
- develop skills for effective communication;
- select appropriate channels in communication;
- apply 21st-century communication techniques; and
- use feedback to enhance effective communication.

PROGRAMME CONTENT

- ✓ Effective Communication in the 21st Century: An Overview
- ✓ Effective Communication Skills
- ✓ Verbal Communication in the 21st Century
- ✓ Non-Verbal Communication in the 21st Century
- ✓ Communication Barriers and Breakdown
- ✓ Effective Selection and Use of Media in Communication
- ✓ Role of Feedback in Communication
- ✓ Conduct of Meetings and Minute Writing
- ✓ Report Writing
- ✓ Use of Modern English Language
- ✓ Communication and Conflict Management
- ✓ Use of IT in Communication

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Departments/Divisions/Units, Middle-Level Managers, Officers and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: July 10 - 14, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: A. N. Nweke
Phone No.: 08033258089
E-mail: an.nweke@cmd.gov.ng

Abuja

Duration: 5 days
Date: August 07 -11, 2023
Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Rita Nnamani
Phone No.: 08034477690
E-mail: ri.nnamani@cmd.gov.ng

Owerri

Duration: 5 days
Date: July 10 – 14, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Nwaogbe Iheanyichukwu
Phone No.: 08037929400/09063176687
E-mail: i.nwaogbe@cmd.gov.ng

Bauchi

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD North-East Zonal Office, No. 1 Buzaye Close Off Bendel Road, New GRA Bauchi, Bauchi State

Fee: ₦150,000.00 per participant VAT (inclusive)

Phone No.: 08068927393

Contact: Salisu Musa Jauro

E-mail: ms.jauro@cmd.gov.ng

Uyo

Duration: 5 days
Date: July 17 – 21, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Eze, V. C
Phone No.: 07052866949
Email: v.eze@cmd.gov.ng

Kano

Duration: 5 days
Date: September 19 - 23, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Aminu Bello
Phone No.: 08035866943
Email: a.bello@cmd.gov.ng

REPORT WRITING AND PRESENTATION WORKSHOP – LDP 11

RATIONALE

Reports are absolute necessity in an organization. Inaccurate reports inevitably lead to wrong decisions and actions. Writing quality reports and presenting them effectively requires certain skills and competencies.

Reports are accounts of events which serve as information and guide for decision-making on

a broad range of matters, activities and projects.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in report writing and presentation.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss different types of reports;
- develop templates for reports;
- write good reports; and
- present reports effectively.

PROGRAMME CONTENT

- ✓ Report Writing and Presentation: An Overview
- ✓ Types of Reports
- ✓ Planning and Organising Reports
- ✓ ``Data Gathering for Report Writing
- ✓ Structure and Characteristics of Good Reports
- ✓ Developing Templates for Report Writing
- ✓ Use of English Language in Report Writing
- ✓ Managing Confidentiality in Reports
- ✓ Report Presentation Techniques
- ✓ Report Appraisal Techniques
- ✓ Citation and Referencing
- ✓ ICT Application in Report Writing and Presentation

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Officers in the Public and Private Sector, HR Managers, Research Officers, Front Desk Officers, Secretaries, Personal Assistants, Project Analysts/Consultants, Industrial Extension Officers and any other officers who may find the workshop useful.

Mode of Assessment for Certification: 100

percent attendance and active participation.

Lagos

Duration: 5 days
Date: April 24 - 28, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Habib Ochu Ishaq
Phone No.: 08034982280
E-mail: h.habibu@cmd.gov.ng

Abuja

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Debora Icheme
Phone No.: 08056259079
Email: di.iye@cmd.gov.ng

Owerri

Duration: 5 days
Date: July 10 – 14, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Nwaogbe Iheanyichukwu
Phone No.: 08037929400/09063176687
E-mail: i.nwaogbe@cmd.gov.ng

Uyo

Duration: 5 days
Date: July 24 – 28, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Audu, H

Phone No.: 08111151255

Email: sh.audu@cmd.gov.ng

Ibadan

Duration: 5 days

Date: June 19 - 23, 2023

Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: D. A. Adeyemo

Phone No.: 08109921100

Email: da.adeyemo@cmd.gov.ng

SPEECH WRITING AND PUBLIC SPEAKING WORKSHOP – LDP 12

RATIONALE

Speech Writing and Public Speaking are essential to every organization. Organizations need speech writing techniques and public speaking skills for effective communication. Unfortunately, those involved may not have sufficient skills which negatively impacts the organization.

Speeches are effective when they have the desired impact on the audience. This will require that speeches are well written and delivered effectively through public speaking.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for speech writing and public speaking.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss factors that enhance public speaking;

- generate information for speech writing and public speaking;
- develop speech writing outline;
- write good speeches; and
- demonstrate effective public speaking skills.

PROGRAMME CONTENT

- ✓ Speech Writing and Public Speaking: An Overview
- ✓ Planning and Writing Speeches
- ✓ Data Collection for Speech Writing and Public Speaking
- ✓ Elements of Effective Communication
- ✓ Elements and Types of Speeches
- ✓ Writing Clearly and Logically
- ✓ Use of Modern English Language
- ✓ Confidence Building in Public Speaking
- ✓ Citation and References
- ✓ Effective Presentation Skills

METHODOLOGY

Lecture, discussion, exercise and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Public Relations Managers/Officers, Media Relations Officers, Liaison Officers, Administrative Officers, Project Officers, Personal Assistants and Secretaries, Consultants, Managers, Trainers and other Senior Officers whose jobs involve writing or presenting speeches.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: September 18 - 22, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: A. N. Nweke

Phone No.: 08033258089

E-mail: an.nweke@cmd.gov.ng

Kano
Duration: 5 days
Date: September 19 - 23, 2022
 CMD North- West Zonal Office,
 African Alliance Building, F1
 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: Aminu Bello
Phone No.: 08035866943
Email: a.bello@cmd.gov.ng

Owerri
Duration: 5 days
Date: September 04 - 08, 2023
Venue: CMD South-East Zonal Office,
 No. 1, Amamasi Close,
 Ndubuisi Kanu Avenue, Behind
 Concord Hotel, New Owerri,
 Imo State.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: Nwaogbe Iheanyichukwu
Phone Nos.: 08037929400, 09063176687
Email: i.nwaogbe@cmd.gov.ng

Ibadan
Duration: 5 days
Date: July 31 -August 04, 2023
Venue: CMD South-West Zonal Office,
 No. 38B Francis Okediji Street,
 Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: Momoh Yinusa
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MANAGEMENT WORKSHOP FOR PROTOCOL AND LIAISON OFFICERS – LDP 13

RATIONALE

The art of managing chief executives and stakeholders of any organization is an enormous task. Protocol/Liaison officers handle special events, ceremonies, meetings and conferences.

They act as links between their organizations and stakeholders. Protocol and Liaison officers have the duty to positively project the image of their organizations.

Good image management is the result of a complement of factors, including the conduct of managers and staff, organization's activities and the quality of products/services. Protocol and Liaison officers contribute to creating a good image and reputation for their organizations.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to perform their functions.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain key functions of Protocol/Liaison officers;
- discuss protocol/liaison functions;
- select the right media for effective press coverage;
- demonstrate social etiquette for dealing with clients; and
- manage events competently.

PROGRAMME CONTENT

- ✓ Management Function for Protocol and Liaison Officers: An Overview
- ✓ Image Management
- ✓ Liaison Functions and Services
- ✓ Media Relations

- ✓ Effective Communication and Interpersonal Skills
- ✓ Events and Logistics Management
- ✓ Risks and Prevention Management
- ✓ Etiquette, Personal Grooming and Comportment
- ✓ Report and Speech Writing
- ✓ Time and Stress Management
- ✓ Security: Inter-Agency Synergy
- ✓ Role of ICT in Protocol Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Protocol and Liaison Executives, Personal Assistants, Public Relations Officers, Representatives of Non-Governmental Organizations (NGOs), Embassy Staff and State Liaison Officers.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 14 - 18, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Habib Ochu Ishaq

Phone No.: 08034982280

Email: h.habibu@cmd.gov.ng

Abuja

Duration: 5 days

Date: October 16 - 20, 2023

Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Aisha Bello

Phone No.: 08022563533

Email: ai.bello@cmd.gov.ng

BASIC RECORDS MANAGEMENT WORKSHOP– LDP 14

RATIONALE

Records management is critical in the organization for decision-making. The key values in records management include good storage, quick access and retrieval, safety, security and confidentiality.

Unfortunately, some organizations do not have skills in managing records. This impacts negatively on employees and the organization as a whole.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in records management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the functions of records management;
- classify records in organizations;
- develop appropriate techniques for managing records; and
- apply appropriate computer software for records management.

PROGRAMME CONTENT

- ✓ Records Management: An Overview
- ✓ Office Management and Control
- ✓ Records Keeping Function in Organizations
- ✓ Classification of Records
- ✓ Freedom of Information Act (Fol)
- ✓ Indexing and Filing Systems
- ✓ Personnel Records
- ✓ Financial Records
- ✓ Storage and Retrieval of Records
- ✓ Disposal of Records
- ✓ E-Records Management

✓ Case Studies in Records Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers, Human Resource/Personnel Officers, Accountants, Supervisors, Secretaries and all other officers involved in record keeping in organizations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: July 10- 14, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Bolarinwa E. B.
Phone No.: 08133180393, 08187805461
E-mail: b.bolarinwa@cmd.gov.ng

Abuja

Duration: 5 days
Date: Nov. 06 – 10, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Oyewusi Temiloluwa Joy
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Email: tj.oyewusi@cmd.gov.ng

Owerri

Duration: 5 days
Date: October 09 – 13, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind

Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Mmoke Olisa
Phone Nos.: 07032241533/09063176687
Email: uo.mmoke@cmd.gov.ng

Uyo

Duration: 5 days
Date: August 07 – 11, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Anazia, D. N
Phone No.: 08035525957
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Bauchi

Duration: 5 days
Date: May 08 -12, 2023
Venue: CMD North-East Zonal Office, No. 1 Buzaye Close, Off Bendel Road New GRA, Bauchi, Bauchi State.
Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Bissala M.L
Phone No.: 08072450321
E-mail: ml.bisalla@cmd.gov.ng

ADVANCED RECORDS MANAGEMENT WORKSHOP – LDP 15

RATIONALE

Advanced Records Management provides an in-depth analysis of the key issues and challenges facing those responsible for managing records and information systems in the current business environment. It further enhances the basic records management workshop, which is fundamental to records

management.

Critical issues like the management of archives and cloud computing in records management in the 21st Century pose challenges to organizations. Therefore gaining skills and competencies in these areas will boost organizations' records-keeping functions.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies needed to build on the basic skills and techniques covered in Records Management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- review records management policy;
- discuss records management commendable practices;
- manage Information on the cloud;
- assess inherent risk in records management; and
- apply archival and registry practices.

PROGRAMME CONTENT

- ✓ Advanced Records Management: An Overview
- ✓ Information governance
- ✓ Records Management Policy Development
- ✓ Archival Management
- ✓ Registry Management
- ✓ E-Records Management
- ✓ Introduction to Cloud Computing
- ✓ Records Risk Assessment
- ✓ Legislative Impact of Records Management (FOI Act)
- ✓ Transparency and Records Management
- ✓ Records Management Commendable Practices

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers, Human Resource/Personnel Officers, Accountants, Supervisors, Secretaries and all other officers involved in record keeping in organizations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: October 16 – 20, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Bolarinwa B.
Phone Nos.: 08133180393, 08187805461
E-mail: b.bolarinwa@cmd.gov.ng

Abuja

Duration: 5 days
Date: Nov.06 –10, 2023
Venue: CMD North-Central Zonal Office 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Fatima Binta Musa
Phone No.: 08036383330
Email: fb.musa@cmd.gov.ng

Owerri

Duration: 5 days
Date: November 27 – 01 December, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Lawal Haruna
Phone No.: 08069570862, 09063176687

Email: h.lawal@cmd.gov.ng

CUSTOMER RELATIONS MANAGEMENT WORKSHOP – LDP 16

RATIONALE

The customer is the reason for being in business and deserves all attention. As such, we must find creative ways to manage the relationship with customers. Customer relations are being able to keep the customer on the radar and give him due recognition and assurance.

It aims at carrying customers along and keeping them abreast of products, services and events in organizations. This will help attract, retain and transform customers into loyal friends and partners.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to manage customer relations for enhanced performance.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the needs of customers;
- respond effectively to their complaints;
- develop strategies for enhancing customer relations;
- communicate effectively with customers; and
- use feedback from customers to improve service delivery.

PROGRAMME CONTENT

- ✓ Customer Relations: An Overview
- ✓ Customer Behaviour
- ✓ Customer Surveys, Profiling and Evaluation
- ✓ Customer Value Creation
- ✓ Customer Attraction and Retention
- ✓ Quality Service Delivery
- ✓ Managing Customer Satisfaction
- ✓ Effective Communication with Customers

- ✓ Handling Customer Complaints
- ✓ Building Customer-Driven Organisations
- ✓ Emotional Intelligence
- ✓ Managing Difficult Customers

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Marketing Managers/Officers, Sales Manager /Officers, Distribution Managers/Officers, Product Managers/Officers, Customer Relations Managers/Officers, Front Desk Officers and every Officer who deals directly with organizations' clients.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days
Date: October 23 - 27, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Bolarinwa E. B.
Phone No.: 08133180393, 08187805461
E-mail: b.bolarinwa@cmd.gov.ng

Abuja

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD North- Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Fatima Binta Musa
Phone No.: 08036383330
Email: fb.musa@cmd.gov.ng

Kano

Duration: 5 days

Date: June 05 - 09, 2023
Venue: CMD North- West Zonal Office,
African Alliance Building, F1
Sani Abacha Way,
Kano.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Abubakar Uba
Phone No.: 08099469136
Email: u.abubakar@cmd.gov.ng

Owerri
Duration: 5 days
Date: May 15 – 19, 2023
Venue: CMD South-East Zonal Office,
No. 1, Amamasi Close,
Ndubuisi Kanu Avenue, Behind
Concord Hotel, New Owerri,
Imo State.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Anyara Ikechukwu
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Email: i.anyara@cmd.gov.ng

Uyo
Duration: 5 days
Date: August 07 - 11, 2023
Venue: CMD Zonal Office, 131, Udo
Umana Street, Uyo, Akwa-Ibom
State
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Ukpe, I. A
Phone No.: 08039469678
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Ibadan
Duration: 5 days
Date: October 23 - 27, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: T. Eniola
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Email: ao.eniola@cmd.gov.ng

WORKSHOP ON MANAGING THE HUMAN RESOURCE FOR SUSTAINABLE RESULTS – LDP 17

RATIONALE

Human Resource is the most dynamic asset in every organization. It is the factor that differentiates a successful organization from the others. Human Resource is of no value if it does not have knowledge, skills and competencies.

The workforce in organizations must be effectively managed for optimal utilization of potentials to obtain desirable results. The desire to achieve excellence and sustained result puts further pressure on organizations to effectively manage and leverage this vital asset.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in Human Resource Management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify appropriate values in human resource management;
- contribute to human resource policy formulation and implementation;
- develop skills in personnel recruitment and selection process;
- evaluate productivity improvement techniques; and
- apply appropriate reward administration system.

PROGRAMME CONTENT

- ✓ Human Resource Management: An Overview

- ✓ Human Resource Policy Formulation and Implementation
- ✓ Human Resource Planning
- ✓ Personnel Recruitment, Selection and Placement
- ✓ Emerging Issues in Human Resource Management
- ✓ Rewards Administration: Providing a Link between Performance and Reward
- ✓ Performance Management Techniques
- ✓ Training and Development
- ✓ Communication in Human Resource Management
- ✓ Disciplinary Procedures
- ✓ Productivity Improvement Techniques

METHODOLOGY

Lecture, discussion, exercise and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE:

Human Resource/Administrative Managers /Officers, Heads of Departments/Divisions in Public and Private sectors.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: June 05 - 09, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: A. N. Nweke (Mrs.)
Phone No.: 08033258089
E-mail: an.nweke@cmd.gov.ng

Abuja

Duration: 5 days
Date: September 18 -22, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Alex Hua Tekura
Phone No.: 08036383330
Email: ta.hua@cmd.gov.ng

Kano

Duration: 5 days
Date: May 08 - 12, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Aminu Garba Tijjani
Phone No.: 08036938252
Email: ga.tijjani@cmd.gov.ng

Owerri

Duration: 5 days
Date: September 18 – 22, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Lawal Haruna
Phone No.: 07068329687, 09063176687
Email: h.lawal@cmd.gov.ng

Uyo

Duration: 5 days
Date: August 21 - 25, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: H. P. Marok
Phone No.: 08052310508
E-mail: hp.marok@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 04 - 08, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: T. Eniola
Phone No.: 08168759481
Email: ao.eniola@cmd.gov.ng

**WORKSHOP ON DEVELOPING HUMAN
RESOURCE /ADMINISTRATIVE OFFICERS'
COMPETENCIES IN THE 21ST CENTURY –
LDP 18**

RATIONALE

The role of Human Resource/Administrative Officers has transformed to include planning, policy formulation, recruitment, selection, placement, team building, training, communication, motivation, performance management, and value creation, amongst others. This has caused performance gaps in some organizations. There is a dire need for these officers to upskill to accommodate these 21st-century functions.

Human Resource/Administrative Officers are crucial to organizational success. Officers who are responsible for Human Resource Management must perform the role competently and professionally.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for performance enhancement in the 21st Century.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss Human Resource policies effectively in the 21st Century;
- coordinate the process of recruitment, selection and placement;

- drive training and development process;
- evaluate performance management function; and
- apply motivation and reward systems.

PROGRAMME CONTENT

- ✓ Developing Human Resource/Administrative Officers' Competencies in the 21st Century: An Overview
- ✓ Job Analysis: Job Design, Job Description
- ✓ Job Evaluation and Grade Structure
- ✓ Recruitment, Selection and Placement
- ✓ Staff Training and Development
- ✓ Performance Management in the 21st Century
- ✓ Industrial Relations Management in the 21st Century
- ✓ Human Resource Records Management
- ✓ E-Personnel Records Management
- ✓ Promotion, Transfer and Posting
- ✓ Career Planning and Development
- ✓ Staff Motivation and Reward System

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Human Resource/Administrative Officers, Project Officers, Managers and Supervisors in both Private and Public Sector and any other who may find the workshop useful.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days
Date: October 23 - 27, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Njoku Helen
Phone No.: 07065131999
E-mail: hi.njoku@cmd.gov.ng

Abuja
Duration: 5 days
Date: July 03 - 07, 2023
Venue: CMD North-Central Zonal
Office,

48, Agadez Street, Off Aminu
Kano Crescent,
Wuse II, Abuja

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Daniel Ehizefua M.
Phone No.: 08035401489
Email: em.daniel@cmd.gov.ng

Uyo
Duration: 5 days
Date: August 14 - 18, 2023
Venue: CMD Zonal Office, 131, Udo
Umana Street, Uyo, Akwa-Ibom
State

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Kanayo Ogor
Phone No.: 08065175766
Email: k.ogor@cmd.gov.ng

Ibadan
Duration: 5 days
Date: August 14 - 18, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: E. O. Okunlola
Phone No.: 08055310513
Email: eo.okunlola@cmd.gov.ng

Kano
Duration: 5 days
Date: September 18 - 22, 2023

Venue: CMD North- West Zonal Office,
African Alliance Building, F1
Sani Abacha Way,
Kano.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Abubakar Uba
Phone No.: 08099469136
Email: u.abubakar@cmd.gov.ng

Owerri
Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD South-East Zonal Office,
No. 1, Amamasi Close,
Ndubuisi Kanu Avenue,
Behind Concord Hotel, New
Owerri, Imo State.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: O. A. Ishola
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Email: oa.ishola@cmd.gov.ng

WORKSHOP ON SUCCESSION PLANNING AND MENTORING – LDP 19

RATIONALE

Succession Planning and Mentoring are key to sustainability and longevity in the organization. Interestingly, many organizations are ill-prepared for this relay and inevitably experience shocks, inefficiencies and setbacks. Managers must develop the competencies to prepare key staff for this transition through Succession Planning and Mentoring.

Succession Planning and Mentoring are processes of preparing and grooming the workforce for the future. They are safeguards organizations put in place against shocks and disconnect when skilled personnel or persons holding key jobs leave the organization unexpectedly.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for Succession Planning and Mentoring.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- implement a culture of succession planning in the organization;
- develop strategies for succession planning and mentoring;
- introduce mentoring schemes; and
- apply appropriate skills in succession planning and mentoring.

PROGRAMME CONTENT

- ✓ Succession Planning and Mentoring: An Overview
- ✓ Succession Planning Process
- ✓ Organizational Structure and Design
- ✓ Human Resource Management and Succession Planning
- ✓ Effective Leadership and Succession Planning
- ✓ Effective Delegation and Authority
- ✓ Mentoring Role and Mentoring Process
- ✓ Staff Training and Development
- ✓ Career Planning and Development
- ✓ Skills, Attitudes and Competencies in Succession Planning
- ✓ Values and Ethics in Succession Planning
- ✓ Challenges of Succession Planning

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Permanent Secretaries, Officers in Directorate Cadre, General Managers, Senior Managers and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: October 16 - 20, 2023
Venue: CMD Training Complex, CMD Road, Shangisha Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Francis I. Iyanya
Phone No.: 08160474833
E-mail: fi.iyanya@cmd.gov.ng

Abuja

Duration: 5 days
Date: May 15-19, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Clementina Akande
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Email: co.ken-akande@cmd.gov.ng

Kano

Duration: 5 days
Date: July 03 - 07, 2023
Venue: CMD North-West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Nasiru Ahmad
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E-mail: na.usman@cmd.gov.ng

Owerri

Duration: 5 days
Date: May 22 - 26, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT

(inclusive)
Contact: Nwaogbe Iheanyi Chukwu
Phone Nos.: 08037929400/09063176687
E-mail: i.nwaogbe@cmd.gov.ng

Ibadan
Duration: 5 days
Date: October 16 - 20, 2023
Venue: CMD South-West Zonal Office,
 No. 38B Francis Okediji Street,
 Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: E. O. Okunlola
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Email: eo.okunlola@cmd.gov.ng

WORKSHOP ON WORK-LIFE HARMONY IN THE 21ST CENTURY – LDP 20

RATIONALE

Work-Life Harmony is equilibrium between work and other aspects of personal goals to achieve a happier life. People pay attention to some of their life goals at the expense of others, and this makes it a challenge that must be resolved. Career success and elevation at the workplace have led many people to neglect their personal health, families, relationships, community activities, leisure, and other interests.

Work-Life Harmony is a central issue for the 21st-century organisation. Balancing work and family life should interest organisations and the nation if they must get the best out of the employees.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to synchronise work

and life for improved productivity in the 21st century.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss work-life harmony issues;
- develop strategies that will lead to work-life harmony in the 21st century;
- respond to challenges of work-life harmony; and
- improve performance and productivity through work-life harmony.

PROGRAMME CONTENT

- ✓ Work-Life Harmony: An Overview
- ✓ Work Pressure and Employee Well-being
- ✓ The Habits of Highly Effective People
- ✓ Goal and Target Setting
- ✓ Organisational Culture and Work-Life Harmony
- ✓ Work-Life Harmony and Productivity
- ✓ Emotional Intelligence
- ✓ Steps to Achieving Work-Life Harmony
- ✓ Nurturing Well-being in the Workplace
- ✓ Time Management
- ✓ Harmonising Work and Family
- ✓ Health and Stress Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers in the Public and Private sectors, Heads of Human resources, Supervisors, Administrators, Policy Makers and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD Training Complex,
 CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Helen Njoku
Phone No.: 07065131999
Email: hi.njoku@cmd.gov.ng

Abuja

Duration: 5 days
Date: May 08 - 12, 2023
Venue: CMD North-Central Zonal Office,
48, Agadez Street, Off Aminu
Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Yusufu Sa'adu
Phone No.: 08134847822
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Kano

Duration: 5 days
Date: September 04 - 08, 2023
Venue: CMD North- West Zonal Office,
African Alliance Building,
F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Gambo Baita
Phone No.: 08036340043
Email: gu.baita@cmd.gov.ng

Ibadan

Duration: 5 days
Date: July 31 - August 4, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: E. I. Ekanem
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Bauchi

Duration: 5 days
Date: November 20-24, 2023
Venue: No. 1 Buzaye Close, Off Bendel Road,

New GRA Bauchi, Bauchi State

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Abubakar B. Yunusa
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Owerri

Duration: 5 days
Date: July 03 - 07, 2023
Venue: CMD South-East Zonal Office,
No. 1, Amamasi Close,
Ndubuisi Kanu Avenue, Behind
Concord Hotel, New Owerri,
Imo State.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Uche Chidinma Peace
Phone No.: 07036372190/09063176687
Email: cp.uche@cmd.gov.ng

SALARY AND REWARD SYSTEMS MANAGEMENT WORKSHOP – LDP 21

RATIONALE

Salaries and Reward Systems are central to the quality of the workforce, operations, and performance. People are rarely satisfied with their salaries for several reasons. These have to do partly with poor salary administration, lack of equity and inflation.

Discontentment in salaries is a source of low morale and most industrial unrests. Organisations must effectively manage salaries and reward systems for improved performance and productivity.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to administer Salaries and Reward Systems.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the concept of salary and reward systems;
- identify strategies for reward systems management;
- create linkages between performance and compensations;
- develop performance-based reward systems; and
- design appropriate compensation packages

PROGRAMME CONTENT

- ✓ Salary and Reward Management Systems: An Overview
- ✓ Strategic Reward Management and Policies
- ✓ Introduction to Enterprise Resource Planning (ERP)
- ✓ Tools and Techniques for Reward Management
- ✓ Grading and Wage Structure
- ✓ Wage Survey and Review
- ✓ Employee Benefits and Allowances
- ✓ Retirement Plan and Pension Management
- ✓ Motivation of Employees
- ✓ Performance-Based Reward Systems
- ✓ Issues and Challenges in Managing Salary and Reward Systems

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Human Resource/ Personnel Managers, Financial Managers/Accountants, Policy Makers and others in the Public and Private sectors.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Abuja

Duration: 5 days
Date: July 31-August 04, 2023
Venue: CMD North-Central Zonal Office
48, Agadez Street, Off Aminu
Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Franca Onotu
Phone No.: 08033109026
Email: fo.onotu@cmd.gov.ng

Ibadan

Duration: 5 days
Date: October 16 - 20, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: A. Dada
Phone No.: 08088112091
Email: a.dada@cmd.gov.ng

Owerri

Duration: 5 days
Date: July 03 - 07, 2023
Venue: CMD South-East Zonal Office,
No. 1, Amamasi Close,
Ndubuisi Kanu Avenue, Behind
Concord Hotel, New Owerri,
Imo State.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Anyara Ikechukwu
Phone No.: 08069570862/09063176687
Email: i.anyara@cmd.gov.ng

**WORKSHOP ON TRADE UNION
MANAGEMENT AND ADMINISTRATION
– LDP 22**

RATIONALE

The relationship between workers and management is sometimes characterised by

disagreements, leading to loss of productive time, other destructive actions and perhaps shutdown of operations. Trade unionism has moved from being an adversary to a more collaborative and partner-driven relationship.

The changing value orientation of industrial relations requires trade unions to have profound knowledge of organisations and labour matters. Therefore, they require the skills to discuss, negotiate and effectively manage relationships.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to manage industrial relations activities competently.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss industrial relations practices;
- demonstrate current value orientation in industrial relations;
- engage in constructive negotiations with management;
- maintain a harmonious relationship with management; and
- manage trade union activities more effectively.

PROGRAMME CONTENT

- ✓ Trade Union Management: An Overview
- ✓ Trade Unions: Structure, Management and Leadership
- ✓ Arbitration, Mediation and Negotiation
- ✓ Emotional Intelligence in Trade Union Management
- ✓ Problem Solving and Decision-Making
- ✓ Communication and Interpersonal Skills
- ✓ Conflict Management and Resolution
- ✓ Changing Orientation in Union/Management Relations
- ✓ Collective Bargaining
- ✓ Grievance Handling and Industrial Disputes
- ✓ Transparency and Accountability in Industrial Relations
- ✓ Case Studies

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Human Resource/Personnel Managers, Industrial Relations Officers, Trade Union Leaders/Officials and other executives responsible for handling industrial relations and trade union matters in organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: November 20 - 24, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Habib Ochu Ishaq

Phone No.: 08034982280

E-mail: h.habibu@cmd.gov.ng

CONFLICT MANAGEMENT WORKSHOP – LDP 23

RATIONALE

Conflict is inherent in every organisation and relationship. It arises from two or more parties disagreeing over things of common interest, values, processes and methods, among other things.

Diverse characteristics of thoughts, attitudes, beliefs, perceptions, systems and structures may have many negative effects if not well managed. Organisations must manage incidences of conflict in the workplace, otherwise, it could result in great setbacks.

This workshop is designed to equip participants with the requisite knowledge,

skills and competencies to manage conflicts.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the concept of conflict management;
- initiate shared values in the management of conflict;
- develop positive attitudes in organisations;
- improve relationships in organisations; and
- apply appropriate intervention strategies in conflict management.

PROGRAMME CONTENT

- ✓ Conflict Management: An Overview
- ✓ Causes and Types of Conflict
- ✓ Tools/Approaches for Conflict Analysis
- ✓ Management/Union Conflicts
- ✓ Conflict Management Strategies
- ✓ Communication and Conflict Management
- ✓ Personal Attitudes towards Conflict
- ✓ Relationship Management (Pre- and Post-Conflict)
- ✓ Emotional Intelligence
- ✓ Time and Stress Management
- ✓ Case Study

METHODOLOGY

Lecture, discussion case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers/Officers, Community Relations Officers, NGOs/Community Based Organisations (CBOs), Trade Union Officers and other stakeholders in conflict management.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days

Date: October 30 – November 03,

2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: A. N. Nweke

Phone No.: 08033258089

E-mail: an.nweke@cmd.gov.ng

Abuja

Duration: 5 days

Date: July 24-28, 2023

Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Otemu Phina

Phone No.: 08034447825

E-mail: pa.otemu@cmd.gov.ng

Kano

Duration: 5 days

Date: September 04 - 08, 2023

Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Abdulazeez Ibrahim

Phone No.: 08031195996

E-mail: a.ibrahim@cmd.gov.ng

Owerri

Duration: 5 days

Date: June 19 – 23, 2023

Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Mmoke Olisa

Phone No.: 070322241533/09063176687

E-mail: uo.mmokwe@cmd.gov.ng

Ibadan

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: S. O. Egene
Phone No.: 08065980987
Email: so.egene@cmd.gov.ng

Uyo

Duration: 5 days
Date: September 04 – 08, 2023
Venue: CMD Zonal Office, 131, Udo
Umana Street, Uyo, Akwa-Ibom
State
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Haruna Audu
Phone No.: 08111151255
E-Mail: sh.audu@cmd.gov.ng

Bauchi

Duration: 5 days
Date: July 24-28, 2023
Venue: No. 1 Buzaye Close Off Bendel Road,
New GRA Bauchi, Bauchi State
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: EL. Dan Many
Phone No.: 08098242443
E-mail: pa.otemu@cmd.gov.ng

WORKSHOP ON WORK ETHICS AND ORGANISATIONAL PRODUCTIVITY – LDP 24

RATIONALE

Organisations that wish to score high on corporate governance and service delivery are defined by ethical conduct and high productivity. A little slip in ethics could lead to a negative image and other fatal consequences.

Managers must ensure that hard work, competencies, integrity, customer values, productivity and ethical conduct must be engendered in their operations. Their conduct and operations should always also be underlined by creativity, cordial relations, transparency, and equity. However, building organisations that are strong in these values can be very tasking.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to raise the consciousness for ethical behaviour, code of conduct and higher productivity in organisations.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss factors that predispose employees to unethical conduct;
- clarify the relationship between work ethics and organisational productivity;
- introduce strategies that will ensure work ethics and improve productivity; and
- initiate the attitudinal changes needed in the workplace.

PROGRAMME CONTENT

- ✓ Work Ethics and Organisational Productivity: An Overview
- ✓ Leadership Values and Ethical Behaviour
- ✓ Communication and Interpersonal Relations
- ✓ Ethics and the Environment
- ✓ Emotional Intelligence
- ✓ Code of Conduct in Organisations
- ✓ Attitudinal Change and Challenges
- ✓ Developing Value Orientation in Quality Service Delivery
- ✓ Productivity Improvement Techniques
- ✓ The Role of Technology in Organisations
- ✓ Creativity and Innovation Management
- ✓ Factors Militating Against Ethical Conduct

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers/Officers in the Public and Private Sector and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: July 24 - 28, 2023
Venue: CMD Training Complex,
CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Clifford Amuziem
Phone No.: 08020681776
E-mail: cd.amuziem@cmd.gov.ng

Abuja

Duration: 5 days
Date: September 04 - 08, 2023
Venue: CMD North-Central Zonal Office,
48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Otemu Phina
Phone No.: 08034447825
Email: pa.otemu@cmd.gov.ng

Kano

Duration: 5 days
Date: November 06 - 10, 2023
Venue: CMD North- West Zonal Office,
African Alliance Building,
F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Abdulazeez Ibrahim:
Phone No.: 08031195996
Email: a.ibrahim@cmd.gov.ng

Ibadan

Duration: 5 days
Date: August 21 - 25, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: S. O. Egene
Phone No.: 08065980987
Email: so.egene@cmd.gov.ng

Uyo

Duration: 5 days
Date: August 21 – 25, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Anazia, D. N
Phone No.: 08035525957
Email: dn.anazia@cmd.gov.ng

Owerri

Duration: 5 days
Date: July 17 - 21, 2023
Venue: CMD South-East Zonal Office,
No. 1, Amamasi Close,
Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Anyara Ikechukwu
Phone Nos.: 08069570862/09063176687
Email: i.anyara@cmd.gov.ng

WORKSHOP ON ATTITUDINAL CHANGE AND ETHICAL CONDUCT IN ORGANISATIONS – LDP 25

RATIONALE

The performance of employees is a function of knowledge, skills and attitude. With the right attitude, employees will be willing to learn, acquire skills, show commitment, relate properly and conduct themselves ethically.

Negative attitudes and unethical conduct pose challenges in organisations and nations. We must implement measures to address these concerns to ensure sustained performance and patronage.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to enhance positive attitudes and ethical conduct in organisations.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss factors that constitute positive attitudes at work;
- demonstrate accountability and transparency in the workplace;
- enhance performance through a positive attitude;
- avoid behaviours that constitute unethical conduct; and
- work more collaboratively.

PROGRAMME CONTENT

- ✓ Attitudinal Change and Ethical Conduct: An Overview
- ✓ Planning and Organising Work
- ✓ Work Ethics and Values
- ✓ Developing Positive Ethical Behaviour
- ✓ Effective Management of Resources
- ✓ Effective Communication in Organisations
- ✓ Interpersonal Relations Skills
- ✓ Handling Official Information
- ✓ Personal Effectiveness

- ✓ Attitude Change: Challenges and Strategies
- ✓ Transparency and Accountability
- ✓ Effective Teamwork for Peak Performance

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Administrative Officers, Middle-Level Management Officers, Front desk officers and other officers in Public and Private sector organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Clifford Amuziem
Phone No.: 08020681776
E-mail: cd.amuziem@cmd.gov.ng

Abuja

Duration: 5 days
Date: October 23-27, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Aisha Bello
Phone No.: 08022563533
E-mail: ai.bello@cmd.gov.ng

Ibadan

Duration: 5 days
Date: August 21- 25, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Momoh Yinusa
Phone No.: 08136712954
Email: y.momoh@cmd.gov.ng

Kano
Duration: 5 days
Date: June 05 -09, 2023
Venue: CMD North- West Zonal Office,
African Alliance Building,
F1 Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Usman Salihu Omaku
Phone No.: 08036444628
E-mail: us.omaku@cmd.gov.ng

Owerri
Duration: 5 days
Date: July 03 - 07, 2023
Venue: CMD South-East Zonal Office,
No. 1, Amamasi Close,
Ndubuisi Kanu Avenue, Behind
Concord Hotel, New Owerri,
Imo State.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Uche Chidinma Peace
Phone No.: 07036372190/09063176687
Email: cp.uche@cmd.gov.ng

Bauchi
Duration: 5 days
Date: August 07-11, 2023
Venue: CMD South-West Zonal Office,
No. 1 Buzaye Close, Off Bendel
Road, New GRA, Bauchi, Bauchi
State.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Abdulwahab Abdulrasheed
Phone No.: 07036210200
Email: a.abdulrasheed@cmd.gov.ng

PROBLEM SOLVING AND DECISION- MAKING WORKSHOP - LDP 26

RATIONALE

Problem-solving and decision-making are critical twin functions of managers and are the major reasons they are employed. In today's workplace, costly decisions are made because some managers lack the relevant problem-solving skills. The skills and attitude for solving problems and making decisions can be learned and relearned.

Problems do not go away by ignoring them or by good wishes but by appropriate diagnosis, analysis and actions. Managers use participatory processes in problem solving and decision-making to enlist staff commitment.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to enhance their capabilities in problem-solving and decision-making.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify problems early for ease of solutions;
- analyse problems for sound decision-making;
- design participatory strategies in problem solving and decision-making; and
- apply appropriate problem-solving and decision-making techniques.

PROGRAMME CONTENT

- ✓ Problem Solving and Decision-Making: An Overview
- ✓ Problem Identification and Diagnosis
- ✓ Problem Solving Models and Approaches
- ✓ Information Gathering, Evaluation and Selection of Options

- ✓ Group Problem Solving and Decision-Making
- ✓ Decision-Making Techniques
- ✓ Attitude to Problem Solving
- ✓ ICT in Problem Solving and Decision-Making
- ✓ Ethical Dilemma in Decision-Making
- ✓ Effective Communication in Decision-Making
- ✓ Challenges and Errors in Decision-Making
- ✓ Work-Life Harmony

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers, Policy Makers, Supervisors, Team Leaders and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: A. N. Nweke
Phone No.: 08033258089
E-mail: an.nweke@cmd.gov.ng

Abuja

Duration: 5 days
Date: December 04 - 08, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Akande Celestina
Phone No.: 08032521270
Email: co.ken-akande@cmd.gov.ng

Owerri

Duration: 5 days
Date: October 23 – 27, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Anyara Ikechukwu
Phone No.: 08069570862/09063176687
E-mail: i.anyara@cmd.gov.ng

Kano

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Abubakar Uba
Phone No.: 08099469136
E-mail: u.abubakar@cmd.gov.ng

Owerri

Duration: 5 days
Date: July 24 - 28, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Nwaogbe Iheanyichukwu
Phone No.: 08037929400/09063176687
E-mail: i.nwaogbe@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 25 - 29, 2023
Venue: CMD South-West Zonal Office,

No. 38B Francis Okediji Street,
Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: A. Dada

Phone No.: 08088112091

Email: a.dada@cmd.gov.ng

Uyo

Duration: 5 days

Date: September 04 – 08, 2023

Venue: CMD Zonal Office, 131, Udo
Umana Street, Uyo, Akwa-Ibom
State

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Ukpe, I. A

Phone No.: 08039469678

Email: ia.ukpe@cmd.gov.ng

WORKSHOP ON CREATIVITY AND INNOVATION IN A VUCA WORLD – LDP 27

RATIONALE

Rapid technological changes in a volatile, uncertain, complex and ambiguous (VUCA) world have given rise to creative thinking and a rapid decision-making process. Organisations need highly creative and innovative staff to do things differently, remain operationally efficient, excel in service delivery and stay highly competitive.

Organisations have a responsibility to search out new creative and innovative ways in the VUCA world. They must create a supportive environment that will enable all staff to contribute creatively and innovatively to the organisation.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to enhance creativity and innovation in organisations.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the role of creativity and innovation in organisations;
- create a supportive environment for creativity and innovation;
- build highly creative teams;
- impact organisations for continuous performance and improvement; and
- apply the dynamics of creativity and innovation in organisations.

PROGRAMME CONTENT

- ✓ Creativity and Innovation in VUCA World: An Overview
- ✓ The Creative Process in Creativity and Innovation
- ✓ Organisational Readiness and Self-Awareness in Creativity and Innovation
- ✓ Creative Thinking: Lateral and Vertical Thinking
- ✓ Creative Problem Solving and Decision-Making
- ✓ Creating the Right Environment for Creativity and Innovation
- ✓ Managing Creative and Talented People
- ✓ Ethics and Values in Creativity and Innovation
- ✓ Building Highly Creative Teams
- ✓ Technology in Creativity and Innovation
- ✓ Change Management in Creativity and Innovation

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Policy and Strategic Decision Makers, Leaders, Managers at all Levels, Officers, Consultants and Entrepreneurs in the Public and Private sectors and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD Training Complex,
CMD Road, Shangisha Lagos.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Njoku Helen
Phone No.: 070065131999
Email: hi.njoku@cmd.gov.ng

Abuja

Duration: 5 days
Date: June 19 – 23, 2023
Venue: CMD North-Central Zonal
Office,
48, Agadez Street, Off Aminu
Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT
(inclusive)
Contact: Ozaveshe Asishana
Phone No.: 08062227972
Email: o.asishana@cmd.gov.ng

Kano

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD North- West Zonal Office,
African Alliance Building, F1
Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Abdullahi M. Kotes
Phone No.: 08160914016
Email: ak.muhammad@cmd.gov.ng

WORKSHOP ON PERFORMANCE MANAGEMENT IN A VUCA WORLD – LDP 28

RATIONALE

Organisations operating in the volatile, uncertain, complex and ambiguous (VUCA) environment need to improve operations, attain targets, add value and achieve efficiency and effectiveness for enhanced

service delivery. However, several organisations fail to meet their goals due to poor performance management.

Organisations must have quality staff, set objectives, plan well, communicate, monitor, motivate and evaluate performance. These are critical elements of performance management in the VUCA world.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to enhance performance management practices in the VUCA world.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain Performance Management in the VUCA world;
- identify key elements of Performance Management;
- design a framework for Performance Management;
- develop an effective feedback mechanism; and
- enhance Performance Management system.

PROGRAMME CONTENT

- ✓ Performance Management in the VUCA World: An Overview
- ✓ Management Process
- ✓ Goal and Target Setting
- ✓ Performance Standards and Indicators
- ✓ Communication in Performance Management
- ✓ Monitoring and Evaluation
- ✓ Performance Appraisal Methods (Management by Objectives, 360o System, Balance Score-Card, Strategy Map, etc.)
- ✓ Coaching, Counselling and Mentoring Skills
- ✓ Motivation and Reward Systems

- ✓ Training and Development
- ✓ Performance Improvement Techniques
- ✓ Setting up Performance Management System

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

General Managers, Human Resource Managers/Officers, Managers, Project Managers, Heads of Departments/Divisions /Units and other Officers in the Public and Private Sectors.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 11 - 15, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: A. N. Nweke
Phone No.: 08033258089
E-mail: an.nweke@cmd.gov.ng

Abuja

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Alex Hua Tekura
Phone No.: 08036383330
Email: Lupper2018@yahoo.com

Owerri

Duration: 5 days
Date: August 14 – 18, 2023

Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Igbinedion Moses

Phone Nos.: 08099147027/09063176687

Email: am.igbinedion@cmd.gov.ng

Uyo

Duration: 5 days
Date: October 09 – 13, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Solomon, Alabi
Phone No.: 08165549791
Email: sf.alabi@cmd.gov.ng

WORKSHOP ON EFFICIENCY AND PERFORMANCE IMPROVEMENT IN THE 21ST CENTURY – LDP 29

RATIONALE

Efficient and effective performance are key values in organisations. The factors that can bring about these values are leadership, policies, strategies, competencies and target setting. Others are operating techniques, technology, prudent management of resources, supportive work climate and compensation.

Therefore, there is a need for management to create a supportive environment for employees to perform their functions effectively and efficiently.

This workshop is designed to equip participants with the requisite knowledge, skills and

competencies to put in place factors that will lead to efficiency, effectiveness and enhanced performance in the 21st-century organisation.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss factors that affect performance;
- examine performance measurement tools for the desired result;
- manage teams for enhanced performance; and
- create a supportive work environment.

PROGRAMME CONTENT

- ✓ Efficiency and Performance Improvement in the 21st Century: An Overview
- ✓ Efficiency and Performance Indicators
- ✓ Performance Improvement Techniques
- ✓ Work Attitude, Efficiency and Performance
- ✓ Setting and Monitoring Targets
- ✓ Performance Measurement and Evaluation
- ✓ Human Capacity Development
- ✓ Compensation and Performance
- ✓ Managing Teams for Enhanced Performance
- ✓ Creating a Supportive Work Environment
- ✓ Communication and Interpersonal Relationship
- ✓ Challenges of Efficiency and Performance Improvement in Organisations

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers, Officers and Supervisors in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: October 23 - 27, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: O. Faokunla
Phone Nos.: 08032819279
E-mail: o.faokunla@cmd.gov.ng

Abuja

Duration: 5 days
Date: August 21 - 25, 2023
Venue: CMD North- Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Rita Nnamani
Phone No.: 08034477690
E-mail: ri.nnamani@cmd.gov.ng

Kano

Duration: 5 days
Date: August 07 – 11, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Nafisa Barau N.
Phone No.: 08169282598
E-mail: n.nuuman-barau@cmd.gov.ng

Owerri

Duration: 5 days
Date: 31 July – 04 August 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Monye Stephen
Phone Nos.: 08039464032/09063176687
E-mail: cs.monye@cmd.gov.ng

Ibadan

Duration: 5 days
Date: October 09 - 13, 2023
Venue: CMD South-West Zonal Office,
 No. 38B Francis Okediji Street,
 Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: Momoh Yinusa
Phone No.: 08136712954
E-mail: y.momoh@cmd.gov.ng

Bauchi

Duration: 5 days
Date: May 08 - 12, 2023
Venue: CMD North-East Zonal Office,
 No. 1 Buzaye Close, Off Bendel
 Road, New GRA, Bauchi, Bauchi
 State.
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: Ahmed A.O
Phone No.: 08038065083
E-mail: ao.ahmed@cmd.gov.ng

Uyo

Duration: 5 days
Date: Nov. 20 – 24, 2023
Venue: CMD Zonal Office, 131, Udo
 Umana Street, Uyo, Akwa-Ibom
 State
Course Fee: ₦150,000.00 per participant
 VAT (inclusive)
Contact: Anazia, D. N
Phone No.: 08035525957
E-mail: dn.anazia@cmd.gov.ng

**WORKSHOP ON BUILDING HIGH
 PERFORMING TEAMS IN THE 21st
 CENTURY – LDP 30**

RATIONALE

To excel in service delivery and achieve results on a sustained basis, organisations need

effective teams. Some talented employees are reluctant to work in teams. They may not have the patience to wait for other staff that are not as gifted.

Managers/Officers must influence and motivate staff to operate in teams. Teamwork provides for the exchange of knowledge and skills among staff, creates peer influence, motivates and provides synergy and continuity in the workplace. They must take steps to develop and maintain high-performing teams for sustained optimal performance.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to develop effective work teams.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the concept of teamwork in the 21st century;
- examine team development stages;
- discuss team values for enhanced performance;
- build 21st century high-performing teams; and
- apply leadership skills in team management.

PROGRAMME CONTENT

- ✓ Building High Performing Teams in the 21st Century: An Overview
- ✓ Stages of Team Development
- ✓ Team Building Roles and Functions
- ✓ Group Dynamics
- ✓ Team Maintenance and Leadership
- ✓ Effective Communication in Teams
- ✓ Interpersonal Relations in Teams
- ✓ Group Decision-Making
- ✓ Values, Beliefs and Attitude in Teams
- ✓ Handling Team Conflict
- ✓ Time and Stress Management
- ✓ Evaluating Team Performance

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Departments/Divisions/Units, Team Leads, Managers and Officers in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: June 19 – 23, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Bolarinwa B.
Phone Nos.: 08133180393, 08187805461
E-mail: b.bolarinwa@cmd.gov.ng

Abuja

Duration: 5 days
Date: May 29 – June 02, 2023
Venue: CMD North-Central Zonal Office,
48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Asekome Sekinatu
Phone No.: 08032159531
E-mail: sr.asekome@cmd.gov.ng

Kano

Duration: 5 days
Date: May 08 – 12, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Haliru Sani Rini
Phone No.: 07033075262

E-mail: hr.sani@cmd.gov.ng

Owerri

Duration: 5 days
Date: August 21 - 25, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Mmoke Olisa
Phone No.: 07032241533/09063176687
E-mail: cs.monye@cmd.gov.ng

Ibadan

Duration: 5 days
Date: October 23 - 27, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: T. O. Ogbemede
Phone No.: 08034791905
Email: ot.ogbemede@cmd.gov.ng

Uyo

Duration: 5 days
Date: September 18 – 22, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Ukpe, I. A
Phone No.: 08039469678
Email: ia.ukpe@cmd.gov.ng

Bauchi

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD North-East Zonal Office, No. 1 Buzaye Close, Off Bendel Road, New GRA, Bauchi, Bauchi State.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Abubakar B. Yunusa

Phone No.: 08138145841

E-mail: cs.monye@cmd.gov.ng

**WORKSHOP ON TIME MANAGEMENT AND
PERSONAL EFFECTIVENESS IN THE 21ST
CENTURY – LDP 31**

RATIONALE

Time is a key resource, and managing it effectively cannot be over-emphasised. In the 21st-century business world, employees are faced with many pressures-work and personal. The ability to manage self and time effectively contributes to employees' enhanced performance.

Good time management lies at heart not only of personal effectiveness but also of organisational success. Employees must make the best of their own time and talent including those of the people around them if the team and organisations achieve their objectives and goals.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to manage time and self effectively and efficiently.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the concept of time management and personal effectiveness in the 21st century;
- discuss principles of time management and personal effectiveness;
- develop techniques for time management and personal effectiveness; and
- manage time effectively in the 21st century

PROGRAMME CONTENT

- ✓ Time Management and Personal Effectiveness in the 21st Century: An

Overview

- ✓ Personal Development Planning
- ✓ Principles and Practice of Time Management
- ✓ Planning and Organising Work
- ✓ Tools and Techniques for Time Management and Personal Effectiveness
- ✓ Effective Delegation and Authority
- ✓ Assertiveness Skills
- ✓ Stress Management
- ✓ Emotional Intelligence
- ✓ Time Wasting Factors
- ✓ Personality Profile
- ✓ Team Work

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Departments/Divisions/Units, Managers, Officers and Consultants in the Public and Private Sector and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 21 - 25, 2023

Venue: CMD Training Complex,
CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant,
VAT (inclusive)

Contact: Clifford Amuziem

Phone No.: 08020681776

E-mail: cd.amuziem@cmd.gov.ng

Abuja

Duration: 5 days

Date: November 20 - 24, 2023

Venue: CMD North- Central Zonal Office,
48, Agadez Street, Off Aminu
Kano Crescent, Wuse II, Abuja

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Fatima Binta Musa
Tel. Phone: 08032567078
Email: fb.musa@cmd.gov.ng

Ibadan

Duration: 5 days
Date: May 22 - 26, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: E. I. Ekanem
Phone No.: 08033896117
Email: ei.ekanem@cmd.gov.ng

Owerri

Duration: 5 days
Date: September 04 – 08, 2023
Venue: CMD South-East Zonal Office,
No. 1, Amamasi Close, Ndubuisi
Kanu Avenue, Behind Concord
Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Monye Stephen
Phone No.: 08039464032/09063176687
Email: cs.monye@cmd.gov.ng

Uyo

Duration: 5 days
Date: September 18 – 22, 2023
Venue: CMD Zonal Office, 131, Udo
Umana Street, Uyo, Akwa-Ibom
State

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Haruna Audu
Phone No.: 08111151255
Email: sh.audu@gov.ng

MANAGEMENT WORKSHOP FOR HEALTH PROFESSIONALS AND ADMINISTRATORS IN THE 21ST CENTURY – LDP 32

RATIONALE

Health professionals and administrators work together to deliver health care services to the general public. They promote good health, diagnose ailments, prescribe treatment, administer medication, carry out medical research, and perform various other related functions.

Health professionals and administrators are responsible for managing medical staff, health care facilities and other resources. They have a compelling need to upgrade service delivery, make health care accessible, promote good health, and reduce medical tourism.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective managerial functions in health service delivery.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- analyse health management functions;
- build health teams;
- use appropriate techniques in problem-solving; and
- provide health services effectively and efficiently.

PROGRAMME CONTENT

- ✓ Management for Health Professionals and Administrators in the 21st Century: An Overview
- ✓ Health Service Delivery in the 21st Century
- ✓ Management Concept and Process in Health Service Delivery

- ✓ Leadership Roles and Functions in Health Service Delivery
- ✓ Managing Performance in Health Service Delivery
- ✓ Managing Staff of Health Organisations in the 21st Century
- ✓ Management of Material Resources and Facilities in Health Organisations
- ✓ Effective Communication in Health Service Delivery
- ✓ Building High Performing Teams in the Health Sector
- ✓ The Role of Health Technology in Health Service Delivery
- ✓ Budgeting and Budgetary Control in Health Service Delivery
- ✓ The National Health Insurance Scheme (NHIS) and Health Service Delivery

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Health Professionals and Practitioners, Health Providers and Administrators, and any other person who may find this workshop useful.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days

Date: September 18 - 22, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Habib Ochu Ishaq

Phone No.: 08036781525

E-mail: h.habibu@cmd.gov.ng

WORKSHOP ON OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT (HSE) IN THE 21ST CENTURY – LDP 33

RATIONALE

A healthy workforce has the capacity to plan, think creatively, work hard, achieve targets, upgrade standards and achieve excellence. Many factors predispose people to hazards and ill health at the workplace. They include industrial processes, exposure to chemicals, operating of machines, seating conditions, slippery floors, electrical faults, pandemics and several other conditions.

Hazards and non-observance of safety rules result in diseases, accidents, injuries, sicknesses, impairment, death, damages and loss of properties. Health, safety and environment are key values in organisational processes and must be effectively managed.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to maintain healthy and safe conditions in the workplace.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify hazards associated with various jobs;
- sensitize staff on health and safety;
- create a safe work environment;
- respond appropriately to emergencies; and
- curtail the spread of diseases.

PROGRAMME CONTENT

- ✓ Occupational Health, Safety and Environment (HSE) in the 21st Century: An Overview
- ✓ Environmental Pollution and Waste Management
- ✓ Occupational Hazards: Types and Management

- ✓ Time and Stress Management in the 21st Century
- ✓ Coaching, Counseling and Mentoring
- ✓ Regulatory and Institutional Framework for Occupational Health and Safety
- ✓ Health Education and Promotion in the 21st Century
- ✓ Emergency Management and Evacuation Planning
- ✓ Electrical and Fire Safety with Simulation Exercises
- ✓ First Aid with Simulation Exercises
- ✓ Pandemic Response Preparedness and Contact Tracing
- ✓ Incidence Reporting in the 21st Century

METHODOLOGY

Lecture, discussion, practical sessions, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Officers in the Public and Private Sector, Engineers, Factory Workers, Laboratory Scientists, Health and Safety Workers.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 25 - 29, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Habib Ochu Ishaq
Phone No.: 08036781525
E-mail: h.habibu@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 25 - 29, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: T. Eniola
Phone No.: 08168759481
Email: ao.eniola@cmd.gov.ng

WORKSHOP ON 21ST CENTURY LEADERSHIP – LDP 34

RATIONALE

Organisations operate today in a global environment characterised by competition and rapid technological advancement. The success of organisations depends on the capability of leaders who are responsible for providing vision and direction.

Leaders should respond strategically, develop values, influence appropriately, mobilize resources and reward people for sustained goal achievement. They should build strong institutions, manage resources effectively, benchmark, draw on commendable practices, add value and continuously improve performance in the 21st Century.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for enhanced organisational performance.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- develop result-oriented value systems;
- build teams for peak performance;
- respond effectively to challenges;
- make quality decisions; and
- apply appropriate 21st-century leadership styles.

PROGRAMME CONTENT

- ✓ 21ST Century Leadership: An Overview
- ✓ Leadership Roles and Functions in the 21st Century
- ✓ Transparency and Accountability
- ✓ Leadership and Corporate Governance
- ✓ Leadership Styles and Motivation in the

- ✓ 21st Century
- ✓ Effective Communication and Interpersonal Relations Skills
- ✓ Coaching, Counseling and Mentoring
- ✓ Building High Performing Teams
- ✓ Effective Delegation and Authority
- ✓ Emotional Intelligence
- ✓ Time and Stress Management
- ✓ Change Management Strategy in the 21st Century

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Permanent Secretaries/DGs, Directorate Cadre, Managers, Management Consultants, Advisers to Chief Executives in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: August 14 - 18, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Francis I. Iyanya
Phone No.: 08160474833
E-mail: fi.iyanya@cmd.gov.ng

Abuja

Duration: 5 days
Date: August 07 -11, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Alasela Lukman
Phone No.: 08037004283
Email: l.alasela@cmd.gov.ng

Kano

Duration: 5 days
Date: July 17 - 21, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Aminu Bello
Phone No.: 08035866943
E-mail: a.bello@cmd.gov.ng

Owerri

Duration: 5 days
Date: June 05 – 09, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Lawal Haruna
Phone Nos.: 07068329687/09063176687
Email: h.lawal@cmd.gov.ng

Ibadan

Duration: 5 days
Date: August 28 – September 01, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: A. I. Odiagbe
Phone No.: 08134556910
Email: a.odiagbe@cmd.gov.ng

Uyo

Duration: 5 days
Date: October 09 – 13, 2023

Venue: CMD Zonal Office, 131, Udo
Umana Street, Uyo, Akwa-Ibom
State
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Kanayo Ogor
Phone No.: 08065175766
Email k.ogor@cmd.gov.ng

Bauchi

Duration: 5 days
Date: December 11 - 15, 2023
Venue: CMD North-East Zonal Office,
No. 1 Buzaye Close, Off Bendel
Road New GRA, Bauchi, Bauchi
State.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Ado Ahmed Usman
Phone No.: 08038065083
Email: b.ado@cmd.gov.ng

WORKSHOP ON STRATEGIC MANAGEMENT IN A VUCA WORLD – LDP 35

RATIONALE

Strategic planning and implementation are core requirements for organisational success and sustainability in today's volatile, uncertain, complex and ambiguous (VUCA) environment. Organisational effectiveness and efficiency in the VUCA world require leaders to acquire appropriate leadership techniques.

Strategic planning is about vision, mission, goals, objectives, values, critical analysis, choices, responses, benchmarking, commendable practices and competitive edge. Strategic implementation, on the other hand, is a meticulous effort to achieve planned goals. It is the process of transforming vision and plans into actions and results.

This workshop is designed to equip leaders with the requisite knowledge, skills and competencies for strategic planning and implementation in a VUCA world.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the vision, mission and objectives of an organisation in a VUCA world;
- conduct environmental analysis using appropriate techniques and tools;
- produce functional strategic plans in a VUCA world;
- effect change as part of strategy implementation; and
- review strategic plans.

PROGRAMME CONTENT

- ✓ Strategic Management in a VUCA World: An Overview
- ✓ Vision, Mission and Values of Organisation
- ✓ Statement of Objectives and Targets
- ✓ Environmental Analysis: The Internal and External Environment
- ✓ Developing Strategic Options and Choices
- ✓ Activity Planning
- ✓ Strategic Plan Implementation Techniques and Processes
- ✓ Strategic Plan: Financing and Implementation Challenges
- ✓ Change Management Strategies
- ✓ Strategic Human Resource Management
- ✓ Evaluating Strategic Plan

METHODOLOGY

Lecture, discussion, case study, film show and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE:

Permanent Secretaries/DGs, Directorate Cadres, Managers, Management Consultants, Advisers to Chief Executives, Planning Officers at all levels and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: November 6 - 10, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦170,000.00 per participant VAT (inclusive)
Contact: Francis I. Iyanya
Phone No.: 08160474833
E-mail: i.anyara@cmd.gov.ng

Uyo

Duration: 5 days
Date: October 16 – 20, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦170,000.00 per participant VAT (inclusive)
Contact: Africa, P. E
Phone No.: 08038065083
Email: pe.africa@cmd.gov.ng

Ibadan

Duration: 5 days
Date: November 20 - 24, 2023
Venue: CMD South-West Zonal Office No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦170,000.00 per participant VAT (inclusive)
Contact: V. R. Aiyeola-Adebanjo
Phone No.: 08023363330
Email: vr.aiyeola@cmd.gov.ng

STRATEGIC HUMAN RESOURCE MANAGEMENT (SHRM) WORKSHOP – LDP 36

RATIONALE

The Human Resource (HR) is the most essential factor of production and service delivery in any organisation. The quality of the HR in the organisation determines the quality of service delivery, which in turn determines its productivity. The turbulent business environment calls for strategic thinking and Strategic Human Resource Management (SHRM).

This provides an opportunity to launch out to gain a competitive advantage through performance improvement techniques and strategic analysis and options in the business environment. Thus, the HR Manager must respond appropriately to ensure organisational sustainability.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in Strategic Human Resource Management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify the roles of HR managers as agents of strategic change;
- examine HR policies in a dynamic business environment;
- analyse the implication of new trends on HR policies in the organisation;
- design action plans for strategic HRM; and
- apply strategic options in HRM.

PROGRAMME CONTENT

- ✓ Strategic Human Resource Management: An Overview
- ✓ Human Resource Policy Formulation and Implementation

- ✓ Strategic Human Resource Function
- ✓ Performance Improvement Techniques in Organisation
- ✓ Developing Result-Oriented Value Systems
- ✓ Succession and Career Planning
- ✓ Application of ICT in Human Resource Management
- ✓ Human Resource Manager as an Agent of Change
- ✓ Human Resource Planning in a Dynamic Business Environment
- ✓ Strategic Analysis and Options
- ✓ Gaining Competitive Advantage through Human Resource Management
- ✓ Emotional Intelligence

METHODOLOGY

Lecture, discussion, case study and practical exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Permanent Secretaries, Directors-General, Directorate Cadre, Human Resource Managers/Officers in Public and Private Sector of the economy.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 Days
Date: November 20 - 24, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Francis I. Iyanya
Phone No.: 08160474833
E-mail: fi.iyanya@cmd.gov.ng

Ibadan

Duration: 5 days
Date: August 14 - 18, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: D. A. Adeyemo

Phone No.: 08109921100

Email: da.adeyemo@cmd.gov.ng

WORKSHOP ON TRAINING CONTENT DEVELOPMENT – LDP 37

RATIONALE

Management Development/Training Officers are responsible for developing suitable learning materials for trainees. Oftentimes in the organisation, there seems to be a gap in the knowledge, skills and competencies of management developers and trainers, which needs to be filled for organisational effectiveness.

Creating learning objects can, however, be achieved by tapping into the ready-made body of information and resources like published research works, blog posts, books, newspapers, building new ones from scratch, etc.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies needed for effective Training Content Development.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss sources for content development;
- explain the process of literature search;
- extract information from diverse sources for training content development;
- process data comprehensively;
- develop appropriate training content; and
- design professional learning materials.

PROGRAMME CONTENT

- ✓ Training Content Development: An Overview
- ✓ Generating Content Ideas

- ✓ Using Physical and E-Library
- ✓ Literature Search
- ✓ Data Processing and Presentation
- ✓ Use of Internet
- ✓ Useful Tools in Content Writing
- ✓ Content Creation
- ✓ Writing and Refining your Content
- ✓ Referencing and Citation
- ✓ Graphics Design
- ✓ Video Making

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Human Resource Development Managers, Consultants, Training Officers, Presenters and Content Creators.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos.

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: A. N. Nweke
Phone No.: 08033258089
E-mail: an.nweke@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 25 - 29, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: E. O. Okunlola
Phone No.: 08055310513
Email: eo.okunlola@cmd.gov.ng

WORKSHOP ON STRATEGIES FOR HANDLING DIFFICULT STUDENTS IN THE 21ST CENTURY – LDP 38

RATIONALE

Dealing with 21st-century students has been a challenge to schools, teachers, parents and guardians. This is because the present generation of students significantly differs from past generations. The emergence of modern technology has not helped matters in some cases. Students who are otherwise in class can launch into other climes with different cultures and values. This has caused a disparity in their behaviours.

Therefore, there is a need for school administrators and teachers to acquire adequate competencies to enable them to handle the existing realities. They need specific strategies to manage difficult, defiant and unmotivated students effectively.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to manage difficult students.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the concept of 21st-century deviant students;
- identify ways of coaching, counselling and mentoring; and
- apply principles of pedagogy.

PROGRAMME CONTENT

- ✓ Strategies for Handling Difficult 21st Century Students: An Overview
- ✓ Assessing Deviant and Unmotivated Students
- ✓ Coaching, Counselling and Mentoring
- ✓ The Learning Environment
- ✓ Principles of Pedagogy

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Proprietors of Schools, Principals, Teachers, Administrative Officers, Management of Public and Private Schools, and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Duration: 2 days

Date: August 08 - 09, 2023

Venue: CMD Training Complex CMD Road, Shangisha, Lagos

Course Fee: ₦40,000.00 per participant VAT (inclusive)

Contact: Michael Bamigboye

Phone No.: 08150769353

E-mail: m.bamigboye@cmd.gov.ng

WORKSHOP ON EFFECTIVE TEACHING TECHNIQUES IN THE 21st CENTURY – LDP 39

RATIONALE

Teaching is a complex, ever-changing and evolving profession that places context-specific demands on its practitioners. In addition to teaching, teachers are expected to be administrators, counsellors, negotiators, mentors and social scientists.

As such, it becomes apparent that the initial Teacher's Training College programme may not be adequate to equip teachers to meet the many and varied demands placed on them. Teachers are therefore expected to update and upgrade their skills constantly to meet up with the rapidly changing technological advancement proactively.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective teaching techniques and classroom management in the 21st century.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the principles of effective teaching in the 21st century;
- identify individual learning styles; and
- apply modern teaching methods and techniques.

PROGRAMME CONTENT

- ✓ Effective Teaching Techniques in the 21st Century: An Overview
- ✓ The Teacher's Role in Child Development in the 21st Century
- ✓ Principles of Effective Teaching
- ✓ Learning Styles in the 21st Century
- ✓ Modern Teaching Methods and Techniques in Schools

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce the training and learning methods.

TARGET AUDIENCE

Education Officers, Teachers, School Administrators, and other Stakeholders in School Management.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Duration: 2 days

Date: August 15 - 16, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos

Course Fee: ~~₦~~40,000.00 per participant VAT (inclusive)

Contact: Michael Bamigboye

Phone Nos.: 08150769353, 07038619910

E-mail: m.bamigboye@cmd.gov.ng

WORKSHOP ON CURRENT TRENDS IN MARKETING FOR SCHOOL GROWTH – LDP 40

RATIONALE

School growth requires more than traditional means of marketing. In a competitive environment, schools need new marketing trends to flourish. Marketing skills are required in this fast-growing digital world as they will help the school management understand how to reach out and attract greater patronage.

A school with a unified brand, experience and conducive environment achieves a competitive advantage in recruiting teachers, retaining students and building loyalty among parents.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to explore new trends in marketing for schools and win more students.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify the role of management in school growth;
- build a relationship with stakeholders; and
- apply current trends in marketing to win more students.

PROGRAMME CONTENT

- ✓ Current Trends in Marketing for School Growth: An Overview
- ✓ Growth Mind-Set for School Management
- ✓ Traditional and Modern Marketing Techniques

- ✓ Stakeholders Relationship Management
- ✓ Branding as a Strategy for School Growth

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Education Officers, Proprietors, Administrative Officers, Principals, Head Teachers, School Consultants, Management of Public and Private Schools and any other who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Duration: 2 days

Date: August 22 - 23, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos

Course Fee: ~~₦~~40,000.00 per participant (VAT inclusive)

Contact: Michael Bamigboye

Phone Nos.: 08150769353, 07038619910

E-mail: m.bamigboye@cmd.gov.ng

STAKEHOLDER MANAGEMENT WORKSHOP – LDP 41

RATIONALE

The ability to communicate and relate with stakeholders gives managers a unique advantage in managing expectations, dealing with difficult situations and negotiating their way for positive results.

Stakeholders are the people and organisations whose attitudes and actions impact the achievement of goals. They include clients, employees, labour unions, the local community, government authorities and regulators. Effective engagement ensures that their concerns are addressed, and this builds positive attitudes towards the organisation.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies to manage stakeholder relationships.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify factors that affect stakeholders' relationships;
- discuss ways of achieving teamwork;
- develop strategies to determine stakeholders' interests; and
- use effective communication in stakeholders management.

PROGRAMME CONTENT

- ✓ Stakeholders Management: An Overview
- ✓ Stakeholders Engagement
- ✓ Approaches and Principles
- ✓ Stakeholders Analysis/Mapping
- ✓ Strategies to Determine Stakeholders' Interests
- ✓ Maintaining Positive Stakeholders Relationships
- ✓ Effective Teamwork
- ✓ Relating with Difficult Stakeholders
- ✓ Problem Solving and Decision-Making
- ✓ Conflict Management
- ✓ Emotional Intelligence in Stakeholders Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Departments/Divisions/Units, Managers, Officers and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: August 21 - 25, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Njoku Helen Ifeanyi
Phone No: 07065131999
E-mail: hi.njoku@cmd.gov.ng

Ibadan

Duration: 5 days
Date: November 06 - 10, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: E. O. Okunlola
Phone No.: 08055310513
E-mail: eo.okunlola@cmd.gov.ng

WORKSHOP ON EFFECTIVE CHANGE MANAGEMENT IN THE 21ST CENTURY – LDP 42

Change is inevitable. 21st Century developments have necessitated the need to acquire skills and competencies to manage change for growth and development. While Change Management is generally classified as a “soft skill,” it is a very rigorous and measurable process that can offer great advantages to organisations that apply change management initiatives.

Change management is a systematic approach to dealing with the transition of an organisation's goals, processes and technologies. Organisations of the 21st century must embrace change to ensure relevance and sustainability.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies needed to manage change.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the concept of change management in the 21st century;
- develop strategies for implementing change;
- communicate the change process; and
- apply the change management skills.

PROGRAMME CONTENT

- ✓ Change Management in the 21st Century: An Overview
- ✓ Planning the Change Management Process
- ✓ Team Building for Change Management
- ✓ Communication and Stakeholders Engagement
- ✓ Change Management Skills
- ✓ Commendable Practices in Organisational Change Management
- ✓ Emotional Intelligence
- ✓ Client and Manager Relationship
- ✓ Challenges of Change Management
- ✓ Implementing and Evaluating Change
- ✓ Sustaining the Change Momentum

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Directorate Cadre, Consultants, Human Resource Managers, Managers, Supervisors and other officers in Private and Public Sectors.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 Days

Date: July 24 - 28, 2023

Venue: CMD Training Complex,
CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Njoku Helen Ifeanyi

Phone No: 07065131999

E-mail: hi.njoku@cmd.gov.ng

Owerri

Duration: 5 days

Date: November 06 - 10, 2023

Venue: CMD South-East Zonal
Office, No. 1, Amamasi
Close, Ndubuisi Kanu
Avenue, Behind Concord
Hotel, New Owerri, Imo
State.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Igbiniedion Moses

Phone Nos.: 08099147027, 09063176687

E-mail: am.igbiniedion@cmd.gov.ng

WORKSHOP ON MATERIALS AND LOGISTICS MANAGEMENT IN THE 21ST CENTURY – LDP 43

RATIONALE

The operational efficiency and performance of organisations depend on the efficient movement of materials. Organisations suffer an operational breakdown and extensive down-times when logistics management is not efficient.

Logistics is concerned with the inflow and outflow of information, goods and services, as well as appropriate collaboration with vendors. It has to do with efficient planning and movement of materials to ensure speed, economy, good storage, and reduction of cost and waste.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies required to manage materials and logistics in the 21st century.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- plan the flow and distribution of materials;
- prepare materials and logistics budget;
- execute logistics arrangements;
- handle risk issues in materials and logistics management; and
- manage the inventory system.

PROGRAMME CONTENT

- ✓ Materials and Logistics Management in the 21st century: An Overview
- ✓ Materials and Logistics: Planning and Budgeting
- ✓ Inventory Planning and Control System
- ✓ Procurement Planning
- ✓ Materials Handling and Storage Planning
- ✓ Store and Warehousing Management
- ✓ Security, Safety Measures and Codification
- ✓ Materials Distribution Management
- ✓ Fleet Management
- ✓ Risk Management
- ✓ Fraud Management in Materials and Logistics
- ✓ Time and Stress Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Material Officers and Managers, Logistic Officers, Procurement Officers, Warehouse Managers, Operations Managers, Inventory Controllers and Supervisors in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 Days
Date: November 20 - 24, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Njoku Helen Ifeanyi
Phone No: 07065131999
E-mail: hi.njoku@cmd.gov.ng

Uyo

Duration: 5 days
Date: November 6 – 10, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150, 000.00 per participant (VAT inclusive)
Contact: Marok, H. P
Phone No.: 08052310508
E-mail: hp.marok@cmd.gov.ng

Owerri

Duration: 5 days
Date: October 09 - 13, 2023
Venue: CMD South-East Zonal Office, No. 1, Amamasi Close, Ndubuisi Kanu Avenue, Behind Concord Hotel, New Owerri, Imo State.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Anyara Ikechukwu
Phone Nos.: 08069570862/09063176687
Email: i.anyara@cmd.gov.ng

ECONOMIC MANAGEMENT PROGRAMMES - EMP

PUBLIC SECTOR ACCOUNTING WORKSHOP EMP – 01

RATIONALE

Transparency, accountability and efficiency in the use of resources are essential values in public sector administration. Public sector accounting entrenches these values in public organisations. Financial statements provide information on operations, resource utilization, efficiency and effectiveness of organisations.

The statements also aid planning and form the basis of analysing and reporting on the performance of the organisations. The introduction of International Public Sector Accounting Standards (IPSAS) aims to ensure commendable practices in public sector accounting, minimizing bureaucracy and enhancing efficiency.

This workshop is designed to equip and update participants with the requisite knowledge and skills in Public Sector Accounting.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss commendable practices in public sector accounting;
- generate financial information for managerial decision-making;

- address challenges in public sector financial management; and
- use public sector accounting as an instrument to achieve organizational goals.

PROGRAMME CONTENT

- ✓ Public Sector Accounting: An Overview
- ✓ Basis of Accounting in the Public Sector
- ✓ Presentation of Financial Statements (IPSAS 1)
- ✓ Principles and Procedures of Book Keeping in Public Sector Organisations
- ✓ Disclosure of Financial Information about the General Government Sector (IPSAS 22)
- ✓ Presentation of Budget Information in Financial Statements (IPSAS 24)
- ✓ Budgeting and Budgetary Control in the Public Sector
- ✓ Accountability and Transparency in the Public Sector
- ✓ Sources and Administration of Funds
- ✓ Financial control Measures in the Public Sector
- ✓ Performance Audit in the Public Sector
- ✓ Fraud Prevention, Detection and Control Measures

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Directors of Finance and Accounts, Heads of Accounts Divisions, Accountants, Treasurers and Budget Officers in public sector organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: July 03 - 07, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦100, 000.00 per participant (VAT inclusive)

Contact: Peter Ufot

Phone No.: 08033527793

Email: p.ufot@cmd.gov.ng

**AUDITING IN PUBLIC AND
PRIVATE SECTOR
ORGANISATIONS
WORKSHOP – EMP 02**

RATIONALE

The resources of organisations must be effectively documented, monitored and protected to avoid possible abuse. The audit process prevents abuse and demands that managers and staff give a good account of the assets and liabilities of their organisations.

Auditors' advice is based on laid down processes and procedures to ensure conformity to standards. They create a culture of accountability in which everyone takes responsibility for protecting and accounting for the organisation's resources.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for the effective execution of audit assignments.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss audit procedures;

- analyze acceptable evidence in auditing;
- manage the relationship between audit and other departments effectively; and
- recommend controls to safeguard organisational resources.

PROGRAMME CONTENT

- ✓ Audit Process and Procedures
- ✓ Responsibilities and Functions of Auditors
- ✓ Internal Audit Control System
- ✓ Evidence Gathering (Assets and Liabilities)
- ✓ Audit Inspection and Investigation Techniques
- ✓ Value for Money Audit
- ✓ Financial Control Measures in Organisations
- ✓ Fraud Prevention, Detection and Control
- ✓ Verification of Stores and Stock
- ✓ Audit Report Writing and Communication

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Internal Audit, Heads of Accounts Departments/Divisions/Units, Internal Audit Officers and Accountants in public and private organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: October 16 - 20, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Peter Ufot

Phone No.: 08033527793

Email: p.ufot@cmd.gov.ng

Kano

Duration: 5 days
Date: September 18 - 23, 2023
CMD North- West Zonal Office,
African Alliance Building, F1
Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Aminu Bello
Phone No.: 08035866943
Email: a.bello@cmd.gov.ng

FINANCIAL MANAGEMENT AND EXPENDITURE CONTROL WORKSHOP – EMP 03

RATIONALE

Financial assets and liabilities should be effectively managed to attain organisational goals. Every organisation must key into the value orientation of managing their financial resources and controlling their expenditure.

However, most staff in some organisations lack adequate skills and competencies to perform these roles.

This workshop is designed to equip participants with the requisite knowledge, skills and attitude for effective financial management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss financial management;
- manage financial resources effectively;
- prepare financial statements; and
- apply adequate control measures.

PROGRAMME CONTENT

- ✓ Financial Management: An Overview
- ✓ Financial Management: Policy Formulation and Implementation

- ✓ Revenue Generation Strategies and Expenditure Framework
- ✓ Budgeting and Budgetary Control
- ✓ Third-Party Arrangement for Expenditure Control
- ✓ Preparation of Financial Statements
- ✓ Fraud Prevention, Detection and Control Techniques
- ✓ Investment Appraisal Techniques
- ✓ Cost Benefit Analysis
- ✓ Sources and Application of Funds
- ✓ Financial Transparency and Accountability

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Finance and Accounts Managers, Consultants, Analysts and those responsible for Financial and Managerial Accounting duties in public and private organisations.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days
Date: November 06 - 10, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Udoh O. I.
Phone No.: 07031254264
Email: oi.udoh@cmd.gov.ng

Ibadan

Duration: 5 days
Date: August 07 - 11, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: V. R. Aiyeola-Adebanjo

Phone No.: 08023363330
Email: vr.aiyeola@cmd.gov.ng

MANAGEMENT OF FINANCIAL RESOURCES WORKSHOP – EMP 04

RATIONALE

The present economic state of the nation has affected the allocation of funds to public sector organisations. Public sector managers are contending with dwindling and delayed statutory allocations, especially in this period of global economic meltdown. They also face a shortfall in internally generated revenue which, in turn, is slowing down their activities and productivity.

Therefore, financial managers need the appropriate skills to source and manage financial resources appropriately.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective management of financial resources.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify viable sources of funds;
- analyse methods of managing organisations' financial resources;
- set financial objectives for organisations; and
- prepare a realistic budget.

PROGRAMME CONTENT

- ✓ Management of Financial Resources: An Overview
- ✓ Leadership Role in Financial Management
- ✓ Budgeting and Budget Management
- ✓ Financial Control Measures

- ✓ Improving Revenue Generation during Economic Meltdown
- ✓ Procurement and Contract Management
- ✓ Sources and Application of Funds
- ✓ Financial Transparency and Accountability
- ✓ Tools and Techniques for Fraud Prevention, Detection and Control
- ✓ Cost Control and Cost Reduction Techniques
- ✓ Challenges in Management of Financial Resources

METHODOLOGY

Lecture, discussion, case study, group exercise and demonstrations. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Finance Department, Division and Finance Managers.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: October 30 - November 3, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Okeke S. N.
Tel. Phone: 08035761766
Email: sn.okeke@cmd.gov.ng

WORKSHOP ON FINANCE AND ACCOUNTING FOR NON- ACCOUNTANTS – EMP 05

RATIONALE

Almost all operations and activities of organisations have financial consideration. Basic knowledge of finance and accounting is necessary for every staff, particularly managers.

Finance and accounting staff need professional knowledge and skills in finance and accounting to perform their functions. In contrast, non-accountants need an understanding of the basic principles of finance and accounting. They need the knowledge to interact with finance and accounting personnel to interpret accounting statements and facilitate operations. This workshop is designed to equip participants with basic knowledge and skills in finance and accounting principles and procedures.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss finance and accounting;
- identify basic components of financial statements;
- analyse cost behaviour to solve finance and accounting problems;
- prepare a budget to guide their operations; and
- apply relevant finance and accounting principles in decision-making.

PROGRAMME CONTENT

- ✓ Finance and Accounting: An Overview
- ✓ Concepts of Financial Management
- ✓ Bank Reconciliation
- ✓ E-Cash Management and Operation of Imprest Account

- ✓ Cost Control and Cost Reduction Techniques
- ✓ Cost-Benefit and Break-Even Analysis
- ✓ Comparative Analysis of Public and Private Sector Accounting System
- ✓ Responsibility and Stewardship Accounting
- ✓ Managerial Accounting for Decision-making
- ✓ Introduction of Financial Reporting Under IPSAS
- ✓ Preparation and Interpretation of Financial Statements
- ✓ Budgeting and Budgetary Control

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Departments/Divisions/Units, Supervisors and other officers in Public and Private Sector in disciplines other than finance and accounting.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Udoh O. I.
Phone No: 07031254264
Email: oi.udoh@cmd.gov.ng

Ibadan

Duration: 5 days
Date: August 14 - 18, 2023

Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: E. O. Okunlola

Phone No.: 08055310513

Email: eo.okunlola@cmd.gov.ng

**FINANCE AND
ACCOUNTING SKILLS
IMPROVEMENT
WORKSHOP – EMP 06**

RATIONALE

Accounting and Finance Officers play a key role in the management of organisations. As operations and management of organisations become more complex, new skills are needed in all facets.

Finance and accounting officers require improved skills and competencies to develop, organise and improve the financial systems of their organisations. These will enhance performance in financial decisions and practices.

This workshop is designed to equip participants with the relevant knowledge, skills and competencies in finance and accounting procedures.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- review budget performance in their organisations;
- interpret financial statements;
- use finance and accounting information to aid decisions; and
- apply effective finance and accounting systems.

PROGRAMME CONTENT

- ✓ Finance and Accounting: An Overview
- ✓ Concepts and Principles of Finance and Accounting
- ✓ Sources of Finance and Accounting Information
- ✓ Introduction to Charts of Accounts (Uniform Reporting)
- ✓ Preparation of Financial Statements
- ✓ Analysis and Interpretation of Financial Statements
- ✓ Introduction of Financial Reporting Under IPSAS
- ✓ Cost-Benefit Analysis
- ✓ Budgeting and Budgetary Control
- ✓ Cost Control and Reduction Techniques
- ✓ Audit Plan and Procedures
- ✓ Computer Application in Finance and Accounting

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Accounting and Audit Officers and Supervisors in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant, VAT (inclusive)

Contact: Udoh O. I.
Phone No.: 07031254264
Email: oi.udoh@cmd.gov.ng

Ibadan

Duration: 5 days
Date: July 03 - 07, 2023

Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: V. R. Aiyeola-Adebanjo

Phone No.: 08023363330

Email: vr.aiyeola@cmd.gov.ng

Kano

Duration: 5 days

Date: November 13 - 17, 2023
CMD North- West Zonal Office,
African Alliance Building, F1
Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Aminu Bello

Phone No.: 08035866943

Email: a.bello@cmd.gov.ng

PUBLIC FINANCE MANAGEMENT WORKSHOP – EMP 07

RATIONALE

There is a significant need to improve the management of public organisations. Against the background of depleting financial allocations, increasing demand for effective corporate governance and the war against corruption, public institutions cannot but engage in the prudent management of resources.

Financial managers of public organisations have to rise to this challenge by acquiring appropriate skills and competencies.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to manage the financial resources of their organisations.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify sources of funds for public sector organizations;
- explain the challenges of public finance management;
- prepare financial budgets; and
- manage finances to improve the performance of public organisations.

PROGRAMME CONTENT

- ✓ Public Finance Management: An Overview
- ✓ Financial Authorities in the Public Sector
- ✓ Responsibilities and Functions of Public Finance Officers
- ✓ Sources and Administration of Public Funds
- ✓ Budgeting and Budgetary Control in the Public Sector
- ✓ Financial Control Measures in the Public Sector
- ✓ Ethical Requirements in Public Sector Audit and Funding
- ✓ Financial Policy Analysis and Implications
- ✓ Public Project Investment Appraisal
- ✓ Financial Risk Management in the Public Sector
- ✓ Debt Management in Public Organisations
- ✓ Application of Anti-Corruption Law to Public Funds

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Directors of Finance and Accounts, Accountants, Treasurers, Budget Officers, Financial Analysts, Consultants and Advisers, Internal Auditors and others involved in Financial matters.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 4 - 8, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Wojuola Gbenga Muiyiwa.
Phone No.: 08050577397
Email: gm.wojuola@cmd.gov.ng

Ibadan

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: V. R. Aiyeola-Adebanjo
Phone No.: 08023363330
Email: vr.aiyeola@cmd.gov.ng

**BUDGETING AND
 BUDGETARY CONTROL
 WORKSHOP – EMP 08**

RATIONALE

A budget is a tool that helps managers to direct effort, streamline, control and evaluate activities. It is used to drive operations to enhance organisational effectiveness and service delivery.

All managers have to participate in budget preparation for synergy. However, the coordination of the budget process is largely the responsibility of finance and accounting officers. They are expected to develop the template for budget preparation and activate the process.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to effectively carry out budgeting and budgetary control functions.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss various budgeting techniques;
- examine the role of budgeting in the decision-making process;
- prepare master budgets;
- respond to the challenges of budgeting; and
- apply budget as a tool for control.

PROGRAMME CONTENT

- ✓ Budgeting and Budgetary Control: An Overview
- ✓ Budget Preparation process and Decision-making
- ✓ Types and Techniques of Budgeting
- ✓ Cash Budget Preparation
- ✓ Capital Budgeting Techniques
- ✓ Medium-Term Sector Strategy/MTEF and Budget Planning
- ✓ Budgetary Control and Responsibility Accounting
- ✓ Budgeting Transparency and Accountability
- ✓ Budget Monitoring and Evaluation
- ✓ Analysis of Past Budgets
- ✓ Challenges and Conditions for Successful Budgeting in Nigeria

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Finance, Budget Controllers, Budget and Accounts Officers and Budget Analysts/Consultants.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 21-25, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Peter Ufot

Phone No.: 08033527793

Email: p.ufot@cmd.gov.ng

Ibadan

Duration: 5 days

Date: October 9 - 13, 2023

Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: A. I. Odiagbe

Phone No.: 08134556910

Email: a.oddiagbe@cmd.gov.ng

Kano

Duration: 5 days

Date: September 18 - 23, 2023
CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Aminu Bello

Phone No.: 08035866943

Email: a.bello@cmd.gov.ng

STRATEGIC FINANCIAL MANAGEMENT WORKSHOP – EMP 09

RATIONALE

Finance is unarguably one of the most important assets of an organisation. Many organisations have been unable to achieve the objectives for which they were established, not only because of inadequate financial resources but because of the lack of a strategic approach to the management of their finances.

Consequently, to attain organisational goals, financial assets have to be strategically linked to the vision, mission and values of the organisation. They should be effectively planned, harnessed, invested, controlled and monitored to yield desired returns.

This workshop is designed to enable participants acquire knowledge, skills and competencies for strategic management of their organisations' financial resources.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the concept of strategic financial management;
- leverage on financial planning for enhanced performance;
- use the budget as a tool for strategic planning and implementation; and
- apply strategic financial plans to take the organisation to a higher level.

PROGRAMME CONTENT

- ✓ Strategic Financial Management: An Overview
- ✓ Project Identification, Selection and Development
- ✓ Revenue Generation Strategies
- ✓ Strategic Options and Choice
- ✓ Planning and Budgeting Process

- ✓ Procurement as an Element of the Financial Strategic Plan
- ✓ Strategic Inventory Management
- ✓ Fraud Prevention and Control
- ✓ Sources of Finance: Debt-Revenue Mix
- ✓ Corporate Governance in Strategic Financial Management
- ✓ Challenges to Implementation of Strategic Financial Plan

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Permanent Secretaries, Finance Directors, Chief Accountants and Chief Planning Officers.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: July 31- August 04, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Adetimehin S. O.

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STORES AND INVENTORY MANAGEMENT WORKSHOP – EMP 10

RATIONALE

Disruptions in the flow of stocks usually adversely affect operations and goal attainment. Such disruptions usually occur because of ineffective store keeping and inventory management.

Effective store keeping and inventory management can reduce operating costs, damages, waste, theft of inventory and stock-out, which has dire consequences on service delivery.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to effectively manage stores and inventories.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the role of store and inventory management in organisations;
- identify strategies for preventing fraud in inventory management;
- examine store and inventory control system; and
- apply security and safety measures in stores.

PROGRAMME CONTENT

- ✓ Stores and Inventory Management: An Overview
- ✓ The Role of Store and Inventory Managers in Organisations
- ✓ Inventory Planning and Budgeting
- ✓ Vendor Analysis, Rating and Selection
- ✓ Materials Handling and Storage Management
- ✓ Store and Warehousing Management Techniques
- ✓ Security and Safety Measures in the Store and Warehouse
- ✓ Stock Valuation and Verification Techniques
- ✓ Control Measures in Store and Inventory Management
- ✓ Fraud Control in Inventory Management
- ✓ ICT Application in Store and Inventory Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Store/Logistics/Project/Procurement/Warehouse Officers, Facility and Operations Managers, Inventory Controllers and Supervisors in private and public organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 07 - 11, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Tegbe Adedapo

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FORENSIC AND INVESTIGATIVE ACCOUNTING WORKSHOP – EMP 11

RATIONALE

Fraud, embezzlement, corruption and money laundering have become common practices in public and private sector organisations. These financial anomalies have huge negative effects on the operations and performance of organisations and indeed on the nation's development process.

There is a need for appropriate investigations and documentation of financial fraud and analysis of complex financial transactions that involve huge hidden corrupt practices. Investigating these criminal

activities requires forensic and investigative accounting skills with other professionals.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for the discovery of fraud and crucial information that might be used as evidence for litigation.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the challenges of financial irregularities;
- develop skills in forensic and investigative accounting;
- apply forensic and investigative skills to minimize financial anomalies; and
- write a good forensic report.

PROGRAMME CONTENT

- ✓ Forensic and Investigative Accounting: An Overview
- ✓ Contrasting Auditing, Forensic Accounting and Fraud Examination
- ✓ Techniques involved in Forensic and Investigative Accounting
- ✓ Fraud Diamond
- ✓ Red Flags of Forensic and Investigative Accounting
- ✓ White Collar Crimes and Corporate Crimes
- ✓ Fraud Prevention, Detection and Control Measures
- ✓ The Role of the Accountant in Fraud Detection and Investigation
- ✓ Legal consideration in Forensic Examination
- ✓ Digital Forensics
- ✓ Forensic Report Writing and Communication

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Accountants, Auditors, Security and Fraud Investigators, Fraud Litigators, Risk Management Professionals, Compliance Officers, Legal and Credit Control Personnel and Regulatory Authorities.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: September 11 - 15, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Okeke S. N.

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ZERO BASED BUDGETING SYSTEM WORKSHOP – EMP 12

RATIONALE

The budget is an important financial plan that incorporates a systematic analysis and interpretation of financial forecasts in terms of policy targets and the application of resources. Zero-Based Budgeting (ZBB) is a method of budgeting in which all expenses must be justified for each new planning period to remain in the budget.

The ZBB helps organisations allocate resources only to activities critical to their operations, mandate and performance. Budget officers need competencies in ZBB techniques to effectively handle the function.

This workshop is designed to equip participants with the requisite knowledge, skills and

competencies required for Zero-Based Budgeting Systems.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the concept of Zero-Based Budgeting (ZBB);
- develop budget monitoring and evaluation framework;
- integrate ZBB into their Medium-Term Expenditure Framework; and
- operate ZBB system as part of the financial culture in organisations.

PROGRAMME CONTENT

- ✓ Zero-Based Budgeting: An Overview
- ✓ Planning, Programming and the Budget Cycle
- ✓ Concept and Principles of Zero-Based Budgeting
- ✓ Performance Management Framework: Target Setting and Key Performance Indicators
- ✓ Medium-Term Sector Strategy/MTEF and Budget Planning
- ✓ Capital Budgeting Processes and the Zero-Based Budgeting System
- ✓ Costing, Funding Plans and Budgets
- ✓ Estimating Economic Costs and Benefits of Capital Projects
- ✓ Project Selection and Benchmarking
- ✓ Budget Implementation and Procurement
- ✓ Budget Monitoring, Evaluation and Report

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Planning and Budget Officers, Managers and Accountants.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: November 13-17, 2023

Venue: CMD Training Complex,
CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant
VAT (inclusive)

Contact: Okeke S. N.

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PROJECT MANAGEMENT WORKSHOP – EMP 13

RATIONALE

The success of a project is determined by financial returns, its socio-economic benefits and impacts. Ineffective project management is a major reason for the plethora of project failures.

Initiating, planning, executing, controlling and closing organised units of activities that lead to desirable organisational, economic or social objectives enhance project management. This entails setting agreed goals and milestones, regularly assessing progress and offering a framework to balance risk and capability.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in project management to ensure desirable outcomes and impacts.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the project management process;

- select projects that meet the needs of stakeholders;
- adopt strategies in response to risks;
- build effective project teams; and
- manage projects more effectively.

PROGRAMME CONTENT

- ✓ Project Management: An Overview
- ✓ Introduction to Agile Project Methodology
- ✓ Stakeholders Analysis
- ✓ Scope and Integration Management
- ✓ Project Cost Management
- ✓ Managing the Project Team
- ✓ Communication Management
- ✓ Risk Identification and Analysis
- ✓ Procurement Management
- ✓ Result-Based Monitoring and Evaluation
- ✓ Project Closure Management

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Planning and Project Managers and Officers in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: September 04 - 08, 2023

Venue: CMD Training Complex,
Shangisha, Lagos

Course Fees: ₦150,000 per participant VAT
(inclusive)

Contact: Femi Akindoju

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E-mail: Ayodeleakindoju@gmail.com

ABUJA

Duration: 5 days

Date: June 19 – 23, 2023

Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Tilli Nasiru Bagudu

Phone No.: 08063736623

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Ibadan

Duration: 5 days

Date: August 07 - 11, 2023

Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: O. A. Ishola

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Email: oa.ishola@cmd.gov.ng

PROJECT FEASIBILITY AND VIABILITY STUDY WORKSHOP – EMP 14

RATIONALE

Project feasibility and viability study entails a systematic analysis of alternatives and options that pertain to a project, providing information that guides good decision-making in the identification, selection, design and implementation of projects.

Projects are central to organisational transformation and national development. When projects fail, resources are wasted, and progress remains elusive. The reasons why projects fail include among others, poor choices in terms of project identification, design development, strategy selection and

implementation management. These are usually the consequences of the absence of, or poor feasibility and viability studies.

This workshop is designed to equip participants with the knowledge, skills and competencies to conduct project feasibility and viability study.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify relevant questions to ask in carrying out feasibility and viability study;
- determine aspects of a project that require feasibility study;
- assess risks in projects; and
- make decisions on projects in the light of the feasibility study.

PROGRAMME CONTENT

- ✓ Project Feasibility and Viability Study: An Overview
- ✓ Stakeholder Analysis
- ✓ Social and Economic Analysis of Projects
- ✓ Technical Analysis
- ✓ Market and Institutional Analysis
- ✓ Organisation and Management Analysis
- ✓ Environmental and Social Impact Assessment
- ✓ Risk Analysis in Project Feasibility Study
- ✓ Feasibility Study and Project Design
- ✓ Financial Analysis and Projections
- ✓ Projects and Decision Criteria
- ✓ Project Feasibility Report

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Planning and Project Managers and Officers in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: May 22 - 26, 2023

Venue: CMD Training Complex,
Shangisha, Lagos

Course Fees: ₦150,000 per participant VAT
(inclusive)

Contact: Dogo J. S.

Phone No.: 07037888375

E-mail: js.dogo@cmd.gov.ng

**MANAGERIAL ECONOMICS FOR
ORGANISATIONAL EFFICIENCY
WORKSHOP – EMP 15**

RATIONALE

Organisational performance and growth are hinged on good planning, strategies, competencies, effective and efficient utilization of resources and attainment of set targets.

Managerial economics embodies measures and strategies that managers can leverage upon for optimal utilisation of economic and organisational resources. It is therefore an indispensable requirement in managerial function and performance management.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in managerial economics.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify strategic options that will enhance organisational efficiency;

- estimate parameters that affect key organisational performance;
- select effective data gathering methods to enrich decisions;
- adopt commendable practice for enhanced performance; and
- apply budgetary control measures for efficiency.

PROGRAMME CONTENT

- ✓ Managerial Economics for Organisational Efficiency: An Overview
- ✓ Elements of Managerial Economics
- ✓ Effective Data Gathering for Decision-Making
- ✓ Data Presentation and Analysis for Strategic Choices
- ✓ Problem Analysis and Decision-Making
- ✓ Strategic Decision-Making: Game Theory
- ✓ Project Management: Tools and Techniques
- ✓ Investment Analysis
- ✓ Risk Analysis and Management
- ✓ Budgeting and Budgetary Control in Organisation
- ✓ Developing Action Plans

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers and Officers in the Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: July 03- 07, 2023

Venue: CMD Training Complex,
Shangisha, Lagos

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Enejo M

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RESULTS-BASED MONITORING AND EVALUATION WORKSHOP – EMP 16

RATIONALE

Organisations may successfully implement programmes but may not achieve the intended results. Results-based monitoring and evaluation (M&E) approach presents a detailed description of the measurement, analysis and report needed to assess the implementation and impact of a project.

Results-based M&E is a powerful tool to track the progress and impact of programmes and projects, which goes beyond traditional monitoring and evaluation.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in Results-based monitoring and evaluation of projects.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the concept of results-based M&E;
- distinguish between traditional and results-based M&E;
- examine key issues in results-based M&E;
- generate actionable M&E reports; and
- apply relevant tools and techniques for results-based M&E.

PROGRAMME CONTENT

- ✓ Results-Based Monitoring And Evaluation: An Overview
- ✓ Introduction to Impact Evaluation
- ✓ Types and Roles of M&E

- ✓ Results Chain/Results-Based Logic Model
- ✓ Monitoring and Evaluation Frameworks I
- ✓ Monitoring and Evaluation Frameworks II
- ✓ Developing/Choosing Key Performance Indicators
- ✓ Designing a Results-Based M&E System
- ✓ The Results/Performance Measurement Framework & M&E Plan
- ✓ Data Collection for Results-Based M&E
- ✓ M&E Reporting and Reports

METHODOLOGY

Lecture, discussion, case study and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Policy Makers; Project Managers; Planning, Monitoring and Evaluation Officers in Public and Private Sector. Officials of Non-Governmental Organisations with monitoring and evaluation responsibilities will find the workshop beneficial.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: July 17 - 21, 2023

Venue: CMD Training Complex, Shangisha, Lagos

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Rita Folawewo.

Phone No.: 08036739190

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Abuja

Duration: 5 days

Date: October 9 - 13, 2023

Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Tilli Nasiru Bagudu
Phone No.: 08063736623
E-mail: nt.bagudu@cmd.gov.ng

PROGRAMME IMPACT EVALUATION WORKSHOP - EMP 17

RATIONALE

Programmes and projects are undertaken to bring changes in organisations and communities. While logical results chains are typically assumed, impact evaluations are needed to assess causality before observed results can be attributed to designed interventions.

In many instances however, there is little or no follow-through to assess the actual consequences of policy or programme interventions. As such, the real value of such policies, programmes and projects may not be ascertained. The feedback provided for subsequent similar interventions may be inaccurate, resulting in misapplication or waste of resources.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in impact evaluation.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain key concepts in programme impact evaluation;
- discuss strategies that support causal attribution in the design of interventions;
- develop causal links of planned interventions;
- collect appropriate data for programme impact evaluation; and

- use appropriate techniques to analyse data in programme impact evaluation.

PROGRAMME CONTENT

- ✓ Programme Impact Evaluation: An Overview
- ✓ Monitoring and Evaluation
- ✓ Evaluation Criteria
- ✓ Strategies for Causal Attribution
- ✓ Randomized Control Trials
- ✓ Quasi-Experimental Design and Methods
- ✓ Comparative Case Studies
- ✓ Data Collection Tools and Methods in Impact Evaluation
- ✓ Data Analysis Techniques
- ✓ Impact Evaluation Report

METHODOLOGY

Lecture, discussion, case study and practical exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Policy Makers and Analysts; Monitoring and Evaluation Officers; Planning, Research and Statistics Officers; Programme and Project Managers and officials of Community-Based Organisations (CBOs) and Non-Governmental Organisations (NGOs).

Mode of Assessment for Certification: 100 percent attendance and active participation.

Note: Participants are advised to come with a laptop.

Lagos

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD Training Complex, Shangisha, Lagos
Course Fees: ₦150,000 per participant VAT (inclusive)
Contact: Dogo J. S.
Phone No.: 07037888375
E-mail: js.dogo@cmd.gov.ng

Abuja

Duration: 5 days

Date: October 23 - 27, 2023

Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Imam Auwal Salisu

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PROJECT MANAGEMENT IN A VUCA ENVIRONMENT WORKSHOP - EMP 18

RATIONALE

The attainment of societal and organizational goals is achieved through the execution of projects, especially where such projects are well managed. However, the success of projects in delivering desired outcomes depends on how the project managers can deal with changes in the project environment. A Volatile, Uncertain, Complex, and Ambiguous (VUCA) environment is particularly challenging for project managers to deliver set objectives.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for managing projects in a VUCA environment to deliver desirable outcomes.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the use of Big Data in project risk management;
- plan projects in a VUCA environment;
- build alternative scenario;
- undertake sensitivity analysis; and

- perform variance analysis in project management.

PROGRAMME CONTENT

- ✓ Project Management in a VUCA Environment: An Overview
- ✓ Project Planning in a VUCA Environment
- ✓ Scenario Building and Planning
- ✓ Sensitivity Analysis
- ✓ Variance Analysis in Project Management
- ✓ Project Management in a Complex Environment
- ✓ Dealing with Ambiguity in Project Management
- ✓ Big Data and Project Risk Management

TARGET AUDIENCE

Project officers in Public and Private Sector Organisations, Non-Governmental Organisations (NGOs), and Community-Based Organisations (CBOs).

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days

Date: September 11- 15, 2023

Venue: CMD Training Complex, Shangisha, Lagos

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Femi Akindoju

Phone No.: 07064259332

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STRATEGIC FRAMEWORK FOR DEVELOPING MANUFACTURING SECTOR WORKSHOP - EMP 19

RATIONALE

The manufacturing sector has the potential to drive economic robustness, diversification and address the challenge of unemployment in Nigeria. It is a critical sector to be leveraged upon to maximise international trade opportunities, especially with the newly introduced African Continental Free Trade Area (AfCFTA).

However, these can only be realised when there is a deliberate and structured strategic framework geared toward developing the Manufacturing sector in Nigeria at the Federal, State, and Local Government levels.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies for analysing and developing a sound framework for the development of the Nigerian Manufacturing Sector.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify the importance of development banks in the manufacturing industry;
- explain the role of the manufacturing sector in the macroeconomy of Nigeria;
- assess options for financing the Nigerian Manufacturing sector;
- analyse the roles of free trade zones in the sustainability of manufacturing activities; and
- make useful inputs to the development of Manufacturing Sector policies.

PROGRAMME CONTENT

- ✓ Strategies For Manufacturing Sector Development: An Overview
- ✓ Economic Diversification: The Role of the Manufacturing Sector
- ✓ Effect of Macroeconomic Variables on Manufacturing Sector in Nigeria
- ✓ Financing Options for Nigerian Manufacturing Sector
- ✓ Manufacturing Sector and International Trade Issues in Nigeria.
- ✓ Managing the Value Chain in Nigeria's Manufacturing Sector
- ✓ Roles of Stakeholders in Manufacturing Sectors: SON, MAN, NACCIMA, etc.
- ✓ African Continental Free Trade Area (AfCFTA) and Manufacturing Sector in Nigeria.
- ✓ Policies and Strategies for Manufacturing Sector Growth
- ✓ The Role of Capacity Building in Transforming the Manufacturing Sector

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Economic Planning Officers at Federal, State, and Local Government levels, Officials of Chambers of Commerce and Industry at Federal, State, and Local Government levels, Stakeholders in the Manufacturing Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation

Lagos

Duration: 5 days

Date: November 06- 10, 2023

Venue: CMD Training Complex, Shangisha, Lagos

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Dogo J. S.

Phone No.: 07037888375

E-mail: js.dogo@cmd.gov.ng

PLAN AND BUDGET MANAGEMENT WORKSHOP - EMP 20

RATIONALE

The two major instruments for mobilising and managing economic resources are the development plan and the budget. Development plans specify developmental goals, objectives, and desired targets vis-à-vis the strategies for their attainment. The budget is the key instrument for translating development plans into actions and domestic accountability.

Whether plans and budgets fulfill these roles depends on the existence of budget institutions and processes that adequately link plans with budgets. The experience in Nigeria, however, suggests that there is a weak capacity for planning and budgeting, especially at the sub-national levels of government.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in plan and budget management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the significance of plans and budgets in national development;
- identify constraints to effective planning and budgeting at all levels of government;
- analyse the elements of the macroeconomic framework for planning and budgeting;

- recommend measures for promoting fiscal discipline in budgeting; and
- use various approaches to enhance stakeholders' participation in planning and budgeting

PROGRAMME CONTENT

- ✓ Plan and Budget Management: An overview
- ✓ Development Planning and Budgeting
- ✓ Macroeconomic Framework for Planning and Budgeting
- ✓ Budget planning framework: MTSS/MTEF
- ✓ Gender-Responsive Budgeting
- ✓ Plan and Budget Implementation
- ✓ Monitoring and Evaluation of Plans and Budget
- ✓ Identifying and Mitigating Fiscal Risks and Vulnerabilities
- ✓ Fiscal Transparency
- ✓ Costing and Funding plans and budgets
- ✓ Alternative Sources of Financing Budgetary Programmes

METHODOLOGY

Lecture, case analyses, syndicate group discussion, and action planning. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Planning and Budget Officers, Economists, Accountants, Policy Analysts, Researchers, and M&E Officers at all levels of government.

Mode of Assessment for Certification:

100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: June 5 - 9, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Ifadah O. A.

Phone: 08056131988

E-mail: oa.ifada@cmd.gov.ng

Abuja

Duration: 5 days

Date: August 7 - 11, 2023

Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Mustapha Abdullahi

Phone No.: 08035448255

E-mail: m.abdullahi@cmd.gov.ng

**WORKSHOP ON MICROSOFT
PROJECT FOR EFFECTIVE
PROJECT MANAGEMENT -
EMP 21**

RATIONALE

Successfully completing any well-conceived project idea can sometimes be very daunting, especially in a highly volatile, uncertain, complex, and ambiguous (VUCA) business environment. However, the advent of intelligent computer software has made projects tasks completion much more effective and efficient.

Microsoft Project (MS Project) is a leading project management software that enables Project managers and organizations to identify, organize, track and manage the various tasks and resources required for project completion under the constraints of time and cost to achieve a final project target. This workshop is designed to equip participants with the requisite knowledge, skills, and competencies necessary for using MS Project to achieve project outcomes faster and more efficiently.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the process of Project Management;
- use Microsoft Project for creating a robust project plan;
- manage and configure tasks automatically in MS Project;
- allocate project resources efficiently; and
- view project information at a glance.

PROGRAMME CONTENT

- ✓ Introduction to Project Management
- ✓ Overview of the Nine Project Management Knowledge Areas
- ✓ Project Organisation and Management
- ✓ Basic Analytical tools and techniques for Project Management
- ✓ Getting Started with Microsoft Project
- ✓ Planning the Project
- ✓ Tasks Entry and Scheduling
- ✓ Resources Entry
- ✓ Working with Resources
- ✓ Working with your views
- ✓ Printing and Reporting
- ✓ Updating the Project
- ✓ Managing Multiple Projects

METHODOLOGY

Lecture, discussion, and computer hands-on. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Planning Officers, Project Managers, Project Assistants, Project Schedulers, Business Owners, Programme Managers, Project Portfolio Managers, Operations/Production Managers, Architects, Engineers, and other stakeholders involved in Project Management.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Note: *Participants are advised to come with laptops*

Lagos**Duration:** 5 days**Date:** July 24 – 28, 2023**Venue:** CMD Training Complex, CMD Road, Shangisha, Lagos.**Fee:** ₦150,000.00 per participant VAT (inclusive)**Contact:** Ifadah, O. A.**Phone No:** 08056131988**Email:** oa.ifadah@cmd.gov.ng**ECONOMIC POLICY
ANALYSIS AND
MANAGEMENT WORKSHOP -
EMP 22****RATIONALE**

Some national development challenges can be linked to inadequate capacity to appropriately analyse and formulate policies. The problem is however much more than policy formulation. There is also the need to develop the capacity to manage the economic policies effectively.

Economic policies are imperative to infrastructural development, poverty alleviation, employment creation, women and youth empowerment, crime reduction, and tackling other economic challenges.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies to effectively analyse, formulate and manage economic policies.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain relevant concepts in economic management;

- build relevant econometric models for economic analysis and management;
- analyse the impact of economic policies on development;
- develop the capacity to manage economic policies effectively; and
- advise on policies that will positively impact the people.

PROGRAMME CONTENT

- ✓ Economic Policy Analysis and Management: An Overview
- ✓ Microeconomic Analysis: Markets Analyses, Social Welfare, Trade, and Public Policy
- ✓ Computation of National Accounts
- ✓ Macroeconomic Framework: Closed and Open Economy
- ✓ Tools and Techniques in Economic Policy Analysis and Management
- ✓ Concepts and Dimensions of Growth and Development
- ✓ Processes of Model Building, Estimation, and Output Analysis
- ✓ Elements and Dimensions of Macroeconomic Policy: Fiscal and Monetary Policies
- ✓ Sectoral Dimensions of Macroeconomic Policy Analysis and Management
- ✓ Economic Policy Making and Implementation: Strategies and Challenges
- ✓ Computer Applications for Economic Analysis: E-views and Stata

METHODOLOGY

Lecture, discussion, case study, exercise, and computer practice. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Policy Analysts, Financial Managers, Planning Officers, Statisticians, Economists, and other stakeholders in Economic Policy Planning and Implementation in Public and Private Sectors.

Mode of Assessment for Certification: 100 percent attendance and active participation.

NOTE: Participants are advised to come with laptops

Lagos

Duration: 5 days
Date: August 14 – 18, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Iheama-Chanma, C. I.
Phone No.: 07036133222
E-mail: ci.iheama-chanma@cmd.gov.ng

Abuja

Duration: 5 days
Date: September 4 - 8, 2023
Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fees: ₦150,000 per participant VAT (inclusive)
Contact: Imam Auwal Salisu
Phone No.: 07034761502
E-mail: as.imam@cmd.gov.ng

WORKSHOP ON EFFECTIVE MANAGEMENT OF BUDGETARY RESOURCES IN THE PUBLIC SECTOR - EMP 23

RATIONALE

The effective and efficient use of budget funds is one of the most important responsibilities for every socially responsible government, especially during financial and economic crises and particularly when there are limited revenue inflows.

Budgetary Resources Managers need upskilling in the various financial management practices, tools, and techniques that exist to support efficient budget resource management, such as information management systems and performance measurement techniques. This has the potential of entrenching efficient management of budgetary resources at every level of government.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective management of budgetary resources.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the processes involved in budget execution;
- examine the workings of Government Integrated Financial Management Information Systems (GIFMIS);
- discuss constraints to effective management of budgetary resources;
- evaluate various phases in public investment management; and
- apply techniques to improve budgetary resource management.

PROGRAMME CONTENT

- ✓ Effective Management of Budgetary Resources: An Overview
- ✓ The Concept of MTEF in the Budgeting Process
- ✓ Techniques for Resource Allocation
- ✓ Key Budget Execution Processes
- ✓ Expenditure Control Processes in Budget Execution
- ✓ Good Practices in Cash and Debt Management
- ✓ Government Integrated Financial Management Information Systems (GIFMIS)

- ✓ Effective Management of Public Investment Phases
- ✓ Performance Measurement in Budget Execution
- ✓ Challenges of Effective Management of Budgetary Resources in Nigeria

METHODOLOGY

Lecture, discussion, and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Planning and Budget Officers at all levels of government.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 28 – September 1, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Ifadah, O. A.

Phone No.: 08056131988

E-mail: oa.ifadah@cmd.gov.ng

ECONOMIC AND FINANCIAL INDICATORS REPORTING WORKSHOP - EMP 24

RATIONALE

Economic and financial information form the basis of assessing performance and making decisions in government and business. Such information is usually provided in various forms of reports, ranging from the formal to the informal.

The accuracy and validity of such reports and the meaning they convey to users will

invariably affect decision-making. Therefore drafters of economic and financial reports should provide accurate and valid information that conveys the true picture of things, while users of such reports should be able to interpret the data.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies to interpret economic indicators and adopt commendable practice in economic and financial reporting.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the fundamentals of economic and financial report writing;
- highlight the role of economic and financial reports in decision-making;
- interpret various economic and financial indicators in reports; and
- write reports that accurately capture economic and financial situations.

PROGRAMME CONTENT

- ✓ Economic and Financial Indicators Reporting: An Overview
- ✓ Fundamentals of Economic and Financial Report Writing
- ✓ Review of Basic Concepts in Economic and Financial Measurement
- ✓ Review of Descriptive and Inferential Statistics
- ✓ Monetary and Fiscal Indicators and Reporting
- ✓ Real Sector Indicators and Reporting
- ✓ Development Indicators and Reporting
- ✓ Analysis and Interpretation of Financial Statement
- ✓ Use of Tables, Charts and Graphs

METHODOLOGY

Lecture, discussion, and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Economic and Financial Correspondents; Planning, Research and Statistics Officers; Economic and Financial Analysts and Officers involved in reporting or using economic and financial information.

Mode of Assessment for Certification:

100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: September 18 – 22, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Oko, Rose

Phone No.: 07039121639, 08028819704

E-mail: ro.oko@cmd.gov.ng

Abuja

Duration: 5 days

Date: October 23 - 27, 2023

Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fees: ₦150,000 per participant VAT (inclusive)

Contact: Imam Auwal Salisu

Phone No.: 07034761502

E-mail: as.imam@cmd.gov.ng

PROCUREMENT PLANNING AND CONTRACT MANAGEMENT WORKSHOP - EMP 25

RATIONALE

The aim of good procurement management is to ensure the delivery of cost-effective and reliable goods and services at an agreed price

and standard. Effective monitoring of contracts at all stages of contractual relationships builds a culture of transparency and compliance in contract management.

Reforms in public procurement practices in Nigeria have brought to the fore the importance of good procurement and contract management practices, which are aimed at ensuring economy and efficiency in project implementation, including the procurement of goods, works, and services.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in procurement and contract management.

LEARNING OBJECTIVES:

At the end of the workshop, participants will be able to:

- discuss the basis for procurement reform;
- examine the procurement process;
- select optimal procurement method;
- prepare bid documents; and
- manage relationships in procurement.

PROGRAMME CONTENT

- ✓ Procurement and Contract management: An overview.
- ✓ Procurement Reforms
- ✓ Procurement Planning and Methods
- ✓ Procurement Process
- ✓ Request for Proposals
- ✓ Preparation and Opening of Bids
- ✓ Bid Examination and Evaluation
- ✓ Guidelines on selection of Consultants
- ✓ Managing Supplier Relationships
- ✓ Contract Risk management
- ✓ Introduction to E-Procurement

METHODOLOGY

Lecture, discussion and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Project Managers, Procurement Officers,
Administrative Officers, Legal Practitioners,
and Contractors.

Mode of Assessment for Certification: 100
percent attendance and active participation.

Lagos

Duration: 5 days
Date: October 16 – 20, 2023
Venue: CMD Training Complex, CMD
Road, Shangisha, Lagos.
Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Iheama-Chanma, C. I.
Phone No.: 07036133222
E-mail: ci.iheamachanma@cmd.gov.ng

Abuja

Duration: 5 days
Date: July 17 - 21, 2023
Venue: CMD North-Central Zonal
Office, 48 Agadez Street,
Off Aminu Kano Crescent,
Wuse II, Abuja.
Course Fees: ₦150,000 per participant
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: Mustapha Abdullahi
Phone No.: 08035448255
E-mail: m.abdullahi@cmd.gov.ng

Ibadan

Duration: 5 days
Date: June 05 -0 9, 2023
Venue: CMD South-West Zonal Office,
No. 38B Francis Okediji Street,
Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant
VAT (inclusive)
Contact: O. A. Ishola
Phone No.: 07039806851
Email: oa.ishola@cmd.gov.ng

WORKSHOP ON CUSTOMER ANALYTICS USING IBM SPSS - EMP 26

RATIONALE

Managing customers' relationships is very critical to organisational growth and competitiveness. The everyday interactions with our customers generate a high amount of valuable data. Customer marketing analysis is an invaluable solution to transforming these data into real knowledge and actionable intelligence.

The goal of this analysis is to get us a precise view of our customers, identify the most profitable groups of customers and send them the most appropriate marketing messages. The IBM SPSS package offers a comprehensive customer analytics tool – the Direct Marketing module. With this tool, we can conduct powerful analyses with very little or no statistical expertise.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies critical for gaining insights from customers' data.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain customer relationship management;
- classify customers according to the recency, frequency, and monetary value (RFM) of their purchases;
- perform complex market segmentations using an advanced clustering method;
- estimate the probability of purchase for each contact in the list; and
- use IBM SPSS application effectively for customer analytics.

PROGRAMME CONTENT

- ✓ Customers Relationship Management: An Overview
- ✓ Customers Relationship Management Strategies
- ✓ Introduction to IBM SPSS
- ✓ Data Entry and Management in IBM SPSS
- ✓ Recency, Frequency, and Monetary Value (RFM) Analysis in SPSS
- ✓ Segmenting Customers using SPSS
- ✓ Generating Customers Profiles
- ✓ Identifying the top responding postal codes
- ✓ Estimating buying probabilities
- ✓ Comparing campaign effectiveness
- ✓ Commendable Practice for winning Customers loyalty

METHODOLOGY

Lectures, discussion, case study and computer hands-on. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Business Owners, Prospective Entrepreneurs, Marketing Professionals, Public Relations Officers and Agents, Marketing Data Analysts, Customer Analysts, Sales/Marketing/Brand Executives, Marketing Team/Enthusiasts, Government Agencies and Parastatals Involved in Media Activities, and Career Professionals Involved in Sales and Marketing.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Note: *Participants are advised to come with laptops*

Lagos

Duration: 5 days

Date: October 30 - November 3, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Olaniyan B. O.

Phone No.: 08038044866

E-Mail: bo.olaniyan@cmd.gov.ng

WORKSHOP ON DATA ANALYSIS AND VISUALIZATION USING MICROSOFT POWER BI – EMP 27

RATIONALE

Data which represents the vast universe of available facts or raw information entities, is very critical to human existence. The ability to effectively and accurately analyse data and communicate data-driven insights is a crucial prerequisite for positively influencing policymakers, business leaders, and governments and enabling them to make effective decisions.

Microsoft Power BI is a robust and user-friendly cloud-based business analytics and visualization tool from Microsoft that helps data professionals bring their data to life and tell more meaningful stories by enabling them to analyse and visualize a wide variety of data with better speed and efficiency.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies for transforming raw and unprocessed data into an impressive dashboard using Microsoft Power BI.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain different levels of data measurement;
- use Microsoft Power BI application for data analysis and visualisation;
- create stunning dashboards using Power BI;

- apply the advanced techniques for data preparation in Power BI; and
- publish results from a dashboard for relevant stakeholders' information needs.

PROGRAMME CONTENT

- ✓ Data Analysis and Visualization Using Microsoft Power BI: An Overview
- ✓ Data, types, and levels of measurement in Data Analysis
- ✓ Descriptive and Inferential Data Analyses
- ✓ Introduction to Microsoft Power Business Intelligence (BI)
- ✓ Cleaning and Transforming Messy Data using Power Query in Power BI
- ✓ Automating Reports with Power BI: From ZERO to Dashboard
- ✓ Guide to Data Modeling, DAX, Filter Context, Row Context, and CALCULATE Function in Power BI
- ✓ Storytelling and the art of building Impressive Dashboards in Power BI
- ✓ Advanced DAX with CALCULATE: The Most POWERFUL Function in DAX
- ✓ Using Composite Models with Aggregations instead of Direct Query only
- ✓ Formatting Visuals for better impression and Publishing Reports

METHODOLOGY

Lecture, discussion, case study and computer hands-on. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Business Analysts, Data Analysts, Business Owners, Policy Analysts, Planning Officers, Economists, Statisticians, Managers, and other Stakeholders involved in Business Data Analysis and Visualization, Economic/Business Planning, Simulation, and Forecasting.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Note: *Participants are advised to come with laptops*

Lagos

Duration: 5 days
Date: November 20 – 24, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Olaniyan B. O.
Phone No.: 08038044866
E-Mail: bo.olaniyan@cmd.gov.ng

MONITORING AND EVALUATION WORKSHOP FOR COMMUNITY BASED DEVELOPMENT PROGRAMMES - EMP 28

RATIONALE

Projects are important components of the development process of every community. Communities embark on projects to develop infrastructure and improve the living conditions of their people. Projects should be sustainable to provide the needed benefits and impact.

M&E of projects poses challenges at every level and if carried out effectively, can help reduce some of the challenges of successful project completion.

This workshop is designed to equip participants with the relevant knowledge, skills and competencies to monitor and evaluate effectively.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- examine phases of community-based projects;
- relate M&E to project development and sustainability;
- utilise M&E tools and techniques;
- carry out M&E of community-based

- projects; and
- ensure the sustainability of community projects.

PROGRAMME CONTENT

- ✓ Community-Based Development Projects: An Overview
- ✓ Project Stakeholders Analysis and Functions
- ✓ Environmental and Social Impact Assessment of Community-Based Projects
- ✓ Approaches to Monitoring and Evaluation of Community-Based Projects
- ✓ Designing Effective Monitoring and Evaluation Tools
- ✓ Participatory Approach to Monitoring and Evaluation
- ✓ Ethics and Values in Monitoring and Evaluation
- ✓ Application of Log-Frame for Evaluating Community-Based Projects
- ✓ Project Result-Based Monitoring and Evaluation
- ✓ Project Monitoring and Evaluation Report Writing
- ✓ Challenges of Community-Based Projects

METHODOLOGY

Lecture, discussion, exercises, and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Project Managers at Federal, State, and Local Government levels, Funding Agencies, and Community-Based organisations. It is also designed for Project Planning Officers in organised private sectors.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Abuja

Duration: 5 days

Date: October 30th -November 3rd, 2023

Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fees: ₦150,000.00 per participant (VAT inclusive)

Contact: Tilli Nasiru Bagudu

Phone No.: 08063736623

E-mail: nt.bagudu@cmd.gov.ng

WORKSHOP ON ETHICAL CONDUCT AND MODALITIES FOR MITIGATING FINANCIAL LOSSES IN ORGANISATIONS - EMP 29

RATIONALE

The importance of ethical conduct in the organisation cannot be overemphasized, as ethics provides the rules for proper behaviour in the workplace. The performance of employees has also been linked to their level of regard for ethics. Officers with the right ethical values will be willing to learn, acquire skills, show commitment, and relate properly with others.

However, unethical conduct poses challenges in organisations which could result in financial losses. These avoidable losses may expose organisations to several financial vulnerabilities and risks that could impose huge debt outlay, which could threaten their corporate existence.

This workshop is designed to equip participants with the requisite knowledge, skill, and competencies in constituting ethical conduct and how to mitigate financial losses.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify unethical conduct and negative attitudes;
- determine actions that constitute ethical behaviours;
- take measures that will prevent financial losses;
- discuss financial management; and
- improve financial transparency and accountability through ethical conduct.

PROGRAMME CONTENT

- ✓ Ethical Conduct and Modalities for Mitigating Financial Losses: An Overview
- ✓ Communication and Interpersonal Relations Skills
- ✓ Work Ethics and Values
- ✓ Handling of Confidential Information
- ✓ Discipline and Disciplinary Procedures
- ✓ Financial Regulations
- ✓ Financial Control Measures
- ✓ Effective Management of Resources
- ✓ Cost-Benefit Analysis
- ✓ Financial Transparency and Accountability
- ✓ Fraud Prevention, Detection, and Control Techniques

METHODOLOGY

Lectures, discussions, syndicate work, case studies, and exercises. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Administrative Officers, Officers saddled with staff discipline, Financial Managers, Accountants, Heads of Accounts, Treasurers, Budget Officers, Internal Audit Officers, and others who may find the workshop useful.

Mode of Assessment for Certification: 100 per cent attendance and active participation

Ibadan

Duration: 5 days

Date: July 17 - 21, 2023

Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.

Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Mr. E .O. Okunlola

Phone No.: 08055310513 or 08032641291

E-mail: eo.okunlola@cmd.gov.ng

WORKSHOP ON REVENUE GENERATION - EMP 30

RATIONALE

Revenue generation is crucial for the government to carry out its responsibilities, which include but are not restricted to stabilization of the economy, redistribution of income, and provision of services in the form of public goods. However, revenue generation has proven to be a challenge in developing countries like Nigeria due to the prevalence of tax evasion, corrupt practices, and political instability, among other issues.

A good approach towards addressing the challenge of revenue generation is to devise appropriate and innovative strategies aimed at boosting revenue levels in the country.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies in evolving revenue generation strategies.

LEARNING OBJECTIVES

At the end of the workshop, participants will be

able to:

- discuss revenue generation;
- identify ways of sourcing for revenue;
- explain methods of improving revenue;
- examine the impact of economic meltdown on revenue generation; and
- state the challenges facing revenue generation in Nigeria.

PROGRAMME CONTENT

- ✓ Revenue Generation: An Overview

- ✓ Theory of Economic Growth
- ✓ Dynamic Relationship in Revenue Generation
- ✓ Revenue Generated Internally by Government
- ✓ Products and Services Provided by Private Sector
- ✓ Sources of Revenue in Local Government
- ✓ Sources of Revenue in State Government
- ✓ Manners of Revenue Allocation by Government
- ✓ Overcoming Impact of Economic Melt-Down on Revenue Generation
- ✓ Challenges of Revenue Generation in Nigeria
- ✓ Improving Internal Generated Revenue in States

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Financial managers, Accountants, Treasurers, Budget & account officers, and top Government functionaries in both public and private organisations.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Ibadan

Duration: 5 days Date: November 13 - 17, 2023

Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: V. R. Aiyeola-Adebanjo

Phone No.: 08023363330

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WORKSHOP ON INTERNATIONAL NEGOTIATIONS FOR EFFECTIVE POLICY - EMP 31

RATIONALE

The process of global economic integration is associated with both opportunities and challenges for developing countries, as their growth is increasingly dependent on the external economic environment.

However, developing countries generally lack the capabilities to analyze the implications of emerging global trends on their economic policy and development.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies in global governance issues and how they could influence domestic policy.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- outline the emergence of globalisation;
- discuss the basic principles of global governance;
- explain the theoretical linkages between trade and development policy;
- highlight various development policy arenas; and
- explain the strategies for effective trade negotiation.

PROGRAMME CONTENT

- ✓ International Negotiations for Effective Policy: An Overview
- ✓ Trade and Development: Theory and Practice
- ✓ Multilateralism and Economic Integration (GATT- Uruguay round, WTO)

- ✓ Integration and Trade in Africa: Need for the African Continental Free Trade Agreement (AfCFTA)
- ✓ African Countries: Victims or Participants (series of case studies)
- ✓ ECOWAS and Regionalism in West Africa
- ✓ Nigerian Trade Policies
- ✓ The Iterative Process of Designing Trade Policy
- ✓ Trade and Pro-poor Growth Policies (Case Studies)
- ✓ Strategies for Effective Trade Negotiation
- ✓ Country Case Studies on Negotiations

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Economists, Diplomats, Trade Negotiators, Policy Analysts, Trade Officers, Researchers, and Students of International Economics.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Ibadan

Duration: 5 days
Date: November 20 - 24, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: O. A. Ishola
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Email: oa.ishola@cmd.gov.ng

ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT PROGRAMMES

INVESTMENT AND RISK MANAGEMENT WORKSHOP – EBDP 01

RATIONALE

Investment management is one of the strategic functions of managers. It is an activity that enables managers to enhance their organizations' earnings and grow the enterprise's value. In an increasingly unstable and competitive business environment, it is necessary for enterprise owners to safeguard and manage their investments against avoidable risks.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for business investment and risk management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss inherent risks in the Nigerian business environment;
- conduct environmental scanning;
- analyse investment opportunities;
- manage business risks; and
- apply investment strategies that will yield good returns.

PROGRAMME CONTENT

- ✓ Investment and Risk Management: An Overview
- ✓ Financial Management and Decision-Making
- ✓ Environmental Scanning
- ✓ Investment Options and Selection
- ✓ Business Risk and Management
- ✓ Portfolio Analysis and Management

- ✓ Feasibility Study and Business Plan
- ✓ Implementation of Business Plan
- ✓ Types and Sources of Business Funds
- ✓ Using Log-frame for Risk Management
- ✓ Evaluation of Investment and Risk
- ✓ Case Studies

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Entrepreneurs; Project Analysts; Loan and Advances Officers; Investment Analysts; Industrial Extension Officers from Federal and State Ministries of Agriculture, Commerce, and Industries; Non-Governmental Organisations (NGOs) and Consultants.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: July 17 - 21, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦50,000.00 per participant (VAT inclusive)
Contact: Uzoechi O. M. (Mrs.)
Phone No.: 08135296089
E-mail: om.uzeechi@cmd.gov.ng

Abuja

Duration: 5 days
Date: November 20 - 24, 2023
Venue: CMD North-Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fees: ₦50,000.00 per participant (VAT inclusive)
Contact: Mustapha Abdullahi
Phone: 08035448255
E-mail: m.abdullahi@cmd.gov.ng

PUBLIC EVENTS MANAGEMENT WORKSHOP – EBDP 02

RATIONALE

Events management has gained increased popularity in recent years. It applies project management principles to developing and managing large-scale events, such as festivals, conferences, weddings, concerts, carnivals, excursions, etc.

Events management services have contributed to the creation of employment and wealth. However, there tends to be a gap in skills to plan and execute successful events. Therefore, it is necessary for Events Managers to acquire the capacity to bring out the commendable in events management.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies to manage events.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- plan events effectively;
- manage logistics related to events;
- monitor and evaluate events; and
- organise events effectively and efficiently.

PROGRAMME CONTENT

- ✓ Events Management: An Overview
- ✓ Conceptualising and Designing Events
- ✓ Developing Template for Events Management
- ✓ Creativity and Innovation in Events Management
- ✓ Events Financing and Sponsorship
- ✓ Marketing of Events
- ✓ Events Logistics
- ✓ Catering Services and Hospitality
- ✓ Effective Teamwork
- ✓ Legal Requirements and Liabilities
- ✓ Planning and Managing Security Challenges in Events

- ✓ Monitoring and Evaluating Events

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Public Relations Officers, Security Officers, Event Organisers and Managers, Protocol Officers, Management Trainers, and Consultants.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: October 30 – November 03, 2023

Venue: CMD Training Complex CMD Road, Shangisha, Lagos.

Course Fee: ₦70,000.00 per participant (VAT inclusive)

Contact: Uzoechi O. M.

Phone No.: 08135296089

E-mail: om.uzoechi@cmd.gov.ng

MONITORING AND EVALUATION (M&E) WORKSHOP FOR MICRO-FINANCE SCHEMES – EBDP 03

RATIONALE

Monitoring and Evaluation (M&E) are important factors in project execution. There is a significant correlation between monitoring and evaluating activities and reduction in the risk of portfolios. Operations of micro-finance organisations are characterised by several challenges, especially in the areas of credit delivery and recovery.

Therefore, institutions must adopt appropriate management practices to ameliorate challenges. They need to effectively integrate

M&E into their credit delivery and recovery functions for operational success.

This workshop is designed to equip participants with the knowledge, skills, and competencies to enable the effective and successful integration of M&E in their activities.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- monitor and evaluate credit schemes;
- use appropriate data gathering methods;
- draw on M&E to enhance the performance of micro-finance schemes; and
- integrate M&E into micro-finance schemes.

PROGRAMME CONTENT

- ✓ Monitoring and Evaluation of Micro-Finance Schemes: An Overview
- ✓ Data Gathering Methods and Analysis in Micro-Finance Activities
- ✓ Financial Performance and Risk Analysis
- ✓ Managing Credit Delivery and Recovery in Micro-Finance Schemes
- ✓ Leadership Skills for Managers/Supervisors
- ✓ Impact Assessment of Micro-Finance Schemes

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Officers in-charge of Microfinance in Commercial Banks, Microfinance Institutions, Non-Governmental Organisations (NGOs), as well as Ministries, Departments, and Agencies of Federal, State, and Local Governments.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 3 days
Date: September 11 –13, 2023
Venue: CMD Training Complex CMD Road, Shangisha, Lagos.
Course Fee: ₦50,000.00 per participant (VAT inclusive)
Contact: Benedicta O. Louis
Phone No.: 08067827382
E-mail: ob.louis@cmd.gov.ng

ENTREPRENEURSHIP DEVELOPMENT WORKSHOP – EBDP 04

RATIONALE

Entrepreneurship development is an intervention for stimulating the economy, creating wealth, and reducing unemployment in the country. There are different perspectives to entrepreneurship development which include policies, strategies, programmes, funding, and skills development. Therefore, the acquisition of entrepreneurial skills is a key to start-up, management, and survival of businesses.

This workshop is designed to equip participants with the knowledge, skills, and competencies required to start and manage business ventures successfully.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- examine the concept of entrepreneurship;
- discuss requirements for developing enterprises;
- develop the right competencies for business success;
- manage challenges in the Nigerian business environment; and
- apply entrepreneurial skills in business management.

PROGRAMME CONTENT

- ✓ Entrepreneurship Development: An Overview

- ✓ Appraisal of the Nigerian Business Environment
- ✓ Business Ideas and Investment Opportunities
- ✓ Setting Up a Business Enterprise
- ✓ Record Keeping and Accounting
- ✓ Sources of Funding a Business
- ✓ Marketing of Products and Services
- ✓ Strategies for Business Sustainability
- ✓ Business Plan Preparation, Evaluation, and Presentation
- ✓ Achievement Motivation
- ✓ Personal Effectiveness
- ✓ Time and Stress Management

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Entrepreneurs, Retiring Officers, Retirees, Cooperatives, Fresh Graduates, and Officers interested in entrepreneurship development.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD Training Complex CMD Road, Shangisha, Lagos.
Fee: ₦70,000.00 per participant (VAT inclusive)
Contact: Tolu Ojo
Phone No: 08023104337
E-mail: mt.ojo@cmd.gov.ng

MICRO-FINANCE RISK MANAGEMENT WORKSHOP – EBDP 05

RATIONALE

Micro-finance institutions (MFIs) play an important role in local economies and poverty alleviation. The poor performance of

the Nigerian economy in recent years has had a rebound effect on small enterprises and weakened their ability to pay back loans. This has raised the risk factor of the micro-finance enterprises and has brought risk management in the enterprises to the fore.

The core goal of risk management is to make proactive decisions about how much risk to tolerate and how to manage the risks that are part of the business.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for effective management of risks in micro-finance activities.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss various micro-finance models;
- develop sustainable micro-finance techniques;
- examine loan repayment factors;
- evaluate products and services of micro-finance institutions; and
- prevent actions that lead to loan delinquency

PROGRAMME CONTENT

- ✓ Micro-finance in Nigeria: An Overview
- ✓ Micro-finance Models
- ✓ Conditions for Granting Credit to Customers
- ✓ Regulatory Issues in Micro-finance
- ✓ Risk Management Methodology
- ✓ Marketing Micro-finance Products
- ✓ Collateral Issues and Revolving Loan Methodologies
- ✓ Credit Delivery and Recovery Methods
- ✓ Funding Sources to Micro-finance Institutions
- ✓ Social Responsibilities of Micro-finance Institutions
- ✓ Monitoring and Evaluation of Micro-finance Programmes

- ✓ Performance Measurement in Micro-finance

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Officers in-charge of Microfinance in Commercial Banks, Micro-finance Institutions, Non-Governmental Organisations (NGOs), as well as Ministries, Departments, and Agencies of Federal, State, and Local Governments.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: November 13 - 17, 2023

Venue: CMD Training Complex CMD Road, Shangisha, Lagos.

Course Fee: ₦70,000.00 per participant (VAT inclusive)

Contact: Benedicta O. Louis

Phone No.: 08067827382

E-mail: ob.louis@cmd.gov.ng

PRE-RETIREMENT WORKSHOP – EBDP 06

RATIONALE

The growing sophistication and complexities of Nigeria's socio-economic environment have made pre-retirement planning a key issue in corporate responsibilities. There are opportunities as well as difficulties in life after retirement, depending on how one has planned or not planned for it.

Retirees should plan and prepare early for retirement to scale the hurdles that retirement throws up. Employers of labour, public and

private organisations, must play a complementary role. Leaving pre-retirement training off to the last few months of employment does not give good results in planning for retirement.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies in personal financial planning and entrepreneurship, as well as provide information on pension issues as they prepare for retirement.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the objectives of the current pension scheme;
- identify post-retirement options and opportunities;
- develop personal financial plans; and
- prepare better for life after retirement.

PROGRAMME CONTENT

- ✓ Pre-retirement Training: An Overview
- ✓ Retirement Benefits in the Current Scheme
- ✓ Pre-retirement Planning
- ✓ Personal Financial Planning
- ✓ Business Ideas and Investment Opportunities
- ✓ Business Plan
- ✓ Life after Retirement
- ✓ Basic Record Keeping and Accounting
- ✓ Personal Effectiveness
- ✓ Time Management
- ✓ Relationship Management and Networking
- ✓ Health and Wellness

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Retiring Officers and Retirees, Pension Desk Officers, and Pension Fund Administrators.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD Training Complex CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Essien S. O.
Phone No.: 08023006164
E-mail: so.shan@cmd.gov.ng

Uyo

Duration: 5 days
Date: August 14 – 18, 2023
Venue: CMD Zonal Office, 131, Udo Umana Street, Uyo, Akwa-Ibom State
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Africa, P. E
Phone No.: 08033317325
E-Mail: pe.africa@cmd.gov.ng

Abuja

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD North-Central Zonal Office 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Alasela Lukman
Phone No.: 08036419562
E-mail: l.alasela@cmd.gov.ng

Bauchi

Duration: 5 days
Date: 30 October - 03 Nov, 2023
Venue: CMD North-East Zonal Office, No. 1 Buzaye Close, Off Bendel

Road, New GRA, Bauchi, Bauchi State.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: EL. Dan Many

Phone No.: 08098242443

Email: d.manya@cmd.gov.ng

**PENSION SCHEME MANAGEMENT AND
ADMINISTRATION WORKSHOP
– EBDP 07**

RATIONALE

The purpose of the current Pension Reforms Act is to reduce the burden of pension payment and liabilities on government and employers, harmonise pension schemes, ensure viable investment of pension funds and effect prompt payment of pensions to beneficiaries. The reforms have created mixed feelings among Nigerian workers. Therefore, it is necessary to have an informed dialogue on the current pension scheme and its benefits.

This workshop is designed to create awareness of the current pension scheme and provide an appropriate platform for dialogue on the pension scheme.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss functions of stakeholders in pension management;
- analyse the retirement benefits under the current scheme;
- compare the benefits of the current pension scheme with the old scheme;
- state challenges in the current pension scheme; and
- recommend changes required in the current pension scheme.

PROGRAMME CONTENT

- ✓ Pension Management and Administration: An Overview
- ✓ Pension Scheme-Implementation Issues and Review
- ✓ Appraising Stakeholders Roles and Responsibilities in the New Pension Scheme
- ✓ Transitional Pension Management
- ✓ Remittance Failure and Non-Compliance Implications in the New Pension Scheme
- ✓ Issues in Terminal and Retirement Benefits
- ✓ Pension Protection Fund and Management
- ✓ Guaranteed Minimum Pension: Issues and Strategies
- ✓ Penalty and Enforcement in the Current Pension Management Scheme
- ✓ Investment Guidelines in the New Pension Scheme

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Pension Managers and Officers, Human Resource Managers, Accountants, Administrators, and those who are beneficiaries of the current scheme.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: October 16 - 20, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Essien S. O.

Phone No.: 08023006164

E-mail: so.shan@cmd.gov.ng

WOMEN IN ENTREPRENEURSHIP DEVELOPMENT WORKSHOP – EBDP 08

RATIONALE

Gender issues in entrepreneurship have become a key factor in the growth and development of Micro, Small and Medium enterprises (MSMEs) initiatives. It is a key factor because the entrepreneurship development process performs well in cultures that promote equal opportunities for all, irrespective of gender and other sentiments. Gender equality is not yet attainable in our society due to some of our cultural beliefs and sentiments that directly or indirectly affect the entrepreneurial orientation of women.

This workshop is designed to equip women with the requisite knowledge, skills, and competencies required to successfully own and manage businesses.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the relationship between gender and entrepreneurship;
- examine key challenges of women in entrepreneurship; and
- proffer solutions to address the challenges women entrepreneurs face.

PROGRAMME CONTENT

- ✓ Women in Entrepreneurship Development: An Overview
- ✓ Fundamentals of Entrepreneurship
- ✓ Key Success Factors of Women in Entrepreneurship
- ✓ Coaching, Counseling, and Mentoring Skills
- ✓ Mainstreaming Gender into Entrepreneurship
- ✓ Society and Conflicts of Values for Women in Entrepreneurship
- ✓ Case study

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Practicing Female Entrepreneurs, women who are about to retire in both public and private sectors, Non-Governmental Organisations (NGOs), Micro and Small Business Operators, and others who are interested in entrepreneurship development.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 3 days

Date: October 16 - 18, 2023

Venue: CMD Training Complex CMD Road, Shangisha, Lagos.

Course Fee: ₦50,000.00 per participant (VAT inclusive)

Contact: Uzoechi O. M.

Phone No.: 08135296089

E-mail: om.uzoechi@cmd.gov.ng

BUSINESS AND PEOPLE MANAGEMENT WORKSHOP – EBDP 09

RATIONALE

Businesses across the globe are faced with numerous challenges, which the Covid-19 pandemic has compounded. The Pandemic has completely disrupted global plans, expectations, and predictions in a way never experienced by humanity.

The day-to-day management of people and businesses has shifted from the normal to the new normal. With the new normal, businesses and their managers are increasingly overwhelmed. In a world where general

commendable practices have been disrupted, business survival today is dependent on strategies and processes in business and people management, such as the use of ICT.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to manage people and businesses in a VUCA world.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- respond to the changing needs of businesses with relevant business and people management skills;
- identify strategies for handling difficult clients;
- build an ICT-driven business network to meet emerging trends; and
- acquire relevant skills to manage “a value for money” organization.

PROGRAMME CONTENT

- ✓ Business and People Management Skills: An overview
- ✓ Building an ICT Driven Business Network to meet Emerging Trends
- ✓ Developing A Professional and Value Oriented Organization
- ✓ Raising and Mentoring Successful Business Managers
- ✓ Handling Difficult Personnel, Customers, and Clients
- ✓ Team Bonding
- ✓ Ethical Standard and Business Etiquette for Success
- ✓ The Workforce and Health Management

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Business Operators and Managers at all levels in the public and private sectors of the economy

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 3 days

Date: May 15 - 17, 2023

Venue: CMD Training Complex CMD Road, Shangisha, Lagos.

Course Fee: ₦50,000.00 per participant (VAT inclusive)

Contact: Benedicta O. Louis

Phone No.: 08067827382

E-mail: ob.louis@cmd.gov.ng

PROJECT APPRAISAL REPORT WRITING WORKSHOP – EBDP 10

RATIONALE

An appraisal report is one of the end activities of a project. The appraisal report communicates the project conception, design, and execution. It indicates the extent to which the project has succeeded or failed in achieving goals.

It is an instrument which project managers analyse and make a judgment on the utilization of resources. It is the process of documenting experiences and bringing to light what to encourage or avoid and important lessons that may be drawn from the project.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies required for effective project appraisal report writing.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss objectives of the project appraisal report;
- develop a template for the report
- collect data for the appraisal report;
- analyse data for interpretation; and

- write a good project appraisal report.

PROGRAMME CONTENT

- ✓ Project Appraisal Report Writing: An Overview
- ✓ Using Log-frame for Project Appraisal
- ✓ Planning Project Appraisal Reports
- ✓ Data Gathering for Appraisal Reports
- ✓ Use of Tables, Charts and Diagrams
- ✓ Structure and Types of Project Reports
- ✓ Effective Use of Project Appraisal Report

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Project Analysts and Managers, Funding Agencies, Loan and Advances Officers, Investment Analysts, and Industrial Extension Officers from Federal and State Ministries.

Mode of Assessment for Certification 100 percent attendance and active participation.

Lagos

Duration: 3 days
Date: September 18 - 20, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦50,000.00 per participant (VAT inclusive)
Contact: Bamidele Ojelere
Phone No.: 08023422448
E-mail: eb.ojelere@cmd.gov.ng

**BUSINESS PERFORMANCE
IMPROVEMENT WORKSHOP – EBDP
11**

RATIONALE

Business performance improvement is a strategy for coping with the challenges and competition in the environment and improving

business performance by enhancing processes, technology, supplies, inventory, cost, funding, products, services, distribution, customer outreach, and volume.

It is a continuous modification of procedures to increase efficiency, effectiveness, and output, thus moving from good to better and to best, from small to larger, from manual to semi and fully automated. Business performance improvement derives from values, knowledge, skills, creativity, and sustained effort.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to improve business performance in organisations.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- explain the concept of business performance management;
- discuss the role of performance management in business development;
- identify challenges affecting businesses;
- select appropriate strategies to enhance performance; and
- implement strategies for business performance improvement.

PROGRAMME CONTENT

- ✓ Business Performance Improvement: An Overview
- ✓ The Nigerian Business Environment: Challenges and Prospects
- ✓ Business Formation and Management
- ✓ Performance Management
- ✓ Tools for Effective Business Performance
- ✓ Creativity and Innovation
- ✓ Technology and Business Improvement
- ✓ Financial Appraisal
- ✓ Technical Appraisal
- ✓ Effective Management of Resources
- ✓ Product/Service Marketing
- ✓ Quality Management

METHODOLOGY

Lecture, discussion, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Industrialists, Entrepreneurs, Managers, Supervisors, Technologists, and SMEs' Financiers and Promoters in private and public sectors.

Mode of Assessment for Certification: 100% attendance and active participation.

Lagos

Duration: 5 days
Date: May 22 - 26, 2023
Venue: CMD, Training Complex, CMD Road, Shangisha, Lagos.
Course fee: ₦70,000.00 per participant (VAT inclusive)
Contact: Bamidele Ojelere
Phone No.: 08023422448
E-mail: eb.ojelere@cmd.gov.ng

Abuja

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD North-East Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fees: ₦70,000.00 per participant (VAT inclusive)
Contact: Mustapha Abdullahi
Phone No.: 08035448255
E-mail: m.abdullahi@cmd.gov.ng

FACILITY MANAGEMENT WORKSHOP – EBDP 12

RATIONALE

The ability of organizations to deliver on their mandates and make a credible difference to customers depend on the quality of their

facilities and other service delivery complements.

Many organizations are unable to carry out their operations efficiently and effectively because of inadequate facilities. The quality of facilities needed by organizations to achieve competitive advantage and excel requires conscious effort by managers who should develop and manage these facilities.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in facility management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- enumerate techniques of facility management;
- discuss health and safety issues in facility management;
- manage facilities to improve service delivery; and
- apply commendable practices in facility management.

PROGRAMME CONTENT

- ✓ Facility Management: An Overview
- ✓ Environmental Stewardship and Sustainability
- ✓ Commendable Practices in Facility Management
- ✓ Utility and Capital Planning
- ✓ Facility Management Techniques
- ✓ Facility Maintenance, Testing, and Inspection
- ✓ Health, Safety, and Environment
- ✓ Emergency Management
- ✓ Ethics and Values in Facility Management
- ✓ Challenges of Facility Management in Nigeria (Case Study)

METHODOLOGY

Lecture, discussion, case study, and exercise.
Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Facility Managers, Logistics Officers, and other Officers saddled with the responsibility of managing facilities in public and private sector organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: July 31 - August 04, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦70,000.00 per participant (VAT inclusive)

Contact: Musa S.O. (Miss.)

Phone No.: 08034418300

E-mail: so.musa@cmd.gov.ng

ORGANIZATIONAL REBRANDING AS A TOOL FOR BUSINESS SURVIVAL – EBDP 13

RATIONALE

Existing and emerging businesses are vulnerable to constant changes in technology and society at large. This has interfered with the well-being and sustainability of operations. One of the strategies for business survival is rebranding.

In rebranding an organization's identity for effective and efficient service delivery, greater attention is required to create a new and appealing corporate identity.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to develop strength in branding and rebranding.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss various rebranding concepts;
- identify expected core values in branding and rebranding efforts;
- develop ways of managing brand reputation; and
- design a roadmap to cope with emerging trends in the business world.

PROGRAMME CONTENT

- ✓ Rebranding as a Tool for Business Survival: An Overview
- ✓ Understanding Corporate DNA & Brand Reputation
- ✓ Building Brand Loyalty through Quality Products and Services
- ✓ Business and Brand Reputation Management
- ✓ Leadership and Change Management in Rebranding Efforts
- ✓ Understanding Customer Service in Business Rebranding
- ✓ Complying with Health Protocols and Guidelines

METHODOLOGY

Lecture, discussion, case study, and exercise.
Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Practicing and Potential Entrepreneurs, Managers, and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 3 days

Date: August 14 - 16, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦50,000.00 per participant (VAT inclusive)

Contact: Titilope Sulu

Phone No.: 08098587583

E-mail: t.sulu@cmd.gov.ng

ENTERPRISE DEVELOPMENT AND WEALTH CREATION WORKSHOP – EBDP 14

RATIONALE

Nigeria is described as a mono-product economy because of its overdependence on oil for revenue and foreign exchange earnings. The population of Nigeria, which is a major asset, has not been adequately harnessed as an indispensable tool for economic transformation.

There is an urgent need to develop a skilled entrepreneurial workforce to help job and wealth creation. The pandemic and its effects have shown entrepreneurs and businesses the need to be more dynamic and creative to survive and thrive.

This workshop is designed to equip participants with the relevant knowledge, skills, and competencies necessary to successfully manage businesses and create wealth.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- analyse the Nigerian business environment;
- discuss creative and innovative ideas in wealth creation;
- develop the ability to diversify and create new enterprises; and
- apply entrepreneurial skills in wealth creation and management.

PROGRAMME CONTENT

- ✓ Enterprise Development and Wealth Creation: An Overview
- ✓ The Nigerian Business Environment

- ✓ Environmental Scanning and Business Idea Generation
- ✓ Creativity and Innovation in Business Management
- ✓ Financial Planning in a Changing Environment
- ✓ Developing Business Strategic Options
- ✓ Digital Marketing and Networking
- ✓ Book Keeping and Accounting
- ✓ Sources of Funding for Small Businesses
- ✓ Business Models
- ✓ Case Studies.

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Entrepreneurs, Retiring Officers, and Project/Investment Analysts.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: June 05 - 09, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦70,000.00 per participant (VAT inclusive)

Contact: Tolu Ojo

Phone No.: 08023104337

E-mail: mt.ojo@cmd.gov.ng

BUSINESS START-UP AND MANAGEMENT WORKSHOP – EBDP 15

RATIONALE

The challenge of entrepreneurship in Nigeria is not only related to the faulty start-up of enterprises but also poor management. Many people rush into business ventures without

first carrying out necessary checks, which is an invitation to business failure.

Business managers should investigate skills, competencies, materials, machineries, funds, market demand, and other requirements for success. They should also be efficient in the management of businesses.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for business formation and management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss different business models;
- highlight business start-up processes;
- organize business plans efficiently;
- make appropriate business decisions; and
- apply effective business management measures.

PROGRAMME CONTENT

- ✓ Business Start-Up and Management: An Overview
- ✓ Appraisal of the Business Environment
- ✓ Business Models
- ✓ Business Start-Up Processes
- ✓ Business Management: Planning and Control
- ✓ Business Success and Sustainability Factors
- ✓ Application of ICT to Business Management
- ✓ Business M&E Techniques
- ✓ Quality Management
- ✓ Product/Service Marketing
- ✓ Managing Risk and Uncertainty in Business
- ✓ Business Finance

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning Methods.

TARGET AUDIENCE

Entrepreneurs, Retiring officers, Retirees, Fresh graduates, Project/Investment Analysts, Loans and Advances Officers, Industrial Extension Officers from Federal and States Ministries, and others who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 07 - 11, 2023.

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦70,000.00 per participant (VAT inclusive)

Contact: Tolu Ojo

Phone No.: 08023104337

E-mail: mt.ojo@cmd.gov.ng

GENDER AND SOCIAL INCLUSION WORKSHOP – EBDP 16

RATIONALE

Gender equality and social inclusion are at the heart of sustainable human development. Participation, social inclusion, advocacy, and value re-orientation provide the basis for engaging all segments of the population in socio-economic activities and wealth creation.

Conversely, social exclusion shuts out many people from activities and introduces discrimination, ill-feeling, under-performance, and poverty. Gender bias, inequality, and social exclusion are still prevalent in public and private institutions.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies for gender integration, balance, and social inclusion.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- promote equal gender participation in decision-making;
- contribute to policies on gender and social inclusion;
- appraise institutional frameworks for gender mainstreaming; and
- sustain national dialogue on gender and social inclusion.

PROGRAMME CONTENT

- ✓ Gender and Social Inclusion: An Overview
- ✓ Framework for Sustainable Human Development
- ✓ Gender Dimensions, Social Inclusion and Macroeconomic Policies
- ✓ Gender Impact Assessment
- ✓ Gender Advancement: From Social Exclusion to Inclusion
- ✓ Measures for Integrating Gender and Social Inclusion in Policies and Programmes
- ✓ Gender, Social Inclusion, Culture, and Leadership
- ✓ Mentoring for Success in Gender and Social Inclusion
- ✓ Human Rights and Gender Advocacy
- ✓ Empowerment and Wealth Creation
- ✓ Case Studies

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers; Officers in Public and Private Sectors; officials in Non-Governmental Organisations (NGOs), Civil Society Organisations (CSOs), Community-Based Organisations (CBOs); Counselors; Religious, Labour, and Youth Leaders.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: September 04 - 08, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦70,000.00 per participant (VAT inclusive)

Contact: Omolola Oluwaseun

Phone No.: 0802711561

E-mail: to.omolola@cmd.gov.ng

SCHOOL BUSINESS MANAGEMENT WORKSHOP – EBDP 17

RATIONALE

The quality of education determines the level of socio-economic development of a nation, and this is particularly important at the foundational level.

Attaining desirable quality of education involves quality planning and implementation of commendable practices by critical stakeholders in the management of the educational sector, specifically school managers and administrators.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in the administration of schools.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss fundamentals of school business management;
- explain the roles of critical stakeholders in school management; and
- recommend commendable practices in school business management.

PROGRAMME CONTENT

- ✓ School Business Management: An

Overview

- ✓ The Role of Stakeholders in Quality Education
- ✓ Commendable Practices in School Business Financing
- ✓ Managing the Teacher-Student/Parent Relationship
- ✓ Quality Management of Educational Services
- ✓ Conflict Management and Resolution
- ✓ Case Studies

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Public Schools, Proprietors and Proprietresses, Inspectors and School Administrators in Nursery, Primary and Secondary levels of education.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 3 days
Date: August 14 - 16, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦50,000.00 per participant (VAT inclusive)
Contact: Omolola Oluwaseun
Phone No.: 08027611561
E-mail: to.omolola@cmd.gov.ng

COMMUNITY-BASED PROJECTS, DESIGN, IMPLEMENTATION AND EVALUATION WORKSHOP – EBDP 18

RATIONALE

Successful community-based projects are those that have a desirable impact on the people. The impact depends on how projects are selected and how well they meet the specific needs of the communities.

Critical to the success of community projects is the design, implementation, monitoring, and evaluation. The success of community projects hinges on the level of participation of the community and the professional skills that are brought to bear on the development and implementation of the projects.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to design, implement and evaluate community-based projects.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify community development needs;
- discuss strategies to implement community-based development projects;
- determine important criteria for community projects;
- design community-based development projects; and
- monitor and evaluate community-based projects.

PROGRAMME CONTENT

- ✓ Community-Based Development Projects: An Overview
- ✓ Role of Community-Based Projects in Development
- ✓ Project Needs Identification
- ✓ Planning and Designing Community-Based

- Projects
- ✓ Project Stakeholders Analysis and Communication
- ✓ Effective Implementation of Community-Based Projects
- ✓ Project Risk Analysis and Management
- ✓ Application of Log Frame in Projects
- ✓ Monitoring and Evaluation of Community-Based Projects
- ✓ Environmental and Social Impacts of Community-Based Projects
- ✓ Challenges of Community-Based Development Projects
- ✓ Ethics and Values in Project Implementation

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Project Managers, Community-Based Organisations (CBOs), Non-Governmental Organisations (NGOs), and Project Planning Officers in public and private organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: October 16 - 20, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦70,000.00 per participant (VAT inclusive)
Contact: Omolola Oluwaseun
Phone No.: 0802711561
E-mail: to.omolola@cmd.gov.ng

RESEARCH AND CONSULTANCY PROGRAMMES - CP

RESEARCH PROPOSAL WRITING WORKSHOP – CP 01

RATIONALE

Preparing a good research proposal is a challenge for several researchers and organisations. A research proposal explains the research project a researcher intends to carry out.

The area of coverage includes title, problem statement, objectives, research questions, methodology, and the significance of the study, among other things. A research proposal serves as a guide for research assignment and must meet the required specifications.

This workshop is designed to equip participants with the requisite knowledge, skills, techniques and competencies to write a research proposal.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the elements of the research proposal;
- enumerate research problems;
- select appropriate research methodology;
- develop a work plan;
- prepare research budget; and
- write a good research proposal.

PROGRAMME CONTENT

- ✓ Research Proposal Writing: An Overview
- ✓ Problem Identification, Diagnosis, and Writing the Research Problem Statement

- ✓ Research Questions, Objectives, and Hypothesis
- ✓ Justification/Contribution and Significance of the Study
- ✓ Literature Review
- ✓ Research Methodology
- ✓ Guidelines for Standard Proposal Writing and Assessment
- ✓ Referencing and Bibliography
- ✓ Preparing the Work Plan and Research Budget
- ✓ Practical Sessions on Research Proposal Writing

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Research and Planning Officers, Data Analysts, Statisticians, Consultants, Lecturers, and Officers directly involved in the preparation of research proposals.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 04 – 08, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: O. O. Ilawole
Tel.: 08034749623
E-mail: oo.ilawole@cmd.gov.ng

RESEARCH AND STATISTICS WORKSHOP FOR EVIDENCE-BASED PUBLIC POLICY MAKING – CP 02

RATIONALE

There is increased sophistication in public policy making and analysis. Evidence-based public policies refer to public policy decisions that are made based on research and valid data.

Evidence-based public policies help in the attainment of multi-sectoral development objectives and national goals. Nigeria needs this policy-making process to address its plethora of development challenges.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies for effective public policy-making, using research and statistics.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the role of research and statistics for effective public policy-making;
- examine elements of public policy formulation and implementation;
- enumerate barriers to evidence-based public policy-making;
- collect data to evaluate public policy impact; and
- use analytical tools to inform policy choice.

PROGRAMME CONTENT

- ✓ Research and Statistics for Evidence-Based Public Policy Making: An Overview
- ✓ Elements of Public Policy Formulation and Implementation
- ✓ Data Collection Techniques for Evidence-Based Public Policy Making
- ✓ Stakeholder Analysis and Engagement
- ✓ Public Participatory Techniques
- ✓ Cost Effectiveness and Cost Benefit

Analysis of Programmes

- ✓ Results-Based Monitoring and Evaluation
- ✓ Impact Evaluation Methodologies

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Policy Makers, Planning and Research Officers, Statisticians, Donor Agencies, Data Officers in public and private organisations, and interested individuals.

Mode of Assessment for Certification: 100 percent attendance and active participation

Lagos

Duration: 5 days

Date: October 09 – 13, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Tunde Olayanju

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E-mail: tt.olanju@cmd.gov.ng

FRAMEWORK FOR PERFORMANCE MEASUREMENT AND IMPROVEMENT WORKSHOP –CP 03

RATIONALE

A good system of performance measurement can enhance the quality of service delivery. It provides the tool to track and continuously gather data for monitoring, evaluating, and reporting progress towards achieving organisational goals.

Performance measurement poses challenges in identifying indicators of performance and improvement. Adopting a good framework will

enable managers and decision-makers to utilise objective data and information to make sound decisions and continuously improve performance.

This workshop is designed to equip and update participants with the requisite knowledge, skills, and competencies for effective performance measurement and improvement.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss performance measurement framework;
- develop key performance indicators;
- examine the benefits of performance measurement;
- generate actionable performance measurement reports; and
- apply various tools and techniques for performance measurement.

PROGRAMME CONTENT

- ✓ Framework for Performance Measurement and Improvement: An Overview
- ✓ Performance Measurement Framework
- ✓ Results-Based Logic Model/Results Chain
- ✓ Developing Key Performance Indicators
- ✓ Data Gathering for Performance Measurement
- ✓ Financial Performance Measurement in Organisations
- ✓ Developing and Using a Balanced Scorecard
- ✓ Performance Improvement Techniques
- ✓ External and Internal Reporting
- ✓ Rewarding Performance

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Senior Managers, Supervisors, HR Personnel, Monitoring and Evaluation Officers, Programme and Project Managers, Planning, Research and Statistics Officers, Officials of Community-Based Organisations (CBOs) / NGOs and other interested individuals.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: November 06 – 10, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Asha-Nnabuife Ifeoma
Tel.: 08033848054
E-mail: ip.asha-nnabuife@cmd.gov.ng

DATA ANALYSIS, INTERPRETATION AND MANAGEMENT WORKSHOP – CP 04

RATIONALE

Quality data is critical to good management and decision-making. Organisations need to build capacity to analyse, interpret and manage data. Policy decisions respond to the needs of people and result in good governance if they are evidence-based.

For organisations to demonstrate the capacity to analyse, interpret and manage data, they should expose their core staff to capacity building in this area.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for data analysis and interpretation.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss data analysis in relation to policy-making;
- explain various methods of data collection;
- prepare data for analysis;
- interpret correctly the analysed data; and
- apply appropriate methods of data analysis.

PROGRAMME CONTENT

- ✓ Data Analysis, Interpretation and Management: An Overview
- ✓ Data Collection and Sampling Techniques
- ✓ Database Creation and Management (Using MS-Access)
- ✓ Qualitative Data Analysis
- ✓ Statistical Data Analysis and Interpretation
- ✓ Data Visualisation
- ✓ Computer Applications in Data Analysis and Management (SPSS, Stata, and Ms-Access)

METHODOLOGY

Lecture, discussion and hands-on. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Research Officers, Economists, Academics, Econometricians, Planning Officers, Policy Analysts, and Statisticians in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation

Lagos

Duration: 5 days
Date: December 04 – 08, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Abigail Onodje
Tel.: 08037787711

E-mail: ea.onodje@cmd.gov.ng

Abuja

Duration: 5 days

Date: August 7 - 11, 2023

Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fees: ₦150,000.00 per participant (VAT exclusive)

Contact: Imam Auwal Salisu

Phone No.: 07034761502

E-mail: as.imam@cmd.gov.ng

**MANAGEMENT CONSULTANCY SKILLS
DEVELOPMENT WORKSHOP –CP 05**

RATIONALE

Public and private organisations have an increased need to draw on the expertise and independent viewpoint of the management consultant to solve problems and improve organisational systems.

The use of management consultancy services relieves organisations of having in-house professionals to handle short-term services. Management consultants must engage in appropriate capacity building to provide faultless services to organisations.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in management consultancy practice.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- diagnose organisational problems effectively;
- demonstrate skills in management consultancy practice;
- provide consultancy services; and

- use appropriate approaches in management consultancy.

PROGRAMME CONTENT

- ✓ Management Consultancy Skills Development: An Overview
- ✓ Management Consultancy Roles and Functions
- ✓ Management Consulting Principles and Procedures
- ✓ Consultancy Proposal Preparation
- ✓ Consulting Techniques and Methodologies
- ✓ Process Consulting Techniques
- ✓ Organisational Diagnosis
- ✓ Consulting Problem Solving and Specification
- ✓ Data Collection and Analysis
- ✓ Developing Consultancy Strategies and Action Plans
- ✓ Managing Organisational Change
- ✓ Consultancy Report Writing

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Consultants, Trainers, Managers, Officers from public and private organisations, and aspiring consultants.

Mode of Assessment for Certification: 100 percent attendance and active participation

Lagos

Duration: 5 days

Date: August 7 – 11, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Adewuyi E.O

Phone No.: 08030706597

E-mail: eo.adewuyi@cmd.gov.ng

MANAGING CONSULTANCY ASSIGNMENTS WORKSHOP –CP 06

RATIONALE

Organisations leverage consultancy services to carry out strategic plans, improve service delivery, enhance operations and innovate products and services. The ability to handle assignments and solve client problems is the true test of a consultant's competencies.

Success in handling assignments demands that consultants have the capacity to manage the relationship with clients, coordinate work teams, generate and analyse data, write and present reports and adhere to consultancy values. Consultants should have good knowledge of the organisational process and approaches to handling assignments.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to provide result-oriented consultancy assignments.

LEARNING OBJECTIVES

At the end of this workshop, participants will be able to:

- diagnose organisational challenges;
- discuss the approaches in consulting assignments;
- generate data for problem-solving;
- develop intervention strategies; and
- write consultancy assignment reports.

PROGRAMME CONTENT

- ✓ Managing Consultancy Assignment: An Overview
- ✓ Planning Consultancy Assignments
- ✓ Consultancy Approaches and Strategies
- ✓ Process Consulting
- ✓ Managing the Consultancy Team
- ✓ Data Gathering Analysis and Presentation
- ✓ Managing the Consultancy/ Client Relationship
- ✓ Implementation of Assignment Outcomes

- ✓ Managing the Change process and Quality Assurance
- ✓ Managing consultancy Challenges
- ✓ Assignment Monitoring and Evaluation
- ✓ Consultancy Assignment Report Writing

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Management Consultants, Project Managers/Officers, Human Resource Managers, Trainers, and Professionals in Public and Private Organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: November 6 – 10, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Georgina Esede.

Phone No.: 08063425588

E-mail: go.esede@cmd.gov.ng

KNOWLEDGE MANAGEMENT WORKSHOP – CP 07

RATIONALE

Knowledge management involves creating, acquiring, sharing, and transferring knowledge. It involves helping people draw on the pool of knowledge available in their organisations. Organisational knowledge resides in the collective capacity of the workforce in the form of know-how, capabilities, historical records, and values.

The inability of organisations to properly manage knowledge may lead to talent waste. Knowledge must be effectively managed for an organisation to realise its maximum potential.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in knowledge management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the concept of knowledge management;
- create an enabling environment for organizational learning;
- manage the human resource for knowledge retention;
- promote knowledge sharing; and
- develop a culture of a learning organization.

PROGRAMME CONTENT

- ✓ Knowledge Management: An Overview
- ✓ Strategic Human Resource Planning and Development
- ✓ Talent Management
- ✓ Knowledge Management Cycle
- ✓ Knowledge Capture and Codification
- ✓ Knowledge Sharing and Communities of Practice
- ✓ Organisational Culture and Learning
- ✓ Human Resource Development and Knowledge Management
- ✓ Knowledge Management Tools, Strategies, and Metrics
- ✓ Moving from Knowledge Organisation to Learning Organisation
- ✓ Techniques and Technology Support for Knowledge Management
- ✓ Implementation of Knowledge Management

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce

these learning methods.

TARGET AUDIENCE

Management Consultants, Project/Human Resource Managers, Trainers, and Professionals in Public and Private organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: July 10 – 14, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Esther Peter U.

Phone No.: 08069746745

E-mail: e.peter@cmd.gov.ng

CONSULTING TOOLS AND TECHNIQUES FOR ORGANISATIONAL EFFECTIVENESS WORKSHOP – CP 08

RATIONALE

Consulting is a specialised professional service engaged in diagnosing, identifying, analysing, and proffering solutions to organisational problems.

Consultancy has tools, techniques, and collaborative approaches that can help to identify problems, proffer lasting solutions to problems, and enhance organisational effectiveness.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies in consulting tools and techniques for organisational effectiveness.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- enumerate consulting tools and techniques;
- discuss the role of consulting in organisational processes;
- examine the approaches in consulting intervention; and
- apply consulting tools and techniques for organisational effectiveness

PROGRAMME CONTENT

- ✓ Consulting Tools and Techniques: An Overview
- ✓ Management Consultancy Approaches
- ✓ Designing Tools for Consultancy Interventions
- ✓ Data Gathering and Analysis
- ✓ Organisational Diagnosis
- ✓ Job Performance Management
- ✓ Stakeholders Analysis
- ✓ Client/Consultant Relationship
- ✓ Building an Effective Organisation
- ✓ Case Study

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Management Consultants, Project Managers/Officers, Human Resource Managers, Trainers, and Professionals in Public and Private Sector.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: September 11 – 15, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Georgina Esede.

Phone No.: 08063425588

E-mail: go.esede@cmd.gov.ng

WORKSHOP ON BUSINESS PROCESS RE-ENGINEERING (BPR) IN THE 21ST CENTURY – CP 09

RATIONALE

Organisations constantly seek to redesign business processes to achieve dramatic improvements in costs, quality, service, and speed. Every organisation must keep up with the trend for survival, sustainability, relevance, and global competitiveness.

Managers should be able to effectively diagnose the organisation's processes, reflect on some practices and initiate measures that will help improve performance and service delivery.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in business process re-engineering in the 21st century.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss business process re-engineering;
- state the objectives of re-engineering;
- build an effective re-engineering team;
- manage change effectively; and
- apply business re-engineering processes for improved service delivery.

PROGRAMMES CONTENT

- ✓ Business Process Re-engineering (BPR): An Overview
- ✓ Business Process Re-engineering Function
- ✓ Business Process Re-engineering and Information Communication
- ✓ Identification of Process Dysfunction
- ✓ Process Analysis and Re-engineering
- ✓ Problem Solving and Decision-Making

- ✓ Change Management
- ✓ Business Process Re-engineering Measurement
- ✓ Reforms on Service Delivery (SERVICOM)
- ✓ Organisational Analysis for Re-engineering
- ✓ Overcoming Workflow Redundancies
- ✓ Case Study

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Management Consultants, Trainers, Human Resource Managers, Project Managers, Managers, Officers in Directorate Cadre in Public and Private sector and others interested in Business Process Re-engineering (BPR).

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: October 9 – 13, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Esther Peter U.

Phone No.: 08069746745

E-mail: e.peter@cmd.gov.ng

EMPLOYEE ENGAGEMENT AND ALIGNMENT WORKSHOP – CP 10

RATIONALE

Employee engagement has to do with employees' passion and commitment to their jobs and organisations. Employees who are effectively connected to the vision, mission, process, jobs and other factors of

organisations are said to be aligned.

A highly engaged and aligned workforce understands their role in organisations, makes quality decisions, and scores high in creativity and performance. Organisations that have engaged and aligned employees tend to make a difference and out-perform competitors in innovation, productivity, and other aspects.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for employee engagement and alignment for optimum performance.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss employee engagement and alignment;
- identify factors that create employee engagement and alignment;
- use employee engagement and alignment to enhance performance; and
- sustain the culture of employee engagement and alignment.

PROGRAMME CONTENT

- ✓ Employee Engagement and Alignment: An Overview
- ✓ Target Setting and Alignment
- ✓ Job and Workload Analysis
- ✓ Building a High-Performance Culture
- ✓ Leadership and Motivation
- ✓ Workforce Management
- ✓ Sustaining a Culture of Engagement and Alignment

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Management Consultants, Trainers, Human Resource Managers, Project Managers, and

others may find the workshop useful.

MODE OF ASSESSMENT FOR CERTIFICATION:

100 percent attendance and active participation

Lagos

Duration: 3 days

Date: August 28 – 30, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦60,000.00 per participant VAT (inclusive)

Contact: Aigboa I.V.

Phone No.: 08066582043

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INFORMATION AND COMMUNICATION TECHNOLOGY PROGRAMMES – ICT

MS-EXCEL APPLICATION WORKSHOP – ICT 01

RATIONALE

The business world today functions on improved productivity. A key driver of productivity is Information and Communication Technology (ICT).

MS- Excel as productivity software is an electronic spreadsheet that assists individuals and organizations in improving productivity through appropriate business planning, budgeting, financial analysis, forecasting, graphic representation, and other activities.

This workshop is designed to equip participants with Microsoft Excel software's knowledge, skills, and competencies for enhanced productivity.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss ICT essentials;
- explain features of a spreadsheet (MS-Excel);
- analyze data; and
- prepare various reports.

PROGRAMME CONTENT

- ✓ ICT Essentials and MS-Windows Skills
- ✓ Introduction to Cloud Computing and Cyber Security
- ✓ MS-Excel Basics (Basic Formulas, Protecting and Printing in Excel Data)
- ✓ Formatting Numbers and Managing Worksheets (Data import and export)
- ✓ Data Analysis-Basics
- ✓ Charts, Graphics and Grouping
- ✓ File linking and Data Consolidation
- ✓ Conditional Formatting, Sorting, and Filtering Excel Data
- ✓ Computer Maintenance and Information Security

METHODOLOGY

Lecture, discussion, demonstration, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers, Supervisors, Secretaries/Personal Assistants, Executive and Administrative Officers, Accounts and Internal Audit Officers, Computer Operators, Data Entry Clerks, and any officer that may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation

Lagos

Duration: 5 days

Date: June 19-23, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Uche Sunday U.

Phone No.: 0811 715 2144

E-mail: uchesundayuche1@gamil.com

Abuja

Duration: 5 days

Date: August 07 -11, 2023

Venue: CMD North-Central Zonal Office
48 Agadez Street, Off Aminu
Kano Crescent, Wuse II, Abuja.

Course Fee: ₦150,000.00 per participant
(VAT inclusive)

Contact: Yelwa A. A.

Phone No.: 08038717001

E-mail: aa.yelwa@cmd.gov.ng

Uyo

Duration: 5 days

Date: October 23 – 27, 2023

Venue: CMD Zonal Office, 131, Udo
Umana Street, Uyo, Akwa-Ibom
State

Course Fee: ₦150,000.00 per participant
(VAT inclusive)

Contact: Udoh, B. E

Phone No.: 08065961006

E-mail: eu.bright@cmd.gov.ng

MS-ACCESS DATABASE APPLICATION WORKSHOP – ICT 02

RATIONALE

Information and communication technology (ICT) is an indispensable tool in organisational processes, operations, and service delivery. Hardly can any organization exist without the use of ICT.

MS–Access as a Database management software is an important tool used by organizations in the management of records, staff lists, payroll, inventory, and production figures to guide decision-making. The MS–Access is also used for communication, marketing, sales, and several other functions.

This workshop is designed to equip participants with the knowledge, skills and competencies in MS–Access Database for decision-making.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss cloud technologies;
- design database using Microsoft Access;
- use database to manage records;
- query database management system; and
- generate reports from the database for decision-making.

PROGRAMME CONTENT

- ✓ ICT Essentials and MS Windows Skills
- ✓ Introduction to Cloud Computing and Cyber Security
- ✓ Overview of Data Base Management System (DBMS)
- ✓ Creating of Object Container: Table, Form, Query, and Report
- ✓ Database importing and exporting MS–Excel
- ✓ Sorting and Query of the Table, using Criteria to Achieve Results
- ✓ Report Generation
- ✓ Fundamentals of Structure Query Language (SQL)

METHODOLOGY

Lecture, discussion, demonstration, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers, Officers, Computer Operators, Executive Officers, Data Entry Clerks in the Public and Private sectors, and any other Officers who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

NOTE: Participants are advised to come with laptops

Lagos

Duration: 5 days
Date: July 3 - 7, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦100, 000.00 per participant (VAT inclusive)
Contact: Odugbesan O. A.
Phone No.: 08055485055
E-mail: oa.odugbesan@cmd.gov.ng

Abuja

Duration: 5 days
Date: September 11 - 15, 2023
Venue: CMD North-Central Zonal Office, 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Aliyu Kabiru
Phone No.: 07031642883
E-mail: k.aliyu@cmd.gov.ng

**APPLICATION OF INFORMATION AND
 COMMUNICATION TECHNOLOGY (ICT) IN
 HUMAN RESOURCE MANAGEMENT (HRM)
 WORKSHOP – ICT 03**

RATIONALE

Human Resources (HR) is one of the most important assets of every organization. It embodies the knowledge, skills, values, records, motivation, and competencies of the organisation. If organizations are to achieve their maximum potential, HR must be effectively managed.

The use of appropriate ICT software can add value to the performance of HR management. HR officers and managers must develop proficiency in using appropriate ICT software relevant to HR management.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies in the use of information and communication technology in HR management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the role of ICT in HR management;
- exploit the technology of cloud computing;
- use relevant software to manage HR records;
- design HR database management system; and
- carry out routine system maintenance.

PROGRAMME CONTENT

- ✓ Role of ICT in Human Resource Management
- ✓ ICT Essentials and Windows Skills
- ✓ Introduction to Cloud Computing and Cyber Security
- ✓ Features of MS-Word (Mail-Merge, Letter, and Memo, Graphics, and Charts)
- ✓ Application of MS-Excel
- ✓ Managing Human Resource Database using MS-Access to create table
- ✓ Managing Human Resource Database using MS-Access for query and report generation
- ✓ Routine Computer Maintenance and Systems Security

METHODOLOGY

Lecture, discussion, demonstration, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

HR Managers/Officers, Administrative Officers, Secretaries, Executive Officers, Computer Operators, Data Entry Clerks, and any other officers who may find the workshop useful.

Mode of Assessment for Certification: 100 percent attendance and active participation.

NOTE: Participants are advised to come with laptops.

Abuja

Duration: 5 days
Date: October 30 – November 03, 2023
Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: A. A. Yelwa
Tel. Phone: 08038717001
E-mail: aa.yelwa@cmd.gov.ng

Kano

Duration: 5 days
Date: June 19 - 23, 2023
Venue: CMD Zonal Office, African, Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Suleiman Ibrahim
Phone No.: 08069822780
E-mail: ss.ibrahim@cmd.gov.ng

ADVANCED MS-EXCEL APPLICATION WORKSHOP – ICT 04

RATIONALE

The MS-Excel is a spreadsheet application that enhances the preparation of financial records, mathematical computations, data analysis, forecasts, and reports. It facilitates the application of data for management decision-making. The increasing complexities in operations and activities of organisations require further skills in the use of the spreadsheet.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies in the advanced MS-Excel module and in handling complex data analysis.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- exploit the technology of cloud computing;
- use reference functions;
- analyze complex data using the spreadsheet (MS-Excel);
- apply advanced functions in MS-Excel; and
- generate output for reporting.

PROGRAMME CONTENT

- ✓ ICT Essentials and MS-Windows Skills
- ✓ Cloud Data Backup and Cyber Security
- ✓ MS-Excel Fundamentals
- ✓ Managing and Analyzing Data
- ✓ Using Pivot Table for Data Analysis
- ✓ Advanced Graphing and Charting
- ✓ VLOOKUP/HLOOKUP and IF Conditional Functions
- ✓ File Linking and Consolidation of Data
- ✓ Macro in MS-Excel
- ✓ Database in MS-Excel
- ✓ Systems Maintenance and Security

METHODOLOGY

Lecture, discussion, demonstration, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Accountants, Budget Officers, Marketing and Sales Executives, Personnel and Administrative Officers, Financial Advisers, Managers at all levels, Airline Operators, M&E Officers, Computer Operators, Executive Officers, Data Entry Clerks, and all those that have attended

MS-Excel Application Workshop in CMD and other recognized training institutions.

Mode of Assessment for Certification: 100 percent attendance and active participation.

NOTE: Participants are advised to come with laptops.

Lagos

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Ojo Muiwa
Phone No.: 09096711368
E-mail: eo.ojo@cmd.gov.ng

Abuja

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD North Central Zonal Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Aliyu Kabiru
Phone No.: 07031642883
E-mail: k.aliyu@cmd.gov.ng

ICT APPLICATION WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS – ICT 05

RATIONALE

Information and communication technology (ICT) has created quick access to information, quality decisions, and improved performance. Secretaries and Personal Assistants (PAs) are at the information super highway and must have appropriate skills in ICT. They have to

develop and use ICT skills to raise the scope, speed, and quality of their job performance to support the goals of their organisations.

This workshop is designed to equip participants with the requisite knowledge and competencies in acquiring ICT application skills to enhance performance.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- exploit the technology of cloud computing;
- acquire skills in managing social media for the organisation;
- work with documents and graphics;
- manage data effectively with the use of a spreadsheet; and
- apply computer operations skills for different job functions.

PROGRAMME CONTENT

- ✓ ICT Essentials and MS-Windows Skills
- ✓ Applications of Microsoft Word:
 - Letters and Memos
 - Working with Tables and Columns
 - Graphics, Text Manipulation
 - Correcting Errors and Creating Special Effects
 - Mail Merge
- ✓ Microsoft Outlook for Job Scheduling
- ✓ Social Media and Email Management
- ✓ Cloud Data Backup and Cyber Security
- ✓ MS-PowerPoint (A tool for effective presentation)
- ✓ MS-Excel (Using MS-Excel for office performance)
- ✓ Routine Maintenance and System Security

METHODOLOGY

Lecture, discussion, demonstration, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Secretaries/Information Officers, Personal Assistants, Trainers, Computer Operators, Data Entry Clerks, Clerical Officers, Office Attendants/Assistants, and Executive Officers in public and private organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

NOTE: Participants are advised to come with laptops.

Lagos

Duration: 5 days
Date: August 14 - 18, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150, 000.00 per participant VAT (inclusive)
Contact: S. O. Odugbesan
Phone No.: 08055917890
E-mail: so.odugbesan@cmd.gov.ng

Uyo

Duration: 5 days
Date: September 18 - 22, 2023
Venue: CMD South-South Zonal Office, Jimbo House, 131, Udo Umana Street, Uyo, Akwa-Ibom State.
Course Fee: ₦150, 000.00 per participant VAT (inclusive)
Contact: Africa, P. E
Phone No.: 08033317325

Kano

Duration: 5 days
Date: October 30 – 03 November, 2023
Venue: CMD North-West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150, 000.00 per participant VAT (inclusive)
Contact: Baita Gambo
Phone No.: 08036340043
E-mail: gu.baita@cmd.gov.ng

Abuja

Duration: 5 days
Date: August 07 - 11, 2023
Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150, 000.00 per participant VAT (inclusive)
Contact: Umar Ibrahim Fallata
Phone No.: 08036428221
E-mail: uf.ibrahim@cmd.gov.ng

Bauchi

Duration: 5 days
Date: December 11-15, 2023
Venue: CMD North-East Zonal Office, No. 2 Kono Road, Opposite Alwadata Clinic, GRA, Bauchi, Bauchi State.
Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: Abdulaziz Muhammad
Phone No.: 08035447827
Email: a.muhammad@cmd.gov.ng

ADVANCED ICT APPLICATION WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS – ICT 06

RATIONALE

In our competitive and demanding business environment, all cadres of staff look up to ICT as an indispensable resource for enhanced performance. Secretaries/Information Officers and Personal Assistants (PAs) are expected to be at the forefront of ICT application (as new things emerge) in the discharge of their duties. They need continuous improvement and advanced skills in ICT application to cope with the increasing demands of their jobs.

This workshop is designed to equip participants with additional knowledge, skills, and competencies for word processing and desktop publishing applications.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss current trends in ICT for secretaries and personal assistance;
- utilize advanced features in word processing;
- exploit the technology of cloud computing; and
- apply ICT skills on the job.

PROGRAMME CONTENT

- ✓ Advanced ICT Application for Secretaries/Information Officers and Personal Assistants: An Overview
- ✓ ICT Essentials and MS - Windows Skills
- ✓ Advanced Features in MS-Word:
 - Creating Tables
 - Working with Columns and Graphics (organogram)
 - Mail Merge
 - Managing Job Schedule Using MS-Outlook
- ✓ Fundamentals of Corel Draw
- ✓ Principles of Electronic Manual (E-Manual) Production
- ✓ Emerging Trends in ICT (Cloud Computing, Internet of Things, Social Media, Browsing skills, etc.) for Secretaries/ Information Officers and PAs
- ✓ Routine Maintenance and System Security.

METHODOLOGY

Lecture, discussion, demonstration, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Secretaries/ Information Officers, Personal Assistants, Trainers, Computer Operators, Data Entry Clerks, Clerical Officers, Office Attendants/Assistants, and Executive Officers that have attended CMD Basic Computer Application Workshop for Secretaries/ Information Officers or similar courses.

Mode of Assessment for Certification: 100 percent attendance and active participation.

NOTE: *Participants are encouraged to come with their laptops to facilitate learning.*

Lagos

Duration: 5 days
Date: November 27 - December 01, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant VAT (inclusive)
Contact: S. O. Odugbesan
Phone No.: 08055917890
E-mail: so.odugbesan@cmd.gov.ng

Abuja

Duration: 5 days
Date: October 30 – November 03, 2023
Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Aliyu Kabiru
Phone No.: 07031642883
E-mail: k.aliyu@cmd.gov.ng

Ibadan

Duration: 5 days
Date: June 05 - 09, 2023
Venue: CMD South-West Zonal Office, No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: S. O. Egene
Phone No.: 08065980987
Email: so.egene@cmd.gov.ng

Uyo

Duration: 5 days
Date: November 13 – 17, 2023

Venue: CMD Zonal Office, 131,
Udo Umana Street, Uyo,
Akwa-Ibom State
Course Fee: ₦150,000.00 per participant
VAT (exclusive)
Contact: Udoh, B. E
Phone No.: 08065961006
Email: eu.bright@cmd.gov.ng

ADVANCED MS-ACCESS APPLICATION WORKSHOP – ICT 07

Managers need appropriate ICT software to manage the high volume and complex data generated in their operations. The MS-Access application brings a lot of efficiency to the management of these complex data as it enhances data planning, control, storage, retrieval, and information dissemination.

This workshop is designed to equip participants with advanced knowledge, skills and competencies in MS-Access Database Application.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss relevant fields in designing a database structure;
- create multiple tables with the use of relationships;
- filter records from the database with the use of query;
- generate reports; and
- use structure query language (SQL) to create a database.

PROGRAMME CONTENT

- ✓ Designing of Database Structure
- ✓ Creating Multiple Tables using Relationships
- ✓ Creating and Modifying Forms in Design View

- ✓ Working with Calculated Fields in a Microsoft Access Form
- ✓ Application of Switchboard Manager
- ✓ Working with Macros
- ✓ Working with Mathematical Expression in a Microsoft Access Query
- ✓ Working with Parameter Query
- ✓ Building and Generating Reports

METHODOLOGY

Lecture, discussion, case study, demonstration, and exercise. Audio-visual aids will also be used to reinforce these learning methods.

TARGET AUDIENCE

HR Managers/Officers, Administrative and Inventory Managers/Officers, Computer Operators, Executive Officers, and Data Entry Clerks. Those who have attended the CMD MS-Access Database Application Workshop will benefit immensely from this programme.

Mode of Assessment for Certification: 100 percent attendance and active participation.

NOTE: *Participants are advised to come with laptops.*

Lagos

Duration: 5 days
Date: October 23 – 27, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Odugbesan O. A.
Phone No.: 08055485055
E-mail: oa.odugbesan@cmd.gov.ng

Abuja

Duration: 5 days
Date: November 27 - December 01, 2023
Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Micheal Idiahe

Phone No.: 08069429386

E-mail: ma.idiahe@cmd.gov.ng

Uyo

Duration: 5 days

Date: October 23 – 27, 2023

Venue: CMD South-South Zonal Office, Jimbo House, 131, Udo Umana Street, Uyo, Akwa-Ibom State.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Udoh, B. E

Phone No.: 08039469678

E-mail: eu.bright@cmd.gov.ng

WORKSHOP ON APPLICATION OF ICT IN FINANCE, ACCOUNTING AND AUDITING – ICT 08

RATIONALE

Finance, accounting, and auditing are key functions that aid the management of resources and enhance probity and accountability. Financial management involves financial planning, acquisition, allocation, and control functions with an emphasis on the generation and maintenance of appropriate accounting information.

The accounting, auditing, and financial functions require appropriate ICT software and skills to aid their job performance and enhance their capacity, speed, and quality of work.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for ICT applications in the performance of their functions.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify auditing techniques;

- discuss the basics of financial management;
- exploit the technology of cloud computing;
- enumerate the procedures for computerizing accounting systems; and
- apply relevant computer packages in finance and accounts.

PROGRAMME CONTENT

- ✓ ICT in Financial Management: An Overview
- ✓ ICT Essentials and MS-Windows Skill
- ✓ Introduction to Cloud Computing and Cyber Security
- ✓ Role of ICT in Finance and Accounts
- ✓ Accounting and Auditing Procedures in Accounting Information System
- ✓ Microsoft Excel in Finance and Accounts
- ✓ Use of VLOOKUP, HLOOKUP, and File Linking
- ✓ Data Analysis and Presentation- Pivot Chart, Graphing, and Charting
- ✓ Computer Security and Maintenance.

METHODOLOGY

Lecture, discussion, practical exercise, group and individual projects, case study and study visit. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Accountants, Auditors, and Finance Officers in the Public and Private Sector.

MODE OF ASSESSMENT FOR CERTIFICATION:

100 percent attendance and active participation.

NOTE: Participants are advised to come with laptops.

Abuja

Duration: 5 days

Date: September 18 - 22, 2023

Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fee: ₦150,000.00 per participant (VAT exclusive)

Contact: Aliyu Kabiru

Phone No.: 07031642883

E-mail: k.aliyu@cmd.gov.ng

BASIC ORACLE SQL AND PL/SQL WORKSHOP – ICT 09

RATIONALE

Oracle is a prominent database needed to facilitate database workload, reduce ICT costs and enhance high-quality service delivery. The use of Oracle ensures fast, reliable, secure, and easy-to-manage performance. Oracle possesses features and additional options which provide distinct benefits to organisations deploying System Application Programme (SAP).

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in Oracle SQL programming.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- exploit the technology of cloud computing;
- create an Oracle database instance;
- manage an Oracle network environment;
- monitor database performance; and
- perform basic backup maintenance techniques.

PROGRAMME CONTENT

- ✓ Introduction to Database Design and Operation
- ✓ Introduction to Cloud Computing and Cyber Security
- ✓ Oracle Standard Interface
- ✓ Data Definition and Manipulation Language
- ✓ Transaction Control

- ✓ SQL Operators and Functions
- ✓ Joining Tables
- ✓ Set Operators
- ✓ SQL Sub-queries and Groups
- ✓ More Database Objects
- ✓ Report Generation

METHODOLOGY

Lectures, discussions, case studies, and practical exercises. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

IT Professionals, Managers, and Officers in both private and public sectors organizations.

MODE OF ASSESSMENT FOR CERTIFICATION:

100 percent attendance and active participation.

NOTE: *Participants are advised to come with laptops.*

Abuja

Duration: 5 days

Date: October 16 - 20, 2023

Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Aliyu Kabiru

Phone No.: 07031642883

E-mail: k.aliyu@cmd.gov.ng

ELECTRONIC RECORDS MANAGEMENT WORKSHOP – ICT 10

RATIONALE

Records are created through various organisational activities. The activities include staff employment, financial statements, training and development, procurement, and contract transactions. Others include sales and marketing, information, and general correspondence.

The complexity of data generated and used in organisations demands the effective use of appropriate information and communication technology (ICT) tools, software, and skills. Managers and professionals have a compelling need for skills and competencies in records management.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies for electronic records management.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify various types of electronic records;
- develop appropriate techniques for managing information;
- exploit the technology of cloud computing;
- maintain a safe electronic records system; and
- use appropriate software for electronic records management.

PROGRAMME CONTENT

- ✓ Electronic Records Management: An Overview
- ✓ Introduction to Cloud Computing and Cyber Security
- ✓ E-Record Security and Cloud Data Backup
- ✓ E-Records Management for Service Delivery
- ✓ Emerging Trends in E-Records
- ✓ Basic Operations and Calculations in MS-Excel
- ✓ Management Information System
- ✓ Creating a Database and Data-entry Form using MS-Excel
- ✓ Computer Security and Maintenance

METHODOLOGY

Lectures, discussion, practical exercise, group, and individual projects. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Researchers, Human Resource Managers, Personal Assistants, Executive Officers, Computer Operators, and Data Entry Clerks in public and private organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: May 15-19, 2023
Venue: CMD Digital Building, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Ojo Muiyiwa.
Phone No.: 09096711368
E-mail: eo.ojo@cmd.gov.ng

Abuja

Duration: 5 days
Date: August 21 - 25, 2023
Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: T. O. Isaac
Tel. Phone: 08060886094
E-mail: io.oyinloye@cmd.gov.ng

E-LEARNING WORKSHOP FOR TRAINERS – ICT 11

RATIONALE

E-Learning is one of the new developments in education and training. It comprises different forms of electronically supported learning and training. It is essentially the computer and

network-enabled transfer of knowledge and skills.

It enables many learners spread geographically to access learning simultaneously. Content is delivered via the internet, intranet, audio or video tape, satellite TV, BLUE RAIN, etc. E-learning enhances the efficiency of training and reduces the burden, cost, and risk of training to organizations.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies in delivering e-learning training programmes.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss different approaches to e-learning;
- identify various technologies for e-learning delivery;
- expand the scope of learning through e-learning
- develop suitable lesson notes for e-learning delivery; and
- prepare e-learning content using Learning Management Systems (LMS).

PROGRAMME CONTENT

- ✓ ICT Applications for E-Learning: An Overview
- ✓ E-Learning Fundamentals and Approaches
- ✓ Introduction to Cloud Computing and Cyber Security
- ✓ E-Learning Structure of Module, Unit, and Lessons
- ✓ The use of a Learning Management System (Creating YouTube Video, Google Form, etc.)
- ✓ Developing Lesson Notes and Reading List
- ✓ Blended Learning
- ✓ Webcasting Lecture Materials
- ✓ Preparing E-Learning Content using PowerPoint and CAMTASIA
- ✓ Computer Security and Maintenance

METHODOLOGY

Lecture, discussion, demonstration, and practical exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Training Managers/Officers, Trainers, Lecturers, Educators, Personnel and Human Resource Managers in Public and Private organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Abuja

Duration: 5 days

Date: September 18 - 22, 2023

Venue: CMD Corporate Head Office, 48 Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Usman Musa Mamman

Phone No.: 08077294255

E-mail: um.musa@cmd.gov.ng

E-GOVERNANCE WORKSHOP FOR POLICY MAKERS – ICT 12

RATIONALE

Participation and inclusion of citizens have been one of the major challenges of governance. Policies fail because there is very little flow of information between the government and the people.

E-governance reduces the information gap and encourages a free flow of information between government and citizens. It is a potent tool for policymakers to address policy issues, promote corporate governance and facilitate sustainable development goals.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies on e-governance.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the concept of e-governance;
- explore the technology of cloud computing;
- discuss the challenges of e-governance;
- identify corporate activities where e-governance can be implemented; and
- draw on e-governance to provide people-driven policies

PROGRAMME CONTENT

- ✓ E-Governance: An Overview
- ✓ Stakeholders' Analysis and Communication
- ✓ Components and Strategies of E-Governance
- ✓ Models of E-Government (G2G, G2C, and G2B)
- ✓ Introduction to Cloud Computing and its Architecture
- ✓ Cloud Data Storage and Cyber Security
- ✓ Social Media and Public Participation
- ✓ Law and Institutions (E-Government Master Plan with FOA)
- ✓ Nigerian E-Government Master Plan
- ✓ Promoting E-Governance in Nigeria

METHODOLOGY

Lecture, discussion, case study, experience sharing, and practical exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Board Members, Political Leaders, Special Assistants, Parliamentarians, and Permanent Secretaries of MDAs.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Abuja

Duration: 5 days
Date: November 06 - 10, 2023
Venue: CMD Corporate Head Office 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: A. A. Yelwa
Phone No.: 08038717001
E-mail: aa.yelwa@cmd.gov.ng

WORKSHOP ON CLOUD COMPUTING AND SOCIAL MEDIA MANAGEMENT – ICT 13

RATIONALE

Cloud computing has the potential to shift the paradigm away from fixed ICT assets to more flexible resource allocation on demand. It has the promise of realising elastic and Internet-accessible computing on a pay-as-you-go basis using software stack levels - Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). This form of service provides several benefits to consumers.

Social Media is an electronic channel through which millions of people share information, ideas, messages, and other content. Organisations must develop the competencies to manage the social media to market products.

This workshop is designed to equip the participants with the requisite knowledge, skills, and competencies required to leverage on cloud computing technologies to manage social media.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- demonstrate basic MS-Windows skills and other ICT essentials;

- describe cloud technology and its architecture;
- discuss the benefits of cloud computing for organisational success;
- utilize the data sharing features available for social media; and
- manage secure mobile communication platforms.

PROGRAMME CONTENT

- ✓ Cloud Computing and Social Media Management: An Overview
- ✓ ICT Essentials and MS-Windows Skills
- ✓ Cloud Computing Architecture
- ✓ Cloud-Based Security and Legal Issues
- ✓ Social Media Management
- ✓ Cloud Data Storage and Management
- ✓ Emerging Trends in ICT (Internet of Things, Big Data, etc.)
- ✓ Video Management for social media
- ✓ Email Maintenance, Recovery, and Management
- ✓ System Maintenance and Security (Storage Device Management)
- ✓ Mobile Communication Device Management

METHODOLOGY

Discussion, online-interactive activities, and online/real-time practical exercises. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Officers in ICT Departments, Lecturers, Trainers, Researchers, Managers, Personnel in charge of organizations' social media platforms, Mass Media Personnel, Journalists, Secretaries, Personal Assistants, and Data Entry Clerks in public and private organisations.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Abuja

Duration: 5 days

Date: 1st Run June 19 - 23, 2023, 2nd Run September 18 - 22, 2023

Venue: CMD North Central Zonal Office 48, Agadez Street, Off Aminu Kano Crescent, Wuse II, Abuja.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Idiaghe Michael

Phone No.: 07031642883

E-mail: ma.idiaghe@cmd.gov.ng

DATA ANALYSIS AND VISUALIZATION WORKSHOP USING MS-EXCEL – ICT 14

RATIONALE

In the world of Big Data, data visualization tools and technologies are essential to analyze massive amounts of information and make data-driven decisions.

Data visualization is the graphical representation of information and data. By using visual elements like charts, graphs, and maps, data visualization tools provide an accessible way to see and understand trends, outliers, and patterns in data.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies to manipulate their business data, covering state-of-the-art modelling, analysis, and visualization techniques using Microsoft Excel software.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- manage workbooks;
- analyze data;
- create formulae;
- model data; and
- visualize data

PROGRAMME CONTENT:

- ✓ Data Analysis and Visualization Using Ms-Excel: An Overview
- ✓ ICT Essentials and Windows Skills
- ✓ Manage workbook options and settings
- ✓ Manage and format data
- ✓ Create advanced formulas
- ✓ Working with macros
- ✓ Consume and Transform Data
- ✓ Model Data by Creating calculated columns, measures, and tables
- ✓ Visualize Data by creating and managing PivotTables and Pivot Charts
- ✓ System Maintenance and Security

METHODOLOGY

Lecture, discussion, and hands-on exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Accountants, Budget Officers, Marketing and Sales Executives, Personnel and Administrative Officers, Financial Advisers, Office Managers, Airline Operators, M&E Officers, Computer Operators, Executive Officers, and Data Entry Clerks

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: November 20 – 24, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Odugbesan O. A.

Phone No.: 08055485055

E-mail: oa.odugbesan@cmd.gov.ng

PRESENTATION TECHNIQUES

WORKSHOP USING MS-EXCEL AND MS-POWERPOINT – ICT 15

RATIONALE

Working knowledge of MS-Excel and MS-PowerPoint is vital to most office-based professionals today. Being proficient in these packages can open the door to opportunities for greater productivity and enhanced results for their organisation.

Integrating several functionalities naturally makes report writing very easy in MS-Excel with an easy-to-use presentation software package that allows the user to create computer-driven slideshows that will make business communication more effective by organizing separated information into one place for easy access and analysis.

This workshop is designed to equip participants with the requisite knowledge, skills, and competencies in writing and presenting professional reports using MS-Excel and MS-PowerPoint to accomplish business tasks.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss features of a spreadsheet (MS-Excel);
- develop charts for reporting;
- import data into MS-PowerPoint;
- create slides in a professional way; and
- present professional reports.

PROGRAMME CONTENT

- ✓ MS-Excel Basics (Basic Formulas, Protecting and Printing in Excel Data)
- ✓ Formatting Numbers and Managing Worksheets (Data import and export)
- ✓ Conditional Formatting, Sorting, and Filtering Excel Data
- ✓ MS-PowerPoint Basics

- ✓ Slide Creation, Design, Animations, and Transition
- ✓ Application of Slide Master and Image importation in MS-PowerPoint
- ✓ Presentation Techniques in MS-PowerPoint
- ✓ Working Smart

METHODOLOGY

Lecture, discussion, demonstration, and practical exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Training Managers/Officers, Trainers, Lecturers, Educators, Personnel, and Human Resource Managers in public and private organisations.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: August 14 - 18, 2023

Venue: CMD Training complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant (VAT inclusive)

Contact: Uche Sunday

Phone No.: 0811 715 2144

Email: su.uche@cmd.gov.ng

DIGITAL MARKETING STRATEGIES WORKSHOP – ICT 16

RATIONALE

Marketing has always been about connecting with target customers at the right place and time. The shift of consumer attention towards digital platforms is not a trend restricted to developed economies. Research shows consumers across all continents spend five or more hours daily on the internet.

With more consumers and businesses shopping and searching for products/services online, it is vital for the organization to recognize the importance of Digital Marketing to reach more customer base.

This workshop is designed to equip participants with the requisite knowledge, skill and competencies in digital marketing strategy.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- develop strategies on the use of social media for digital marketing;
- operate tools used in digital marketing;
- create high-impact content for a new generation of consumers; and
- apply the strategies required to become a professional digital marketer.

PROGRAMME CONTENT

- ✓ Digital Marketing: An Overview
- ✓ Marketing Management Strategies
- ✓ E-commerce and Website
- ✓ Google Analytics and Advertisement
- ✓ E-mail Marketing
- ✓ Search engine optimization (SEO)/SEM/PPC
- ✓ Copywriting
- ✓ Branding and Business graphic design
- ✓ Content Marketing
- ✓ Social Media Marketing (Facebook, Instagram, Twitter, WhatsApp, etc.)
- ✓ Affiliated Marketing

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Managers, Social media handlers in organization, Digital marketers, Traditional

marketers, Corporate Communication Professionals, Admin Officers, etc.

Mode of Assessment for Certification: 100 per cent attendance and active participation.

Lagos

Duration: 5 days
Date: August 07 - 11, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: E.R. Sati
Phone No.: 09090831011
Email: er.sati@cmd.gov.ng

Ibadan

Duration: 5 days
Date: November 13 - 17, 2023
Venue: CMD South-West Zonal Office No. 38B Francis Okediji Street, Old Bodija, Ibadan.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Momoh Yinusa
Phone No.: 08136712954
Email: y.momoh@cmd.gov.ng

Kano

Duration: 5 days
Date: July 17 - 21, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Baita Gambo
Phone No.: 08036340043
E-mail: gu.baita@cmd.gov.ng

CYBER SECURITY MANAGEMENT WORKSHOP – ICT 17

RATIONALE

The adoption of the Internet by businesses and enterprises has made mobile banking, online shopping, and social networking possible. While it has opened a lot of opportunities for us, it's not altogether a safe place because it's anonymity also harbours cybercriminals.

Therefore, to protect organisations against the cyber threats of today, employees must have a solid understanding of cyber security. Cyber Security is becoming one of the ways to deal with cyber threats that are threatening the operations of government activities, the private sector, and non-governmental organizations.

This workshop is designed to equip participants with the requisite knowledge, skills and competencies to handle organisations' cyber-attacks.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- identify key information security systems;
- describe the authentication mechanisms;
- discuss skills to improve their password security;
- Identify main malware types; and
- manage complex computer security threats.

PROGRAMME CONTENT

- ✓ Cyber Security fundamentals
- ✓ Authentication: Access Control, Password, two factors authentication
- ✓ Ethical, Legal, and Regulatory issues in Information Security
- ✓ The CIA (Confidentiality, Integrity, and Availability)
- ✓ Information Security: Governance and

- Risk management
- ✓ Cryptography
- ✓ Emerging threat: Malware and Vulnerabilities
- ✓ Intrusion detection, Response, and Phase
- ✓ Business Continuity and Disaster Recovery Planning
- ✓ Security Architecture and design
- ✓ Telecommunications and Network Security.

METHODOLOGY

Lecture, discussion, exercise hands-on and case study. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

ICT Personnel, Accountants, Policy Makers, social media Handlers, Middle-Level Managers, Administrative Officers, Computer Operators, etc.

Mode of Assessment for Certification: 100 percent attendance and active participation.

kano

Duration: 5 days
Date: July 17 - 24, 2023
Venue: CMD North- West Zonal Office, African Alliance Building, F1 Sani Abacha Way, Kano.
Course Fee: ₦150,000.00 per participant (VAT inclusive)
Contact: Baita Gambo
Phone No.: 08036340043
E-mail: gu.baita@cmd.gov.ng

INFORMATION MANAGEMENT PROGRAMMES - IMP

ICT APPLICATION WORKSHOP FOR LIBRARIANS AND EDUCATIONISTS – IMP 01

RATIONALE

The library is an important component of education, training, research, and learning. Its efficiency can have a significant impact on its services. An ICT-based library system offers the advantages of increased speed and accuracy in the performance of its functions.

ICT can facilitate reliable, competent, and accurate usage of library information and improve service delivery. Librarians and Information Managers require these skills to perform their functions effectively.

This workshop is designed to equip participants with the requisite knowledge and skills in the use of ICT in library services.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss modern information retrieval systems;
- identify responsibilities of e-resource librarians;
- develop steps in library automation; and
- prepare library budget using MS-Excel.

PROGRAMME CONTENT

- ✓ ICT Application for Librarians and Educationists: An Overview
- ✓ Library Automation
- ✓ Virtual Library
- ✓ Library Budgeting using MS-Excel
- ✓ E-Resource Management

- ✓ Basic Components of Library Websites
- ✓ Library Management Information System Using Queries in MS-Access
- ✓ Library Management Information System using MS- Access
- ✓ Library Networking and Administration
- ✓ Computer Maintenance and Information Security

METHODOLOGY

Lecture, discussion, case study, exercise and hands-on. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

E-Resource Librarians, Heads of Libraries, E-Library Staff, Archivists, Information Managers, Educationists, and other interested individuals.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Note: *Participants are advised to come with a laptop.*

Lagos

Duration: 5 days

Date: October 16 - 20, 2023

Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.

Course Fee: ₦150,000.00 per participant VAT (inclusive)

Contact: Usideme Efosa

Phone No.: 07034860634; 07066563197

E-mail: e.usideme@cmd.gov.ng

MANAGEMENT WORKSHOP FOR LIBRARIANS AND INFORMATION MANAGERS – IMP 02

RATIONALE

Librarians and Information Managers are expected to develop appropriate management techniques to effectively carry out their functions.

Libraries, Information or Documentation centers play an important role in education, learning, and national development. The information provided by these Centers enhances the quality of decisions that are made by managers in public and private organisations.

This workshop is designed to equip participants with the requisite management tools, techniques, and skills to perform their functions.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss the importance of management skills in library services;
- identify challenges in library management;
- coordinate the library team;
- manage library resources effectively; and
- apply modern management techniques in library services.

PROGRAMME CONTENT

- ✓ Library Management: An Overview
- ✓ Circulation Control in Library Services
- ✓ Planning and Organizing the Digital Library
- ✓ The Use of Library in Knowledge Management
- ✓ Computer Application in Library Services
- ✓ Team management in Providing Library Services
- ✓ Effective Management of Library Resources
- ✓ Problem Analysis & Decision-Making in Library Management
- ✓ Creativity and Innovation in Library Management
- ✓ Effective Communication and Interpersonal Skills
- ✓ Resource Sharing/Networking

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Libraries, Archivists, Information and Documentation Officers, Professional/Chartered Librarians, Trainers, Consultants, and Researchers.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days

Date: June 20 – 24, 2023

Venue: CMD Training Complex,
CMD Road, Shangisha,
Lagos.

Course Fee: ₦150,000:00 per participant VAT (inclusive)

Phone Contact: Oyewusi Omotayo

Phone No.: 07066563197; 08036579939

E-mail: o.oyewusi@cmd.gov.ng

INTERPERSONAL RELATIONS SKILLS IN LIBRARY MANAGEMENT – IMP 03

RATIONALE

Libraries have a culture of courteous, friendly, and timely service. The ability of libraries to provide these services depends mainly on relationships and teamwork among staff.

Organizations achieve most of their results through teams rather than individuals working in isolation. Without interpersonal relations, team effort cannot be harnessed. Library staff are expected to relate well with library users and should also relate appropriately among themselves.

This workshop is designed to equip participants with the requisite knowledge,

skills and competencies for interpersonal relationships.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- discuss effects of relationship on service delivery;
- identify factors that affect relationships in library services;
- examine attitudes and behaviours that affect interpersonal relationships;
- communicate effectively with stakeholders; and
- relate better with stakeholders.

PROGRAMME CONTENT

- Interpersonal Relations in Library Management: An Overview
- Qualities and Competencies of an Effective Librarian
- Communication Process and its Application to Library Management
- Handling Reference Interviews
- Interpersonal Relations Skills
- Understanding Temperament and Body Language in Interpersonal Relations
- Effective Team Work
- Emotional Intelligence
- Handling Library Users' Information Needs
- Effective Information Service Delivery
- Handling Customers Complaint
- Managing Difficult Customers

METHODOLOGY

Lecture, discussion, case study, and exercise. Audio-visual aids will be used to reinforce these learning methods.

TARGET AUDIENCE

Heads of Libraries, Librarians, Information Officers, Trainers, Educationists, Archivists, Documentalists, and Information Professionals.

Mode of Assessment for Certification: 100 percent attendance and active participation.

Lagos

Duration: 5 days
Date: September 04 - 09, 2023
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦150,000:00 per participant VAT (inclusive)
Contact: Hoke Joshua Stephen
Phone No.: 08036579939; 07034860634
E-mail: Js.hoke@cmd.gov.ng

Duration: 5 days
Date: October 17 - 21, 2022
Venue: CMD Training Complex, CMD Road, Shangisha, Lagos.
Course Fee: ₦50,000.00 per participant VAT (inclusive)
Contact: Omolola Oluwaseun (Mrs.)
Phone No.: 08027611561
E-mail: to.omolola@cmd.gov.ng

CONFERENCES - CON

ANNUAL CONFERENCE OF MANAGEMENT TRAINERS, HEADS OF TRAINING AND TRAINING ORGANISATIONS IN NIGERIA – CON 01

RATIONALE

Training is an important instrument for capacity building, improved performance and achievement of organisational goals. New challenges in the environment have made the training role even more compelling. Trainers and users of training services have the need to come together to discuss and find ways of making training more result-oriented and effective. The Annual Conference for Heads of Training and Development provides a forum for Training and Development Executives, Directors of Personnel, Officers-in-Charge of Training Departments, and Managers in public and private organisations to exchange ideas on current trends in training and development in Nigeria and Africa.

This forum is designed to expose participants to global trends, challenges and opportunities in Training, as well as dialogue among trainers and users of training products to enhance the quality of training service delivery.

OBJECTIVE

The forum will enable participants to dialogue and develop shared values particularly in training design, techniques, implementation, materials development and evaluation of training. The forum also has the objective of raising the quality of training service delivery

as well as reversing training practices and culture that undermine training, learning and learning transfer.

FORUM THEME

The theme and sub-themes of the forum are usually drawn from the communicate reached by participants at the previous Forum.

METHODOLOGY

Lead papers will be presented by notable consultants and practitioners in the field of management development, training, research and consultancy. A communiqué reflecting papers presented and discussed will be issued at the end of the forum.

TARGET AUDIENCE

Training and Management Development Managers, Human Resource Managers, Heads of Training and Organisations, Trainers, Consultants, Researchers and Policy Makers.

Abuja

Duration: 1 day
Date: To be announced
Venue: To be announced
Fee: Free
Contact: Francis Binuyo





08060331617



fa.binuyo@cmd.gov.ng

Lagos

Duration: 1 day

Date: To be announced
Venue: To be announced
Fee: Free
Contact: Nwalupue R. C. (Mrs.)
: 08034692300
: rn.nwalupue@cmd.gov.ng

MSME SEMINARS SERIES
(BUSINESS ENHANCEMENT AND SKILLS
DEVELOPMENT SERIES FOR SMALL
BUSINESS OWNERS AND POTENTIAL
OPERATORS) – CON 02

RATIONALE

Small businesses today in Nigeria operate in a rapidly global dynamic business environment with a lot of challenges amidst changing circumstances. To adapt to these rapidly changing circumstances, operators need to be aware that fast-moving conditions and some degree of unpredictability represent the dynamic environment. As such, entrepreneurs and potential entrepreneurs need to know where to look for signs of accelerating changes to meet customers' needs through strategies aimed at overcoming the challenges therein.

The Centre for Management Development (CMD) is well positioned to tackle these challenges headlong as our core mandate is to develop and promote high national standards of management education, entrepreneurial development, and supervisory training programmes for sustainable entrepreneurial success.

In view of the above focus, the Centre has lined up series of carefully designed programmes for actual and potential small business

operators to equip them with requisite entrepreneurial knowledge, skills and attitude to overcome some of the environmental challenges that they face.

LEARNING OBJECTIVES

At the end of this seminar, participants will be able to:

- identify prevailing challenges in the business environment;
- develop strategies for sustainable result;
- interface with operators in the various sectors for real life experiences; and
- examine opportunities for possible donors, collaborators and partners, locally and internationally.

Module 1: Managing Sustainable Business Ventures

- Setting up and Managing Small Businesses
- Environmental Scanning and Diagnosis
- Idea Generation and Introduction to Various Business Opportunities in Nigeria
- Feasibility Study/Business Plan
- Business Registration

Module 2: Regulatory Agencies and their Requirements

- Knowing the Requirements of SON, NAFDAC, FIRS, CPC etc.
- How to Get Approvals from SON, NAFDAC and others for your Products and Services.
- Tax Management
- Quality Control and Service Delivery
- Packaging of Products and Services
- Available Local Technology

Module 3: Personnel Requirement and Resource Management

- Hiring the Best Hands, Retention and Management
- The Role of Women in Entrepreneurship and Leadership
- How to Set up and Manage Cooperatives
- Sources of Funds
- The Role of Savings in Business
- Events Management
- Transport and Logistics Management
- Networking with Agencies and Registered Associations
- Simple Book-keeping

Module 4: Selling and Marketing Strategies

- Personal Effectiveness
- Effective Communication and Customer Relationship
- Marketing (Digital) Strategies
- Business Branding
- Monitoring and Evaluation
- Business Advisory Services

Facilitators will be drawn from CMD, NAFDAC, CAC, FIRS, SON, CPC, FIRO, SMEDAN, NASSI, MAN, NCCI and other Practitioners).

METHODOLOGY

Lecture and real life video demonstration/interviews of practitioners, customers and other relevant stakeholders. Cases, experience sharing and demonstration exercises will also be used to enhance learning.

TARGET AUDIENCE

Small Business Owners, NYSC Members, Unemployed Youths, Women, Artisans. etc.

MODE OF ASSESSMENT FOR CERTIFICATION:

100 per cent attendance and active participation.

MODE OF REGISTRATION: Only the first one hundred online registered participants before

the date of commencement of the programme will be admitted.

Abuja

Duration: 1 day

Date: 1st, 2nd, 3rd and 4th quarter – To be announced

Venue: To be announced

Fee: Free

Contact: Lucky Inegbenosun



08035059262/08050437832



luckynosun@cmd.gov.ng

Lagos

Duration: 1 day

Date: 1st, 2nd, 3rd and 4th quarter – To be announced

Venue: To be announced

Fee: Free

Contact: Lucky Inegbenosun



08035059262/08050437832



luckynosun@cmd.gov.ng

Note: The Seminars are open to sponsorship, partnership and collaboration.

CENTRE FOR MANAGEMENT DEVELOPMENT – FACULTY LIST

S/N	Surname	First Name	Other Names	CON	Designation	Qualification
1.	MR. CHINOKO	BITRUS	DANHARBI	CONS	Director General	MSc Political Science
2.	MR. ABDULKARIM	MOHAMMED	KABIR	15	Director/R&C	MBA Business Admin
3.	DR. (MRS.) OLUSOJI	MODINAT	OLAITAN	15	Director/EMD	Ph.D Economics
4.	MR. NUHU	MUHAMMAD		15	Director (AHR)	MSc Industrial Relation
5.	MS. ESIRI	DOROTHY	ONAJOMO	15	Director (DGO)	MA Lang & Comm Arts
6.	MRS. ADEYEMO	OLANIKE	AYODELE	15	Director (EBDD)	MA Lang & Comm Arts
7.	MRS. EZEMEDOLU	ADAOBI	REGINA	15	Director (F&A)	MBA Management, ACA.
8.	MRS. JEROME	MOLARA	OLUBUKOLA	14	Deputy Director	MLS
9.	MR. FALEYE	OLUFEMI	SUNKAMI	14	Deputy Director (LDD)	MSc Finance, FCA
10.	MR. ODAMA	AMOS	GBODI	14	Deputy Director	MSc Labour Relation
11.	MR. IYANYA	FRANCIS	IKE	14	Deputy Director	MSc Economics
12.	BARR. UCHE	NWANI		14	Deputy Director	LLB
13.	MR. ALUKO	OLANREWAJU	AKINOLA	14	Deputy Director	MBA
14.	MR. OHIDA	ADAMS	ISA	14	Deputy Director	MSc Agric Econs
15.	MRS. EDEM	STELLA	GABRIEL	14	Deputy Director	MSc Pub. Administration
16.	MR. EPHRAIM	EFITA		14	Deputy Director (ZC/SEZO)	MSc Public Sec. Mgt.
17.	MR. AKONTI	EMMANUEL	OHINOYI	14	Deputy Director	Bsc. Sociology & Anthropology PGD Marketing MBA Mgt. MA Eco. Pol. Mgt.

18.	MR. BINUYO	FRANCIS	ADEOLA	14	Deputy Director (ACD)	MSc Analytical Chem
19.	MR. OSANYINTUYI	TEMITOPE	AYODEJI	14	Deputy Director	MSc Economics
20.	MRS. NWALUPUE	RITA	CHINYE	14	Deputy Director	MSc Management
21.	MRS. SAM-ANIH	GRACE	EBELE	14	Deputy Director	MBA Management
22.	DR. OKPACHU	EMMANUEL		14	Deputy Director	Ph.D. Economics
23.	MRS. AKAGBUSUM	EDNA	NGOZI	14	Deputy Director	MSc Pub Relation
24.	MR. OLANREWAJU	RUHUFF	WALE	14	Deputy Director	MBA Management
25.	MRS. ODIAGBE	AGNES	ITOYA	14	Deputy Director (ZC/SWZO)	B.Sc Accounting
26.	MR. ALIYU	KABIRU		14	Deputy Director	BSc Library Science
27.	MRS. SALIHU	HABIBAT	ATTI	14	Deputy Director (ZC/NCZO)	MBA M.Ed Curriculum Studies
28.	MR. AFRICA	PIUS	EVANS	14	Deputy Director (ZC/SSZO)	MSc Public Sector Mgt.
29.	DR. (MRS.) EHIEMHEN	PATRICIA	IYONMEN	14	Deputy Director	PhD Guidance and Counselling/Industrial Psychology
30.	MRS. DANIEL	FELICIA	ALTINE	14	Deputy Director	MPA Public Admin
31.	DR. AYANO	DAVID	AYANNIYI	14	Deputy Director	PhD Economics
32.	MR. MANYA	DANLADI		13	Asst. Director (ZC/NEZO)	MBA. Business Admin
33.	MR. ALASELA	LUKMAN		13	Asst. Director	BSc Inter Relations
34.	MRS. ADETIMEHIN	SARAH	OMOLOLA	13	Asst. Director	BSc Business Admin
35.	MRS. NWEKE	AUGUSTINA	NWANNEKA	13	Asst. Director	MBA Management
36.	MRS. NDIFE	THERESA	UJU	13	Asst. Director	PGD Peace & Conflict Resolution
37.	MR. INEGBENOSUN	LUCKY		13	Asst. Director	MPA Human Resource

38.	MR. ADEYANJU	KAYODE	ADEBISI	13	Asst. Director	MSc Comm. Arts
39.	BARR. (MRS). ESSIEN	SHAN	OFONMBUK KINGSLEY	13	Asst. Director	LLB (Hons), BL
40.	MRS. MOHAMMED	HADIJATU	IBRAHIM	13	Asst. Director	LLB (Hons)
41.	MRS. ABUJA-KATO	ANN		13	Asst. Director	MPA Human Resource
42.	MR. ADUBI	OLATAYO	AKINBOLA	13	Asst. Director	MBA Business Admin
43.	MRS. KEN-AKANDE	CELESTINA	OZUZOMA	13	Asst. Director	Professional Exam A and B
44.	MR. CHINDO	JOSEPH	BATURE	13	Asst. Director	BA History
45.	MRS. ILAWOLE	OLUWAKEMI	OLURANTI	13	Asst. Director	MBA Management
46.	MR. DUNMOYE	ISAAC		13	Asst. Director	MBA
47.	MRS. ASHA- NNABUIFE	IFEOMA	PATIENCE	13	Asst. Director	MSc Statistics
48.	MISS. BRISKA	BLESSING		12	Chief Library Officer	OND Library Science
49.	MR. ADEPOJU	ADEYINKA	GABRIEL	12	Chief Mgt. Dev. Officer	MBA Public Admin
50.	MRS. AIYEOLA	VICTORIA	RONKE	12	Chief Mgt. Dev. Officer	MBA Business Admin
51.	MRS. ADEYEMO	DEBORAH	ADEOLA	12	Chief. Admin. Officer	MBA Public Sector Mgt.
52.	MR. OLANIYAN	BABATUNDE	OLUWASEGUN	12	Chief Mgt. Dev. Officer	MSc Economics
53.	MR. IHEAMA- CHANMA	CHIBUIKE	ISRAEL	12	Chief Mgt. Dev. Officer	BSc Economics
54.	MR. ODUGBESAN	OMOTOLA	ADEKUNLE	12	Chief Programme Analyst	MSc Computer
55.	MRS. UZOECHI	OLUFUNMILAYO	MORENIKEJI	12	Chief. Mgt. Devt. Officer	M.A. Econ Pol. & Mgt.
56.	MRS. FOLAWEWO	RITA	ISIMEME	12	Chief. Mgt. Devt. Officer	MSc Business Management
57.	MR. OJO	MICHAEL	TOLULOPE	12	Chief. Mgt. Devt. Officer	BSc Architecture
58.	MR. OKEKE	SAMUEL	NDUBUISI	12	Chief. Mgt. Devt. Officer	BSc Accounting
59.	MR. OLAYANJU	OLATUNDE	TIMOTHY	12	Chief. Mgt. Devt. Officer	B.Sc. Pol. Science

60.	MRS. GANA	LUCY	NNADZWA	12	Chief. Accountant	MBA
61.	MS. SULU	TITILOPE	MODUPE	12	Chief. Mgt. Devt. Officer	BA English
62.	MR. UFOT	PETER	ESSIEN	11	Asst. Chief. Accountant	BSc Accounting
63.	MR. BELLO	AMINU		11	Asst. Chief. Mgt. Dev. Officer	BSc Inter Relations
64.	MR. UBA	ABUBAKAR		11	Asst. Chief. Mgt. Devt. Officer	MBA
65.	MR. BISALLA	MOHAMMED	LAWAL	11	Asst. Chief. Mgt. Devt. Officer	MSc Psychology
66.	MRS. ALIU	AISHA		11	Asst. Chief. Mgt. Devt. Officer	BSc Business Admin
67.	MR. MAROK	HARUNA	PETER	11	Asst. Chief. Mgt. Devt. Officer	MSc Intern Relation
68.	MR. AHMED	ABDULLAHI	O.	11	Asst. Chief. Mgt. Devt. Officer	MBA
69.	MR. OKUNLOLA	EMMANUEL	OLUSEGUN	11	Asst. Chief. Mgt. Devt. Officer	MBA
70.	MS. OGUNSIJI	OLANIKE		11	Asst. Chief. Librarian	BSc Library Science
71.	MR. ANYARA	IKECHUKWU		11	Asst. Chief. Mgt. Devt. Officer	BA English
72.	MR. YELWA	AHMAD	ABDULMUMINI	11	Asst. Chief. Programme Analyst	MSc Data Telcom
73.	MS. IGUZA	MARIAN	ILAMOSI	11	Asst. Chief. Mgt. Devt. Officer	BSc Biochemistry
74.	MS. ONODJE	EDIRIN	ABIGAIL	11	Asst. Chief. Mgt. Devt. Officer	B.Sc Agric
75.	MR. DOGO	JACOB	SUNDAY	11	Asst. Chief. Mgt. Devt. Officer	B.Sc Economic

76.	MRS. GOMENTI	FELICIA	OMOTAYO	11	Asst. Chief. Mgt. Devt. Officer	B.Sc Political Science
77.	MISS. MUSA	SEFIYAT	OHUNENE	11	Asst. Chief. Mgt. Devt. Officer	BSc Public Admin
78.	MRS. AUDU	GRACE	ASABE	11	Asst. Chief. Admin. Officer	Masters in Public & International Affairs
79.	MR. USMAN	NASIR	AHMED	11	Asst. Chief. Mgt. Devt. Officer	MBA
80.	MR. EKPA	JOSHUA	ADEJO	11	Asst. Chief. Mgt. Devt. Officer	MA Economic Policy Mgt.
81.	MR. IDIAGHE	MICHAEL	AYEMWERE	11	Asst. Chief. Web Designer	BSc Computer Science CISCO, CCIE
82.	MRS. ESEDE	GEORGINA	O.	10	Prin. Research Officer	LLB (Hons)
83.	MS. NJOKU	HELEN	IFEANYI	10	Prin. Mgt. Dev. Officer	BA French
84.	MRS. AIGBE	VALENTINA	EJEHIOKHIN	10	Prin. Mgt. Dev. Officer	MA Educational Admin and Planning
85.	MR. IGOMU	OJEHEMA	SAMUEL	10	Prin. Mgt. Dev. Officer	BA English
86.	MRS. EKANEM	EKAOWO	IME	10	Prin. Mgt. Dev. Officer	BSc Public Admin
87.	MR. OJELERE	EZEKIEL	BAMIDELE	10	Prin. Mgt. Dev. Officer	B.Sc Marketing
88.	MR. ISHOLA	OLUSEUN	ANDREW	10	Prin. Research Officer I	MSc Economic
89.	MR. MONYE	CHUKWUJINDU	STEPHEN	10	Prin. Mgt. Dev. Officer	B.Sc Economic
90.	MRS. OSAKWE	HELEN	INIOBONG	10	Prin. Mgt. Dev. Officer	MSc Mass Communication
91.	MR. BAWALLE	ALIYU	ALI	10	Prin. Mgt. Dev. Officer	M.Sc. International Devt. (Econs) ACA
92.	MRS. OTEMU	PHINA	ADA	10	Prin. Admin. Officer	LLB law

93.	MRS. ISHOLA	ADEJOKE		10	Prin. Mgt. Dev. Officer	LLB law
94.	MRS. LOUIS	OLACHI	BENEDICTA	10	Prin. Mgt. Dev. Officer	B.Sc Marketing
95.	MR. UKPE	IFIOKABASI	ALBERT	10	Prin. Mgt. Dev. Officer	BSc Pub Adm
96.	MRS. OMOLOLA	TEMITAYO	OLUWASEUN	10	Prin. Mgt. Dev. Officer	M.A. Economic Policy and Management
97.	MR. BAITA	GAMBO	UMAR	10	Prin. Programme Analyst	Masters Information Technology
98.	MR. ONYENKA	CHINONYE	PETER	10	Prin. Mgt. Dev. Officer	B.Sc Engineering
99.	MR. LAWAL	HARUNA		10	Prin. Research Officer	BSc Biochemistry
100.	MR. ISHAQ	HABIB	OCHU	10	Prin. Mgt. Dev. Officer	BA Education
101.	MR. IMAM	AUWAL	SALISU	10	Prin. Mgt. Dev. Officer	MSc Health Economics
102.	MR. CHIROMA	ADAMU	POGUMAI	10	Prin. Mgt. Dev. Officer	B.Sc Business Admin
103.	MRS. ADEWUYI	ESTHER	OLADOYIN	10	Prin. Mgt. Dev. Officer	MSc Mass Communication
104.	MR. SALISU	SABIU	ABDULLAHI	10	Prin. Mgt. Dev. Officer	MSc Agric. Extension
105.	MRS. NU'UMAN-BARAU	NAFISA		10	Prin. Mgt. Dev. Officer	BSc Biochemistry
106.	MR. KAGARA	ADAMU	AHMED	10	Prin. Mgt. Dev. Officer	MSc Intern Relations
107.	MS. ONOTU	FRANCISCA	OZIOHU	10	Prin. Accountant	B.Sc Accounting
108.	MR. ABUBAKAR	SADIQ	ABUBAKAR	09	Prin. Admin. Dev Officer	LLB
109.	MR. ENEJO	MICHEAL		10	Prin. Mgt. Dev. Officer	B.Sc Economics
110.	MRS. DANIEL	EHIZEFUA	MARRIS I.	10	Prin. Exec. Off. I	HND Communication
111.	MR. ABDULLAHI	MUSTAPHA		10	Prin. Mgt. Dev. Officer	MBA

112.	MR. IBRAHIM	ABDULAZEEZ		10	Prin. Mgt. Dev. Officer	MSc Bus. & Comm. Law
113.	MR. MMOKWE	UWABUNKEONYE	OLISA	09	Snr. Admin. Officer	B. Edu Adult Education
114.	MR. ANAZIA	DOMINIC	NDUBUISI	09	Snr.Mgt. Dev. Officer	BSc Business Admin
115.	MR. AUDU	SEZUO	HARUNA	09	Snr.Mgt. Dev. Officer	BSc Economics
116.	MR. MUHAMMAD	ABDULLAHI	KOTE	09	Snr.Mgt. Dev. Officer	BSc Biology
117.	MR. EGENE	SOLOMON	OCHOLI	09	Snr.Mgt. Dev. Officer	B.Sc Zoology
118.	MR. HASSAN	ZAKARIYA		09	Snr.Mgt. Dev. Officer	B.Sc Geography
119.	MR. OGBEMEDE	OSEGHAE	TIMOTHY	09	Snr.Mgt. Dev. Officer	B.Sc Geog. & Reg. Planning
120.	MR. IGBINEDION	AUGUSTINE	MOSES	09	Snr.Mgt. Dev. Officer	B.Sc Marketing
121.	MR. OYEWOLE	ADEKUNLE	RAPHAEL	09	Snr.Mgt. Dev. Officer	BSc Accounting
122.	MR. DADA	ABIODUN		09	Snr.Mgt. Dev. Officer	Master Tech. Parasitology & Entomology
123.	MR. ABUBAKAR	BAKO	YUNUSA	09	Snr. Mgt. Dev. Officer	Msc. International Affairs and Strategic Studies
124.	MR. OGOR	KANAYO		09	Snr.Mgt. Dev. Officer	BSc Accounting
125.	MR. AMUZIEM	CLIFFORD	DANIEL	09	Snr.Mgt. Dev. Officer	BSc Accounting
126.	MR. MUSA	USMAN	MAMMAN	09	Snr.Mgt. Dev. Officer	B.Sc Economic
127.	MRS. BALOGUN	FALILAT	OSIKWEMHE	09	Snr.Mgt. Dev. Officer	B.A Linguistic
128.	MR. UDOH	OLUFEMI	IME	09	Snr.Mgt. Dev. Officer	B.Sc Banking & Finance
129.	MRS. IBRAHIM	RACHAEL	GODIYA	09	Snr.Mgt. Dev. Officer	BSc Psychology
130.	MR. IFADAH	ODION	ANTHONY	09	Snr.Mgt. Dev. Officer	B.Sc. Econs

131.	MS. NNAMANI	RITA	IFEYINWA	09	Snr.Mgt. Dev. Officer	BSc Economics
132.	MR. FAOKUNLA	OLUWASANMI		09	Snr.Mgt. Dev. Officer	B.A Tech Education
133.	MR. ADAMS	ABDULAZEEZ		09	Snr.Mgt. Dev. Officer	BSc Political Science
134.	MR. ABDULRASHEED	ABDULWAHAB		09	Snr.Mgt. Dev. Officer	BSc Biochemistry
135.	MRS. MUSA	FATIMA	BINTA	09	Snr.Mgt. Dev. Officer	BSc Chemistry
136.	MR. MOMOH	YINUSA		09	Snr.Mgt. Dev. Officer	BSc Political Science
137.	MR. YUSUFU	SA'ADU	LAMIDO	09	Snr.Mgt. Dev. Officer	BA Agric Tech
138.	MRS. ENIOLA	AYODELE	OMOTAYO	09	Snr.Mgt. Dev. Officer	BSc Microbiology
139.	MR. TIJJANI	GARBA	AMINU	09	Snr.Mgt. Dev. Officer	BSc Geography
140.	MR. BAGUDU	NASIRU	TILLI	09	Snr.Mgt. Dev. Officer	BSc Economics
141.	MR. ASISHANA	OZAVESHE		09	Snr.Mgt. Dev. Officer	B.Sc. Engineering
142.	MR. ALABI	SOLOMON	FOLORUNSO	09	Snr.Mgt. Dev. Officer	B.Sc Political Science
143.	MR. ISIBOR	MICHAEL		09	Snr. Adm. Officer	MPA
144.	MR. HUA	TERKURE	ALEXANDER	09	Snr.Mgt. Dev. Officer	BSc Political Science
145.	MISS GARGA	YASMIN	HAMISU	09	Snr.Mgt. Dev. Officer	BSc Banking & Finance
146.	MR. BRIGHT	ESSIEN	UDOH	09	Snr.Mgt. Dev. Officer	MSc Cell Biology
147.	MR. LAWAL	RICHARD	ABAYOMI	09	Snr.Mgt. Dev. Officer	B.A History
148.	MR. OJO	EMMANUEL	OLUMUYIWA	09	Snr. Programme Analyst	BSc Computer
149.	MR. EMMANUEL	UGBEDEOJO	MICHAEL	09	Snr.Mgt. Dev. Officer	BSc Maths

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152.	MR. MUHAMMAD	ABDULAZIZ		09	Snr. Programme Analyst	BSc Computer
153.	MR. OYINLOYE	ISAAC	OLUWATOSIN	09	Snr. Programme Analyst	BSc Engineering
154.	MR. IBRAHIM	SULEIMAN	SHEHU	09	Snr. Programme Analyst	MBA
155.	MR. IBRAHIM	UMAR	FALLATA	08	Programme Analyst I	BSc Business Comp
156.	MR. ALI	ABDULLAHI	AHMED	08	Mgt. Dev. Officer I	BSc Geography
157.	MR. GARO	ABUBAKAR	LAWAN	08	Mgt. Dev. Officer I	B. Edu Economics
158.	MR. FARINMADE	STEPHEN	ADEDAYO	08	Snr. Exec. Officer	BSc Econ
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