

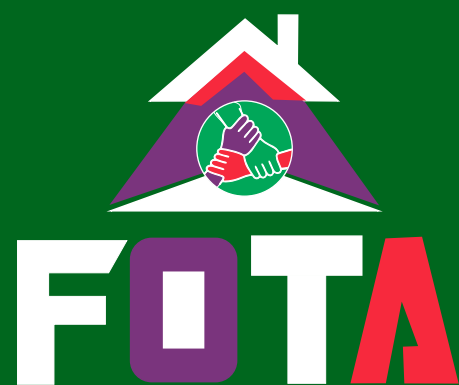
TRAINING BROCHURE OF FOTA CAPACITY BUILDING AND CONSULTANCY LTD



Corporate Profile

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OGECHI AJUNWA
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DIRECTOR EDUCATION AND TRAINING



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DR. ELIJAH TOKUNBO DANIEL

DIRECTOR RESEARCH, CORPORATE AFFAIRS AND INFORMATION.



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**ABOUT FOTA CAPACITY
BUILDING AND CONSULTANCY LIMITED.**
**SUITE B24B PLATINUM MEGA MALL, OPPOSITE
MABUSHI MODERN MARKET PLAZA, JAH, ABUJA**

FOTA Capacity Building and Consultancy Limited is established as a Capacity Building, Training, Consultancy and Research oriented company to enhance the performance, skills, capacities and competencies of workers in the private and public sectors of Nigerian Economy.

We organize training programmes, workshops, in-plant training programmes, conferences, recruitment for client organizations and engage in consultancy services. Our company is equipped of highly enthusiastic, experienced and versatile staff and is fully equipped with world class productivity and management professionals/consultants to satisfy your training needs and improve your organizational performance.

Our Corporate office address is located at Suite B24B Platinum Mega Mall, opposite Mabushi Modern Market plaza, Jah, Abuja.

Objectives of the Company:

- i) To build the competencies and capacities of workers in the public and private sectors of Nigerian economy.
- ii) To involve in the training of workers in the private and public sectors of Nigeria.
- iii) To engage in consultancy services to client firms, corporate bodies, companies and organizations for higher performance and improved productivity.
- iv) To carry out research work for client organization, corporate bodies, Government and Non-Governmental Organizations (NGOs) etc.

MOTTO:
*Quality, Efficient and
Effective Service Delivery.*



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Vision:

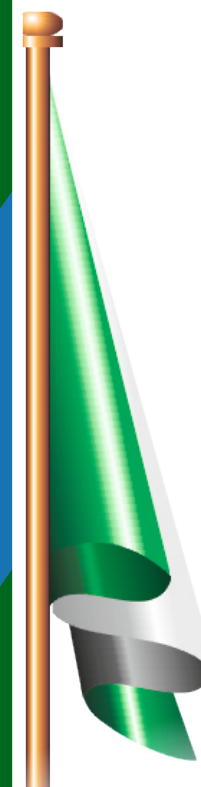
To be a world class training institution that will be involved in the capacity building of workers in the private and public sectors of Nigeria for enhanced performance.

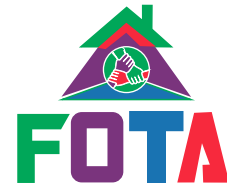
Mission:

To build the competencies and capacities of workers in the public and private sectors of Nigerian economy for better quality of life.

Core Values:

Professionalism, innovation, efficiency and effectiveness, punctuality, competency, productivity and high performance.





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OUR CERTIFICATE OF INCORPORATION





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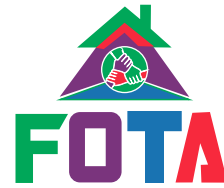




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1

TRAINING PROGRAMME ON “PERFORMANCE IMPROVEMENT AND EFFECTIVE SERVICE DELIVERY”

Rationale

The performance of an organization is a product of a number of factors such as result oriented values, positive work ethics and application of appropriate productivity improvement tools and techniques. The workers' performance is strongly influence by how well informed they are, the quality of training they receive as well as their skill and experiences.

In every organization, the junior cadre (01 – 07) plays a vital role in the day to day activities. The attitude of workers to their responsibilities has significant effects on efficiency and organizational productivity. It reflects the core values of the organization, their commitment to duty and loyalty to their organization as well as their positive attitude to peers, superiors and customers in the course of their job performance.

Thus, the respect for organizational culture and ability to adapt to changes in the work place has tremendous impact on productivity of that organization. Management and employees need to build positive work ethics for enhancement of organizational goals.

There is the need to constantly update workers' knowledge with specially designed tools and skills in order to improve their performances.

It is in the light of the above that this workshop is being proposed to equip participants with the necessary positive work ethics and basic effective service delivery skills to improve their performances.

Objectives

The main objective of the workshop is to improve the performance of the participants and acquaint them with positive work ethics and basic productivity improvement/service delivery tools to execute their functions more efficiently and effectively.

The specific objectives are for the participants to be able to:-

- i. Explain the concepts and importance of productivity;*
- ii. Identify factors affecting productivity in the work place;*
- iii. Develop the right attitude to work;*



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- iv. *Apply basic productivity improvement/service delivery tools in everyday to improve their performances.*

Target Audience

The workshop is designed for staff on grade levels 07 – 14.

Methodology

- i. *Lecture delivery through paper presentation on power point;*
- ii. *Case Studies*
- iii. *Syndicate Group Work and presentations*
- iv. *Action Planning*

Training Contents

- i. *An overview of Productivity: Concepts and Application;*
- ii. *Improving Productivity through Good Work Ethics;*
- iii. *Building and Motivating High Performance Teams;*
- iv. *The Public Service Rule as a Pivot for Government Business*
- v. *Effective Time Management for Improved Service Delivery;*
- vi. *Productivity Improvement Tools and Techniques;*
- vii. *Performance Measures for Productivity Improvement.*
- viii. *Strategies in the Design, Classification, Review, Documentation and Record Management.*

Expected Impact

At the end of the workshop, the participants would have:-

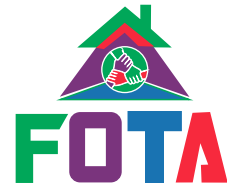
- i. *Acquired knowledge on Productivity and its application;*
- ii. *Acquired knowledge on basic productivity improvement tools and techniques;*
- iii. *Developed positive work attitude for efficient and effective service delivery;*
- iv. *Developed productivity culture and mindset.*

Venue: *Lokoja, Kogi State.*

Duration: *Three (3) days*

Participation Fee

*The training fee is **One Hundred Thousand Naira (N100, 000.00) per participant.**
This covers training materials, tea/coffee break, lunch and certificate of participation.*



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2

TRAINING PROGRAMME ON “WORKPLACE REFORMATION CHALLENGE”

Rationale

Reforming a workplace to an environment that is conducive, to drive innovation and generate ideas, has been a problem to many organizations in achieving their mandates. Some organizations strive to make their working environment as ideal as possible in order to drive innovation and generate ideas, while others do not.

Challenges at the workplace that affect employee productivity and organizational performance include weak operating capacities in terms of skills, knowledge and attitude, employee diversity, employee interaction, poor information flow, customers handling, lack of safeguards against occupational health and environmental hazards, motivation and low productivity, amongst others.

It is against this background that the training is proposed to develop productive mindset, skills, knowledge base and competencies of the workers in both the public and private sectors of the Nigerian economy, with a view to ensuring their full commitment, patriotism, improved performance and productivity.

Training Objectives

The overall objective of the training is to transform the workplace and enhance the performance of the organization. Other specific objectives are to:

- i. Identify Workplace Transformation Challenges.*
- ii. Expose Participants to Productivity Improvement Tools and Techniques for Workplace Transformation.*
- iii. Develop Best Operating Practices (BOP).*
- iv. Equip Participants with Knowledge and Skills for Continuous Improvement.*

Target Audience

Officers on Grade Levels (GL) 07 and above in the Public and Private Sectors.

Training Methodology

The training programme will adopt the following methodology:

- i. Electronic Audio/Visual Presentations.*
- ii. Interactive and Participatory Approaches.*
- iii. Syndicate Group Exercises.*
- iv. Case Studies;*
- v. Daily Energizers;*



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vi. *Action Plan Formulation.*

Training Contents

i. *An overview of Productivity Concepts and Application.*

ii. *Workplace Reformation Challenge: An Overview.*

iii. *Business Process Re-engineering: a Strategy for Improving Productivity in Organizations.*

iv. *Productivity Improvement Tools and Techniques:*

✓ *Workplace management through the application of 5S Good Housekeeping Practices.*

✓ *Innovative Quality Circles (QC) and Participatory Management Process.*

✓ *Employee Suggestion Schemes (ESS).*

v. *Leadership for improved Productivity and Competitiveness.*

vi. *Strategies in the Design, Classification, Review Documentation and Record Management.*

vii. *Ergonomic Challenges in the Workplace.*

Expected Impact

At the end of the training, participants would have;

i. *Acquired basic knowledge on Productivity;*

ii. *Acquired knowledge on Workplace Transformation Challenges;*

iii. *Developed High Performance Work Abilities;*

iv. *Acquired knowledge on Productivity Improvement Tools and Techniques;*

v. *Acquired knowledge on Ergonomics Challenges in Workplace;*

Venue: *Keffi, Nasarawa State*

Duration: *Three (3) days*

Training Fees

*The training fee is **One Hundred thousand naira (N100, 000.00) per participant.** This covers training materials, tea/coffee break, lunch and certificate of participation.*



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3

TRAINING PROGRAMME ON TOTAL QUALITY MANAGEMENT (TQM) AS A PRODUCTIVITY ENHANCEMENT TOOL FOR ACHIEVING ORGANIZATIONAL EXCELLENCE

Rationale

Top Management staff all over the world are increasingly expressing their commitment to excellence. Therefore, top executives are increasingly sharing this same concern. This is happening not because excellence is a new fad, but because top management now better appreciate that the success of their organizations can only be guaranteed in today's circumstances by a most dogged and practical commitment to excellence both in the processes and end product of human and organizational development. In this context, therefore, excellence means providing high quality products and services compared to those of similar organizations.

For quite some time, organizational management has taken different routes in a bid to become excellent. In the recent past many quality-conscious organizations adopted Management by Objective, Quality Circle, Employee Suggestion Schemes (ESS) and Total Customer Service, amongst other strategies. In these organizations, the earlier schemes have not necessarily been abandoned but merely added to or refined, reinterpreted or integrated with newer management insights to produce more effective management approaches. It is this dynamism that has led to the emergence of Total Quality Management (TQM) as one of the most effective and powerful routes to achieving excellence.

Total Quality Management is a way of thinking and doing things in an organization with a view to consistently achieving planned and continuous improvement in the quality of all its activities, processes and results in order to meet or exceed the expectations of the customer. TQM assist organizations to consistently seek quality in all aspects of corporate activities. This includes product quality, management processes, human relationships, work environment, costs and inputs, customer care etc.

With the current move towards liberalization and globalization, most organizations now operate in an environment where they have to contend with uncertain market forces and increasing competition. To cope with these new challenges, top management staff would have to develop new approaches for corporate survival and growth. This need is what the training course on TQM seeks to address.



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Course Objectives

The overall objective of the training programme is to sensitize participants on the need for quality and excellence in service delivery to meet the challenges of an increasingly competitive environment.

The Specific objectives are for the participants to:

- i. Demonstrate Good Understanding of the Concepts and Principles of Total Quality Management (TQM);*
- ii. Explain the Key Features and Processes of Total Quality Management (TQM);*
- iii. Understand the benefits of Total Quality Management (TQM);*
- iv. Examine Competitive Strategies for Institutionalizing Total Quality Management (TQM) in an organization and;*
- v. Analyze the leadership demands and challenges of excellence through Total Quality Management (TQM).*

Target Participants

The target participants include management and top management staff.

Course Themes

The training contents include:

- i. An Overview of Productivity Concepts and Application.*
- ii. Productivity Improvement Tools and Techniques.*
- iii. Conceptual Issues in Total Quality Management.*
- iv. Management Approaches and Tools for Total Quality Management.*
- v. Electronic Documentation and Record Keeping Management System for Improved Productivity.*
- vi. Introduction to Basic Productivity Improvement Tools and Techniques.*
- vii. Business Process Re-engineering: a Strategy for Improving Productivity in Organizations.*
- viii. Strategies for Problem Solving Techniques in Total Quality Management Implementation.*
- ix. Leadership, Employee and Customer Role in Total Quality Management (TQM) Implementation.*

Venue: Calabar, Cross River State.

Duration: Three (3) days

Course Fee

One Hundred and Fifty Thousand Naira (N150, 000.00) only, per participant. *The fee covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.*



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4

4. TRAINING PROGRAMME ON “HIGH PERFORMANCE WORK PRACTICES FOR ENHANCED COMPETITIVENESS”

Rationale

Competitiveness reflects the ability of organizations/enterprises to manage their resources and competencies in order to create wealth/satisfy their stakeholders. This explains the rising global interest in the concept and the development of numerous methodologies and frameworks for gauging and driving competitiveness at different levels. For firms/organizations, globalization has intensified the competition frontier of products and services – creating new space and opportunities that only competitive and innovative organizations can exploit.

The effect of globalization on organizations in Nigeria has been drastic. It has placed them in close proximity with world-class organizations/businesses. It has become very apparent that gaps exist between management styles, work culture/practices in Nigerian firms and global best practices. Some of the daunting challenges include: blurred strategic vision, weak management styles, weak organizational culture, high level of wastes, low level of productivity, weak customer orientation, low level of skilled and knowledgeable workers, low value added services, and low level of innovation. In view of the foregoing, the knowledge and skills required for organizations to make bold creative leaps, stimulate new strategies and adopt proven innovative management styles, have been designed in this training and hereby proposed.

Training Objectives

The broad objective of this training is to equip leaders in the organization with knowledge and skills required to strengthen their management systems in order to successfully navigate the turbulent waters of the competitive global environment. Other specific objectives are to:

- i. Create awareness on Productivity concepts and their effect on firm/organizational level competitiveness;
- ii. Discuss organizational level competitive strategies;
- iii. Describe leadership types and explore the kind of leadership that will inspire competitiveness in organization;
- iv. Explain the role of benchmarking in competitiveness;
- v. Describe how blue ocean strategies are applied at organizational level;
- vi. Discuss change management.



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Target Audience

The training is designed for management level workers in public and private sector institutions, entrepreneurs, CEOs, Directors, Change champions in organizations, members of productivity councils in firms, members of Work Improvement Teams and Quality Circles, etc.

Training Methodology

The training programme will adopt the following methodology:

- i. Electronic audio/visual presentations.*
- ii. Interactive and participatory approaches.*
- iii. Syndicate Group Exercises.*
- iv. Case studies;*
- v. Daily Energizers.*

Training Contents

- i. An Overview of Productivity Concepts and Application;*
- ii. Competiveness Concept in Organizations;*
- iii. Strategies for improving Competitiveness in Organizations: Balanced Score Card;*
- iv. Business Process Re-engineering: a Strategy for Improving Productivity in Organizations.*
- v. Navigating Competitive Waters: Blue Ocean Strategy.*
- vi. Electronic Documentation and Record Keeping Management System for Improved Productivity;*
- vii. Towards Effective Performance : Organizational Culture and Leadership*
- viii. Leadership and Competitive Organization;*
- ix. Benchmarking for Competitiveness;*

Expected Impact

At the end of the training, participants would have;

- i. Acquired basic knowledge on Competitiveness in firms/organizations;*
- ii. Acquired basic knowledge on basic Productivity Improvement Tools and Techniques;*
- iii. Acquired knowledge on how to use Balanced Score Card to Improve Organizational Competiveness;*
- iv. Developed good Organizational Culture for Productivity Enhancement;*
- v. Acquired Knowledge on Blue Ocean Strategies to Navigate Competitive Waters.*

Venue: Enugu, Enugu State.

Duration: Three (3) days

Training Fees

*The training fee is **One Hundred and Fifty Thousand naira (N150, 000.00) per participant.** This covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.*



5 NATIONAL WORKSHOP ON MANAGING HUMAN RESOURCES FOR PRODUCTIVITY ADVANCEMENT

Rationale

The improved performance of human capital is crucial to the attainment of organizational mandate. It is also the anchor that guarantees survival and continual relevance in the constantly shifting sands of global economic competitiveness. This is why Modern Human Resource Management (HRM) theories, concepts and practices emphasize on Human Capital Development Strategy (HCDS) as the best approach to HRM in any organization. HCDS is a package of HRM tool and techniques for managing men, money, materials and machines for increased productivity.

The training is designed to upgrade participants' skills, capabilities and capacities in managing Human Resources for enhanced productivity.

Objectives

The overall objective is to sharpen the skills and capabilities of participants for improved desk-top functions and organizational productivity. Specifically, the training is designed to:

- i. Expose participants to the concept and applications of productivity*
- ii. Identify the modern HRM techniques;*
- iii. Highlight the latest cutting-edge HRM tools;*
- iv. Acquaint participants with new government HRM policies and programmes and*
- v. Examine leadership types and styles.*

Target Audience

Grade Levels 07 – 14 and Managers at all levels.

Methodology

- i. Electronic audiovisual presentation.*
- ii. Syndicate group.*
- iii. Interactive Questions and Answers sessions.*
- iv. Case Studies*
- v. Daily Energizers.*
- vi. Management of Learning.*
- vii. Work plan preparation Sessions.*

Training Contents

- i. An Overview of Productivity Concepts and Applications*
- ii. An Overview of Human Capital Development (HCD) and Human Resource Management (HRM);*



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- iii. *Human Resource Management and Productivity Improvement;*
- iv. *Staff Development and Motivational strategies; on the job training.*
- v. *Change Management;*
- vi. *Administrative Control and Fraud prevention strategies;*
- vii. *Modern Leadership Types and Styles.*

Expected Impact

At the end of the training, participants would have acquired skills and knowledge on Human Resource Management for improved productivity.

Venue: Akure, Ondo State

Duration: Three (3) days

Workshop Fee:

One Hundred Thousand Naira (N100, 000.00) only per participant. The fee covers training materials, tea/coffee break, lunch and certificate of participation.



NATIONAL WORKSHOP ON “STRATEGIES FOR ENHANCING AGRICULTURAL AND RURAL PRODUCTION IN A POST COVID-19 ECONOMY”

Rationale

Agriculture is a vital sector for the sustained growth of developing countries, especially agriculture-based countries such as those in sub-Saharan Africa. Equally important is the fact that a significant portion of the world's population—86 percent of rural inhabitants—still depends on agriculture for employment and sustenance (World Bank 2007), demand for food is increasing too. The International Food and Policy Research Institute (IFPRI) estimates that an additional 6 million hectares of maize and 4 million hectares of wheat plus a 12 percent increase in global maize and wheat yields will be needed to meet demand for cereals alone in the next decade (Edgerton 2009).

Extension services and improved farm inputs are delivered to farmers under the agricultural component of rural development programmes so as to motivate the adoption of improved technologies that will ensure efficient utilization of resources deployed to agricultural productivity improvement, in other words, transfer of improved technology for optimum allocation and utilization of resources.

More intensive utilization of agricultural resources (land, seeds, fertilizer, implements and prime movers) is encouraged, and land development techniques are incorporated into rural farming. Also, the land – man ratio as well as input-output ratio is resultantly improved for farm income and purchasing power of the farmer.

These can only be achieved through efficient extension services systems, which are the vehicles through which they are conveyed, for effective agricultural productivity improvement.

It is in realization of the above that the National Productivity Centre is organizing a National Workshop on “Improving Agricultural Productivity through Effective Extension Service Systems”.

Workshop Objectives

The main objective of this workshop is to bring the stakeholders to brainstorm, share knowledge and exchange ideas, aimed at proffering solutions and making policy recommendations for improving agricultural productivity through effective extension system.

The specific objectives are to:

- i. *Acquaint participants with methods and techniques of improving agricultural productivity through effective extension service systems;*
- ii. *Create awareness among stakeholders on the agricultural extension services in the country;*



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- iii. *Create a forum for interaction and exchange of ideas among stakeholders, and,*
- iv. *Proffer solutions to various factors militating against effective extension service systems performance.*

Sub Themes

The sub themes for this workshop include:

- i. *Challenges and Prospects of Improved Agricultural Productivity through Effective Extension Service System.*
- ii. *Productivity Improvement Concepts, Tools and Techniques and Their Applications for Improved Agricultural Extension Services.*
- iii. *The role of the 3 Tiers of Government in the provision of a sustainable Agricultural Extension System in Nigeria.*
- iv. *The Agricultural Transformation Agenda of the Federal Government of Nigeria: Challenges and Prospects for sustainable Agricultural Extension Services.*
- v. *The Role of Financial Institutions in improving Agricultural Extension Services in Nigeria.*
- vi. *The importance of Radio and Television and other communications services in Agricultural Extension and Productivity*
- vii. *Group Dynamics and functions of groups in Extension Enhancement for sustainable Agricultural Productivity.*

Target Audience

The three (3) day National workshop is designed for:

- i. *Officers of Federal and State Ministries of Agriculture,*
- ii. *Extension Workers,*
- iii. *Officers of Local Government Councils,*
- iv. *Representatives of Farmers' Organizations,*
- v. *Fadama User Groups, Fadama*
- vi. *Universities, Polytechnics and Colleges of Agriculture;*
- vii. *Researchers from Agricultural Research Institutes,*
- viii. *Research Institutes*
- ix. *Farmers,*
- x. *Officers from Agricultural Development Programme*
- xi. *Officers and other stakeholders in Agriculture.*

Methodology

Lecture delivery using modern aids through PowerPoint presentations, participatory and interactive approaches, syndicate groups and group discussions, questions and answers session.

Expected Impact

At the end of the workshop participants would have:

- i. *acquired knowledge on the Challenges and Prospects of Improved Agricultural Productivity through Effective Extension Service System, and ways of proffering*



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- solutions to them;*
- ii. learnt the necessary Productivity Tools and Techniques to employ in their various agricultural productivity improvement endeavors;*
 - iii. appreciated the role of the 3 tiers of Government in the provision of a sustainable Agricultural Extension System in Nigeria;*
 - iv. embraced the Role of Research in Agricultural Extension Methodologies for sustainable Agricultural Productivity.*
 - v. learnt about the importance of Radio and Television and other communications services in Agricultural Extension and Productivity*
 - vi. had knowledge of Group Dynamics and functions of groups in Extension Enhancement for sustainable Agricultural Productivity, amongst others.*

Venue: Conference Hall, National Agricultural Extension and Research Liaison Services (NAERLS), Ahmadu Bello University (ABU), Samaru, Zaria.

Duration: Three (3) days

Workshop Fee: The workshop fee is **One Hundred Thousand Naira (N100, 000.00) only per participant.**



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7

NATIONAL WORKSHOP ON “PRODUCTIVITY ENHANCEMENT TECHNIQUES A MEANS OF IMPROVING ORGANIZATIONAL PERFORMANCE”

Rationale

The performance of an organization is dependent on a number of factors, such as result oriented values, positive work ethics, Target setting, application of appropriate productivity improvement tools and techniques, conducive work environment and incentive reward system. An organization has to effectively combine these factors to achieve the desired level of performance.

Furthermore, the attitude of workers to their duties and responsibilities has direct impact on organizational performance. Their commitment, dedication and loyalty to the organization are necessary requirements for improved performance and higher productivity. The management also needs to build positive work attitudes for the attainment of organizational objectives.

In addition, achieving organizational objectives and competitiveness in the public or private sector of the economy is highly dependent on the quality of the workforce. This is because workers coordinate other factors of production.

This workshop is therefore designed to equip participants with modern Productivity Improvement Tools and Techniques for the attainment of organizational goals and objectives.

Objectives

The main objective of the workshop is to sharpen the Knowledge, skills, and competencies of participants for improved organizational performance. Other specific objectives are to:

- i. Explain the concept, meaning and importance of productivity;*
- ii. Identify factors affecting productivity improvement in organizations;*
- iii. Acquaint participants with modern tools and techniques for productivity improvement.*
- iv. Equip participants with skills that will enable them to continuously improve and solve problems in their work stations.*
- v. Expose Participants to world best practices on improving organizational performance.*



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Target Audience

The workshop is designed for Chief Executives of public and private sector organizations, Directors of Personnel Management, Managers of Human Resources, Bank Executives, Senior Analysts, Management Consultants, and Senior Officials of both public and private organizations and Academia.

Workshop Contents

- i. An Overview of Productivity: Concepts and Application
- ii. Work Ethics and organizational performance.
- iii. Productivity Improvement Tools and Techniques:
 - ☞ Workplace management through the application of 5s Good Housekeeping Practices.
 - ☞ Quality Circles (QC) and participatory management process
 - ☞ Employee suggestion schemes.
- iv. Team Building and Leadership Skills.
- v. Performance Measurement for Organizational Improvement.
- vi. Benchmarking for continuous improvement.

Methodology

- i. Electronic audio/visual presentations.
- ii. Interactive and participatory approaches.
- iii. Syndicate Group Exercises
- iv. Case studies;
- v. Daily Energizer;
- vi. Action plan formulation.

Expected Impact

At the end of the workshop, participants would have;

- i. Acquired basic knowledge on productivity.
- ii. Acquired better work attitudes.
- iii. Acquired knowledge on productivity improvement tools and techniques.
- iv. Developed Productive mindset.
- v. Develop Problem solving tools and techniques.

Venue: Nasarawa State

Time: 9.00 a.m. daily.

Duration: Three (3) days

Participation Fee

The participation fee is **One Hundred Thousand Naira (N100.000.00) only per participant**. The workshop fee covers workshop materials, tea/coffee break, lunch and certificate of participation.



TRAINING PROGRAMME ON “WORK ETHICS AND MANAGEMENT OF CHANGE FOR ENHANCED PRODUCTIVITY”

RATIONALE

An organization consists of a group who are bound by common purpose and relate with one another in order to achieve the organizational goals and objectives. The effectiveness of any Organization is dependent on the behaviour of the people within it. Thus, the need for acceptable pattern of behaviour in an Organization cannot be over-emphasized.

However, instead of organizational effectiveness what is obtainable in the private and public sectors of Nigerian Economy is that most of the organizations are yet to reach expectations, including low level of productivity. Some of the factors that cause these include poor work ethics which results to care free attitude to work, lateness, and absenteeism, idleness, corruption, nepotism, favouritism, indiscipline and laxity, careless workmanship, management parochialism, lack of proper delegation and selfishness etc. This is contrary to the norms in the public sector and industrial sector where the workforce at the workplace is dedicated to work, maintain a high pace of work and a keen sense of responsibility for performance of assigned tasks.

Therefore, this training is designed by National Productivity Centre to improve the mind-set of workers in public and private sectors of the Economy to be productivity conscious and adopt the right work ethics in order to enhance their effectiveness and performance.

TRAINING OBJECTIVES

The main objective of the training is to expose participants to appropriate Work Ethics that will enhance the performance of participants. Other specific objectives are to:

- i. Expose participants to Basic Productivity Improvement Tools and Techniques;*
- ii. Equip participants with the Skills and Strategies needed to manage Change;*
- iii. Facilitate Collective Participation in decision making through Effective Communication;*
- iv. Acquired basic knowledge on Effective Communication.*

TRAINING CONTENT

- i. An overview of Productivity, Concepts and Application;*
- ii. An overview of Work Ethics;*
- iii. Employee Behavioural Modification Strategies;*
- iv. Enhancing Organizational Performance through Effective Communication: A Practical Approach;*
- v. Change Management for Enhanced Productivity.*

TARGET AUDIENCE

The training is designed for Junior, Senior and Management level workers in public and private sector Organizations, Entrepreneurs, CEO's and Directors.

TRAINING METHODOLOGY

The training programme will adopt the following methodology:

- *Electronic audio/visual presentations.*



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- *Interactive and participatory approaches.*
- *Syndicate Group Exercises.*
- *Case studies;*
- *Daily Energizer;*

EXPECTED IMPACT

At the end of the training, participants would have;

- i) Acquired basic knowledge on Work Ethics for Enhanced Performance;*
- ii) Acquired basic knowledge on the basic Productivity Improvement Tools and Techniques;*
- iii) Acquired knowledge on Effective Communication for Organizational Performance;*
- iv) Developed Productive Mindset that will help participants to excel in their given tasks;*
- v) Developed Skills that will make participants to be Self Motivated.*

DURATION: *Three (3) days*

VENUE: *Lagos, Lagos State.*

TRAINING FEES

The training fee is N100, 000.00 (One Hundred Thousand Naira) per participant. This covers training materials, tea/coffee break, lunch and certificate of participation.



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9

9. TRAINING PROGRAMME ON “FRAUD AND FORENSIC LABORATORY/ AUDITING FOR AUDITORS PERFORMANCE IMPROVEMENT”

RATIONALE

Improved performance is one of the most important competitive factors in organizations. Hence, the need for knowledge on forensic laboratory for Auditors in all organizations especially auditors in the Office of the Auditor General of the Federation.

In every organization, the workforce plays a vital role in day-to-day activities, the competencies, capacities and how knowledgeable a worker is, will determine the organizations efficiency, effectiveness and productivity.

In line with the above, the need to constantly update workers with cutting edge knowledge that is specially designed to make them more productive in carrying out their functions accordingly in order to enhance quality service delivery.

Fraud is a global phenomenon and has robbed Nigeria its place amongst the committee of Nations, there is urgent need for this training on fraud and forensic laboratory/auditing which will better position auditors in the Office of the Auditor General of the Federation to carry out their functions efficiently for higher performance.

It is against this backdrop, that this training programme is being proposed to equip auditors in the Office of the Auditor General with special knowledge on fraud and forensic laboratory/auditing that will improve their performances for quality service delivery.

TRAINING OBJECTIVES

The main objective of the training is to improve the performance of auditors and expose them to cutting edge knowledge for quality and efficient service delivery.

Other specific objectives are to:

- i) Explain the concepts and applications of productivity;*
- ii) Identify the fundamental principles of forensic laboratory.*
- iii) Expose participants to modern forensic laboratory equipment.*
- iv) Create a new awareness of fraud to employees*
- v) Identify traits that employees can observe that may suggest fraud has or is taking place*
- vi) Guide employees to new ways of considering internal controls and segregation of duties*
- vii) Instill in employee's ways in which they can protect themselves and their organizations from fraud*



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- viii) *Utilize real business cases to demonstrate how fraud happens and the ways in which it can impact an organization*

TRAINING CONTENTS

- i. *An overview of Productivity: Concepts and Applications;*
- ii. *An overview of Forensic Laboratory, concepts and Applications.*
- iii. *The concept of crime and evidence*
- iv. *Forensic Laboratory Equipment, Software, Tools and Accessories.*
- v. *Work ethics for improved organizational performance.*
- vi. *Understanding nature of fraud and fraudster*
- vii. *Purpose of Investigation and how to Detect Large Value Frauds*
- viii. *Forensic Auditing Techniques and Computer-based Forensics*
- ix. *Data Analytics for Fraud Detection and Investigation*
- x. *Report Writing, Articulation and Evidence Presentation*

METHODOLOGY

- i) *Lecture delivery through paper presentation on power point;*
- ii) *Case Studies*
- iii) *Syndicate Group Work and presentations*
- iv) *Action Planning*

TARGET AUDIENCE

The training is Auditors in the Office of the Auditor General of the Federation.

EXPECTED IMPACT

At the end of the training, the participants would have: -

- i) *Acquired knowledge on Productivity and its applications;*
- ii) *Identified the fundamental principles of forensic laboratory/auditing.*
- iii) *Developed productivity culture and mindset*
- iv) *Exposure on the concept of fraud, crime and evidence*
- v) *Acquired knowledge on data analysis for fraud detention.*
- vi) *Developed skills on report writing and presentation.*

VENUE: *Uyo, Akwa Ibom State.*

DURATION: *Four (4) Days.*

PARTICIPATION FEE

One Hundred and Fifty Thousand Naira (N150, 000.00) only, per participant. The fee covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.



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10

TRAINING PROGRAMME ON WAREHOUSE & STORES MANAGEMENT

(Essentials for Storage, Capacity, Safety & Performance Measurement)

RATIONALE

Warehousing is an integral part of every logistics system, where warehousing is an important link between the producer and the customer. Warehousing plays a vital role in providing the desired level of customer service at the lowest possible cost where there is pressure on the warehouse to perform its functions to a high standard to meet the expectations of the customer. Over a number of years, warehousing has developed from a relatively minor part of the company's logistics system to one of its most important functions.

The purpose of this exciting Warehouse and Stores Management training is to show how to implement all of the essential tools for the effective management of warehousing and stores. The course examines various aspects of the business such as production, product, suppliers, customers and the associated product throughputs and volumes.

TRAINING OBJECTIVES

The main objective of the training is to improve the performance of Warehouse and Store Officers through exposing them to Warehouse and Store Management skills. Other specific objectives are to:

- i) Explain the concepts and applications of productivity;*
- ii) Explain how to design warehouse procedures*
- iii) Change and improve methods*
- iv) Understand how wasteful activities/costs can be eliminated*
- v) Obtain added value for money with improved customer service*

TRAINING CONTENTS

- xi. An overview of Productivity: Concepts and Applications;*
- Ii) The Role of the Warehouse in an Organization*
- iii) Product Classification*
- iv) Layout Options, Method and Equipment in Warehouse Management*
- v) Health and Safety, Security and Loss in Warehouse Management*
- v) Service Levels, Warehouse Layouts and Productivity*

TARGET AUDIENCE

The training is designed for Junior and Senior Warehouse and Store Officers

TRAINING METHODOLOGY



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The training programme will adopt the following methodology:

- *Electronic audio/visual presentations.*
- *Interactive and participatory approaches.*
- *Syndicate Group Exercises.*
- *Case studies;*
- *Daily Energizer;*

EXPECTED IMPACT

At the end of the training, the participants would have: -

- vii) *Acquired knowledge on Productivity and its applications;*
- viii) *Identified the fundamental principles of Warehousing*
- ix) *Developed warehousing and store keeping skills*
- x) *Exposed to health and safety tips, skills in warehousing*
- xi) *Acquired knowledge on warehousing and store keeping.*

VENUE: *Ibadan, Oyo State.*

DURATION: *Three (3) Days.*

PARTICIPATION FEE

One Hundred Thousand Naira (N100, 000.00) only, per participant. The fee covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.



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11

TRAINING PROGRAMME ON PROCESS ANALYSIS & BUSINESS MODELLING (Building Fast, Efficient and Effective Processes)

RATIONALE

Business Process Analysis and Modelling is an essential component of Business Process Re-designing (BPR) as well as other business process improvement initiatives such as re-engineering, systems development, quality management and continuous process improvement. In this training on Business Process Analysis and Modelling, the participants will acquire the knowledge and skills to analyze and accurately model business processes at the enterprise level as well as the detailed workflow level.

In this training, participants will acquire the knowledge and skills to map and model business processes at the enterprise level as well as detailed workflow level. This course also provides a step-by-step approach to effectively analyze processes to ensure that business process models accurately reflect reality and includes stakeholder requirements. The process approach is one of the most successful means to improve the operations of the company, improve competitiveness, increase efficiency, reduce costs and enhance customer and employee satisfaction.

Participants will learn the Business Process Modelling Notation (BPMN). This is a widely-used, open modelling standard that combines business-friendliness with the precision required to effectively implement and automate business processes. It is easy to understand and can be applied to all aspects of business process innovation.

Practical analysis and modelling work using the techniques is done throughout the training programme.

TRAINING OBJECTIVES

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

- i) Understand business processes and their components*
- ii) Apply process analysis concepts and techniques*
- iii) Define processes using Business Process Modelling Notation (BPMN)*
- iv) Develop business process architecture*
- v) Analyze process customer requirements*
- vi) Specify measures of business process performance*
- vii) Diagnose the health of a business process*
- viii) Use process improvement techniques to transform business processes*

TRAINING CONTENT

- i. An overview of Productivity: Concepts and Applications;*
- ii. Understanding Business Processes*
- iii. Overview and Key Concepts of Business Process Analysis and Modeling*
- iv. Identifying and Naming Business Processes*
- v. Business Process Re-engineering: A strategy for Improving Productivity in Organizations.*



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- vi. *How to Analyze the Components of a Business Processes?*
- vii. *Business Processes Modelling Concepts*

TARGET AUDIENCE

The training is designed for Business Managers, Business Process Analysts, Process Owners, Business and Systems Analysts, Information Technology Professionals, BPM Project Leaders, BPM Project Team Members and Quality Specialists.

TRAINING METHODOLOGY

The training programme will adopt the following methodology:

- *Electronic audio/visual presentations.*
- *Interactive and participatory approaches.*
- *Syndicate Group Exercises.*
- *Case studies;*
- *Daily Energizer;*

EXPECTED IMPACT

At the end of the training, the participants would have: -

- i) *Acquired knowledge on Productivity and its applications;*
- ii) *Identified the fundamental principles of Process Analysis and Modelling*
- iii) *Developed process Analytical and Modelling skills*
- iv) *Exposed to Business Process Re-engineering*

VENUE: *Port Harcourt, Rivers State.*

DURATION: *Three (3) Days.*

PARTICIPATION FEE

One Hundred Thousand Naira (N100, 000.00) only, per participant. *The fee covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.*



12

TRAINING PROGRAMME ON BUDGETING, FORECASTING AND PLANNING PROCESS.

RATIONALE

This leading-edge Budgeting, Forecasting and the Planning Process training provides the theoretical basis and necessary skills to develop world class strategic planning, forecasting and budgeting processes. A strategy is a long-term plan of what an organization is going to do to achieve its overall policy. This Finance and Budgeting training will enable participants to develop a framework that links strategies to budgeting and targets and which leads to enhanced levels of management and organizational performance.

A budget is a short-term plan of how an organization quantifies the operational activities required to achieve its long-term strategy. This Budgeting, Forecasting and the Planning Process training will provide participants with the skills and forecasting techniques to develop a budget as a plan, and use control budgets and analysis of variances to actual and identify areas in which financial performance may be improved.

TRAINING OBJECTIVES

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

- i) Improve their ability to think strategically and participate in the integration of the organization's strategic management and budgeting processes*
- ii) Use forecasting techniques most appropriate to their organization's strategic planning and budgeting*
- iii) Apply the techniques that relate to the key principles of financial management: shareholder wealth maximization; cash flow; time value of money; risk*
- iv) Appreciate the behaviour of costs and identify the costing methods that may best be used in financial planning, budgeting and budgetary control*
- v) Use best practices to develop operating budgets, capital expenditure budgets, and cash flow budgets and forecasts in line with organizational strategic objectives.*

TRAINING CONTENT

- i. An overview of Productivity: Concepts and Applications;*
- ii. Links between Strategic Financial Planning, Forecasting, and Budgeting*
- iii. Effective Excel and other Forecasting Techniques to support Financial Planning and Budgeting*
- iv. Impacts on Financial Plans of alternative methods of Financing, and Business Financial risk*



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- v. *Traditional and Modern Costing Systems that are used in the Budget Process*
- vi. *Best Practice in Operating Budgeting, Budgetary Control, Capital Investment Budgeting, and Cash Forecasting and Budgeting*
- vii. *Strategic Analysis and Financial Planning and Use of Strategy Maps like the Balanced Scorecard*

TARGET AUDIENCE

This Training is designed to be suitable for anyone involved in budgeting and planning in companies, corporations, and governmental, education, and health service organizations. It is equally valuable for those working in finance and accounting, costing, and treasury departments, and all other financial and non-financial professionals who have budget responsibility or are involved in the planning process.

TRAINING METHODOLOGY

The training programme will adopt the following methodology:

- *Electronic audio/visual presentations.*
- *Interactive and participatory approaches.*
- *Syndicate Group Exercises.*
- *Case studies;*
- *Daily Energizer;*

EXPECTED IMPACT

At the end of the training, the participants would have: -

- i) *Acquired knowledge on Productivity and its applications;*
- ii) *Identified the fundamental principles of strategic management and budgeting process.*
- iii) *Developed forecasting, strategic planning and budgeting skills.*
- iv) *Exposed to world best practices.*

VENUE: *Nasarawa State.*

DURATION: *Three (3) Days.*

PARTICIPATION FEE

One Hundred Thousand Naira (N100, 000.00) only, per participant. The fee covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.



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13

ATTITUDINAL RE- ORIENTATION, DEFENSIVE DRIVING AND INTERPERSONAL BEHAVIOR IMPROVEMENT TRAINING FOR DRIVERS.

RATIONALE

The function of drivers in any organization ranges from conveying their boss, protect his life, the company vehicles and goods amongst others. in the same vein, dispatch riders who rides motorcycles in the cities with the insurgence of Okoda riders, these sets of officers need training and retraining to updates their knowledge on skills and attitudes to perform better as a corporate drivers or rider thus the need for this course. However, the need for this category of Officers for training and retraining in order to bridge the knowledge gap cannot be over-emphasized, hence the need for training of this nature.

TRAINING OBJECTIVES

The main objective is to expose the participant to productivity implication of the nature of their job/duties. Other objectives are to Expose the participants to productivity culture

- demonstrate through examples, how they can prolong the lifespan of their organization vehicles
- Identify common causes of automobiles accidents.
- Assess the performance of their vehicles daily, weekly and monthly basis

TRAINING CONTENTS

- An overview of productivity concepts and application.
- Roles, duties and responsibilities of drivers in an organization.
- Causes, effects and prevention of road traffic accident.
- Drug and road accident in Nigeria
- The driver under the law
- Work ethics for enhanced organizational performance.
- The concept of defensive driving.



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- Corporate culture for best practices amongst drivers.

TARGET AUDIENCE

The training is designed for drivers.

METHODOLOGY

- Electronic audio-visual presentation
- Case studies/syndicate group exercises.
- Interactive and participatory section.
- Action plan Formulation

DURATION - 5 days.

VENUE – Excellence Hotel, Ikeja, Lagos State.

Date - To be determined.

TRAINING FEE:

One hundred and twenty thousand naira (N120, 000) only.
The participating fee covers Training materials, Tea/Coffee with light refreshment, Lunch and Certificate of participation.

EXPECTED IMPACT

At the end of the training the participant would have;

- imbibed productivity culture.
- developed good maintenance and cost reduction attitude.
- demonstrate through examples how they can prolong the lifespan
- acquired knowledge on time management and organizational performance



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14

TRAINING PROGRAMME ON “DRIVING BUSINESS SUCCESS IN TURBULENT TIMES”.

RATIONALE

In light of the recent socio-economic challenges facing Nigeria, businesses and business leaders in different sectors of the economy are under pressure to deliver shareholder value, business sustainability and drive organizational growth. The resultant effect of this is that financial targets were missed and some organizations were unable to pay up debt leading to more difficult times. It has become necessary for business leaders to reappraise parameters that define business success. This training is designed to enable business leaders to have a better perspective and expectation of the economy in 2021 and empower them to position their organizations for business growth and sustainability

TRAINING OBJECTIVES

At the end of the training, Participants will be able to:

- Identify opportunities and threats their businesses face.
- Strategize decisions based on data and insights on the economy.
- Review business models and mode of operation in light of the environmental realities.
- Create more value for customers and initiate short- and long-term strategies for winning.
- Acquire strategies in complex situations.

TRAINING CONTENTS

- i) An overview of productivity concepts and applications.
- ii) Economic outlook and business implications.
- iii) Leveraging on technology for business growth and sustainability.
- iv) Change management for enhanced



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- organizational performance.
- v) Building excellence as tool for enhancing organizational performance.
- vi) Benchmarking for Enhanced Organizational Performance.
- vii) Navigation competitive waters: Blue Ocean Strategies.
- viii) Business Process Re-engineering: As a strategy for improving productivity in organizations and post COVID 19 recovery.

METHODOLOGY

- Electronic audio-visual presentation.
- Case studies/syndicate group exercises.
- Interactive/participatory section.
- Action plan Formulation

TARGET AUDIENCE

The training is designed for Directors and Top Management Staff.

DURATION	- 5 days
DATE	- To be determined
VENUE:	- Excellence Hotel, Ikeja, Lagos State.

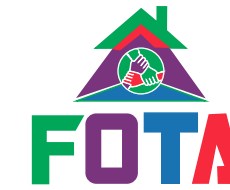
TRAINING FEE:

One hundred and fifty thousand naira (150, 000) only. The participating fee covers Training materials, Tea/Coffee with light refreshment, Lunch and Certificate of participation

EXPECTED IMPACT

At the end of the training, participants would have;

- i) Acquired basic knowledge on Productivity.
- ii) Acquired effective corporate culture.
- iii) Developed productive mindset
- iv) Developed decision making skills.



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15

TRAINING PROGRAMME ON PROBLEM SOLVING AND DECISION MAKING FOR ENHANCED PRODUCTIVITY

RATIONALE

Decision-making is part of the problem-solving process. A business may have multiple problems that all demand time and resource. A key role in management and leadership positions is deciding which problem to treat as a priority.

Both problem solving and decision making go hand in hand, but success in one doesn't automatically lead to the other. Those in leadership and management roles need to understand the difference between the two and aim to make lifelong improvements in both skillsets.

Decisions are made when multiple opportunities for action present themselves. You can make decisions, yet never solve the problem.

Problem solving is an analytical process used to identify the possible solutions to the situation at hand. Making decisions is a part of problem solving. Problem solving is a complex process, and judgement calls – or decisions – will have to be made on the way.

Decision making is a choice made by using one's judgement. The art of making sound decisions is a particularly important skill for leaders and managers. As a leader you may need to make numerous decisions as part of the problem-solving process. And, of course, leaders and managers will need to use their decision-making skills to determine which solution to pursue. They will also typically need to confirm and set into motion next steps to fix the problem.



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This training is therefore, designed to equip participants with the problem solving and decision making skills in order to enhance organizational performance.

TRAINING OBJECTIVES

The broad objective of this training is to equip leaders in the organization with knowledge and skills required in solving problems. Other specific objectives are to:

- i) Create awareness on Productivity concepts and their effect in organizations;
- ii) Explain the role of benchmarking in competitiveness;
- iii) Describe how blue ocean strategies are applied at organizational level;
- iv) Discuss change management.
- v) Describe how blue ocean strategies are applied at organizational level;

TRAINING CONTENTS

- i) An Overview of Productivity Concepts and Application;
- ii) Strategies for improving Competitiveness in Organizations: Balanced Score Card;
- iii) Business Process Re-engineering: a Strategy for Improving Productivity in Organizations.
- iv) Navigating Competitive Waters: Blue Ocean Strategy.
- v) Problem Solving and Decision Making Techniques.
- vi) Towards Effective Performance: Organizational Culture and Leadership
- vii) Leadership for improved productivity and competitiveness;
- viii) Benchmarking for Competitiveness.



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METHODOLOGY

- Electronic audio-visual presentation.
- Case studies/syndicate group exercises.
- Interactive/participatory section.
- Action plan Formulation

TARGET AUDIENCE

The training is designed for senior management level workers (Grade Levels 12 – 14) and Directorate Cadre Staff.

VENUE:
Excellence Hotel, Ikeja, Lagos State.

DATE:
To be determined

DURATION:
Five (5) days

TRAINING FEES

The training fee is One hundred and fifty thousand naira (N150, 000.00) per participant. This covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.

EXPECTED IMPACT

At the end of the training, participants would have;

- i) Acquired basic knowledge on Productivity;
- ii) Acquired knowledge on how to use Balanced Score Card to Improve Organizational Competiveness;
- iii) Developed good Organizational Culture for Productivity Enhancement;
- iv) Acquired Knowledge on Blue Ocean Strategies to Navigate Competitive Waters.
- v) Developed Problem Solving and Decision Making Skills.



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16

TRAINING PROPOSAL ON “COACHING, MENTORING AND LEADERSHIP FOR PRODUCTIVITY IMPROVEMENT”

RATIONALE

World over, management are increasingly expressing challenges in their commitment to excellence thus executive of organization are sharing this concern. This is happening not because excellence is a new fad, but because top management now better appreciate that the achievement of their organization can only be guaranteed in today's circumstances by a must dogged and practical commitment to excellence both in the processes and end product of human and organizational development.

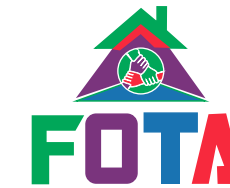
It is a key management objective and responsibilities to enhance productivity which is viewed as accomplishment of a given goal, objectives, task or action measured against preset, standard of accuracy, completeness, cost and speed, and maintenance of growth.

Good management skills, coaching and mentoring are vital for any organization to succeed and achieve its goal and objectives. A manager who foster good management skills, coaching and mentoring of subordinates are able to propel the organization's mission and vision or business goals forward with fewer hurdles and objections from internal and external sources.

It has become very apparent that gaps exist between management style, work culture/practices in Nigerian firms and global best practices. Some of the daunting challenges include: blurred strategic vision, weak management styles, lack of coaching and mentoring, weak organizational culture, low level of productivity, low level of skilled and knowledgeable workers, low value added services and low level of innovation.

The importance of training and development as a learning process that involves the acquisition of knowledge, sharpening of skill and competences, concepts, rules or changing of attitudes and behaviors to enhance performance of the managers and leaders of organization cannot be over emphasized.

This training is therefore designed to expose management staff in the public and private sectors of Nigerian economy to Management and leadership skills needed to accomplished their managerial roles effectively and efficiently for the attainment of organizational goals and objectivities.



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In view of the foregoing, the knowledge and skills required for organizations to make bold creative leaps, stimulate new strategies, adopt proven innovative and management styles, have been designed in this training and therefore proposed.

TRAINING OBJECTIVES

The broad objective of the workshop is to develop the skills and competence of participants with world best class practices of management and leadership style for organizational development more specifically the training is designed to achieve the following;

- Expose participants to the latest cutting edge of management and leadership skills.
- Equip participants with management strategies for productivity improvement.
- Acquaint participants with management and leadership demands and challenges of excellence.
- Explain management and employee relationship.
- Expose participants to the importance of coaching and mentoring in leadership.

TRAINING CONTENTS

- Managerial skills and Personal Effectiveness.
- The Concept of coaching and Mentoring in leadership.
- Transformational Leadership skills.
- Building and motivating high performance team
- Creative Problem-solving and decision making skills.
- Organizational culture and productivity enhancement.
- Leadership for improved productivity.
- Performance Improvement Tools and Techniques.
- Managing Change.
- Emotional Intelligence.



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TARGET AUDIENCE

Officers on Grade levels 12 – 14

METHODOLOGY

- ☞ Electronic audio/visual presentations.
- ☞ Interactive and participatory approaches.
- ☞ Syndicate Group Exercises
- ☞ Case studies;
- ☞ Action plan formulation.

VENUE

Excellence Hotel, Ikeja, Lagos State.

DATE

To be determined

TIME

9.00 a.m. daily.

DURATION

Five (5) Days

PARTICIPATION FEE

The participation fee is One Hundred and fifty Thousand Naira (N150,000.00) only per participant. The training fee covers workshop materials, tea/coffee break with light refreshments, lunch and certification of participation.

EXPECTED IMPACT

At the end of the training, participants would have;

- i. Acquired knowledge on cutting edge management and leadership skills
- ii. Acquired problem solving and decision making skills
- iii. Developed better organizational culture for improved productivity.



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17

FINANCIAL PLANNING AND BUDGETING.

RATIONALE

Budgeting is a core planning function that is designed to direct efforts, streamline activities and provide the basis of control and evaluation. The budget is an important tool for organizational effectiveness and service delivery. With increased pressure in the environment, the function has changed significantly and calls for appropriate techniques and competence.

The workshop is designed to equip participants with the knowledge, skills and attitudes required to effectively carry out financial functions in the public and private sectors of Nigeria economy.

TRAINING OBJECTIVES

The Main objective is to expose the participants to productivity concepts and applications.

Other objectives are;

- ü To develop in the participants, use of budget as a tool for planning, coordinating and controlling activities,
- ü To educate the participants on how to apply different budgeting techniques.
- ü To acquaint the participants with the main problems in budgeting and proffer solutions,
- ü To know how to evaluate the roles of budgeting in decision making process
- ü To apply computer –based budgeting procedures

TARGET AUDIENCE

Budget controllers, Finance and Account Directors, Managers and Supervisors, Management and Local Government Treasures, Accountants and Budget Officers, Budget Analysts and consultants etc



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TRAINING CONTENTS

- ü Overview of productivity concepts and application,
- ü Budgeting and budget control [An overview].
- ü The role of budgeting in decision making.
- ü Budget preparation process.
- ü cash budget preparation.
- ü Types and techniques of budgeting
- ü Budgetary control and responsibility accounting.
- ü E – Budgeting processes (computer based budgeting procedures)

METHODOLOGY

- ü Electronic audio-visual presentation.
- ü Case studies/syndicate group exercises.
- ü Interactive/participatory section
- ü Action plan Formulation
- ü Apply computer –based budgeting procedures.

DURATION - Five (5) Days
VENUE – Excellence Hotel, Ikeja, Lagos State.
DATE - To be determined

TRAINING FEE:

One hundred and fifty thousand naira (N150, 000) only. The participating fee covers Training materials, Tea/Coffee with light refreshment, Lunch and Certificate of participation.

EXPECTED IMPACT

At the end of the workshop, the participants would have been able to-

- ü Prepare financial, cash, and master budgets
- ü Use the budget as a tool for planning, coordinating and controlling activities,
- ü Apply different budgeting techniques
- ü Identify the main problems encountered in budgeting and proffer solutions,
- ü Evaluate the roles of budgeting in decision –making process



TRAINING PROPOSAL ON **"REPORT WRITING, EFFECTIVE COMMUNICATION** **AND PROJECT EVALUATION"**

RATIONALE

Report writing is a skill that is needed for workers to perform effectively in their organization. The report writing skill possessed by a worker prepares him to effectively and efficiently inform the reader about a topic.

Close to eighty-five percent (85%) of the functions of managers are performed through communication (verbal or written). A result oriented officer must possess good communication skills, if this is lacking, he/she may not be able to officially or personally effectively relate with internal and external customers consequently leading to the inability to present organization's policies and decisions to the clients and other stakeholders. Evaluation is an important aspect of project management It can facilitate the successful completion of the project, and inform decisions about the future of both the project at hand and other projects.

Therefore, to fill this gap, this specialized training was designed to expose participants to various productivity knowledge/skills that will enhance their performance.

TRAINING OBJECTIVES

The main objective is to expose the participants to productivity importance of report writing, communication and project evaluation skills in organizations. Other objectives are to-

- ü Explain the concept, meaning and importance of productivity;
- ü Educate participants on improved direction in the art of articulate report writing
- ü Equip participants with the knowledge to better evaluate projects.
- ü Expose Participants to world best practices on improving organizational performance.



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TARGET AUDIENCE

Officers on Grade levels 7-12 and 12 – 14

TRAINING CONTENTS

- ü An overview of Productivity Concepts and Applications.
- ü Productivity Improvement Tools and Techniques.
- ü Principles and Ethics of Editing
- ü Introduction and Essentials of Report Writing.
- ü Critical thinking as a Productivity Improvement Tool.
- ü Work ethics for improved organizational performance.
- ü The concept of effective communication.
- ü The Overview of Project Evaluation.

METHODOLOGY

- Ø Electronic audio-visual presentation.
- Ø Case studies/syndicate group exercises.
- Ø Interactive/participatory section.
- Ø Action plan Formulation

DURATION - 5 days.

VENUE – Excellence Hotel, Ikeja, Lagos State.

DATE- to be determined.

TRAINING FEE:

One hundred and fifty thousand naira (N150, 000) only. The participating fee covers Training materials, Tea/Coffee with light refreshment, Lunch and Certificate of participation.

EXPECTED IMPACT

At the end of the lecture, the participants would have,

- i) Acquired knowledge on productivity.
- ii) Acquired skills on effective report writing
- iii) Developed productive mindset
- iv) Developed project evaluation skill.



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19

TRAINING PROGRAMME ON EFFECTIVE PRESENTATION SKILLS/METHODS FOR HEAD OF DEPARTMENTS (HODs) IN THE UNITY SCHOOLS

RATIONALE

Quality service delivery is one of the most important competitive factors in organizations. Hence, delivering services of high quality is an important pursuit for organizations and service providers that seek to create and provide value to their customers, especially those that engage in efficient and effective transfer of knowledge. In every organization, the workforce plays a vital role in day-to-day activities. The attitude of workers especially teachers to their responsibilities has significant effects on efficiency and unity school's productivity. It reflects the core values of the unity schools, their commitment to duty and loyalty to their organization as well as their positive attitude to peers, superiors and students in the course of their job performance. The effectiveness of organizations to achieve increased customer satisfaction, loyalty and long-term profitability can greatly be improved through the provision of high levels of service quality.

In line with the above, the need to constantly update Teachers with cutting edge knowledge that is specially designed to make them more productive in carrying out their functions accordingly in order to enhance quality service delivery has become imperative.

It is against this backdrop, that this training programme is being proposed to equip the Head of Departments (HODs) in the unity schools across the country with positive presentation skills/methods and quality service delivery skills that will improve their performances as well as to enable them appreciate the art of excellence and quality in service delivery.



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TRAINING OBJECTIVES

The main objective of the training is to improve the performance of the Head of Departments (HODs) in the unity schools and expose them to the fundamental principles of quality and efficient service delivery in an organization.

Other specific objectives are to:-

- i) Explain the concepts and applications of productivity;
- ii) Identify the fundamental principles of quality and efficient service delivery in an organization.
- iii) Expose teachers to effective presentation skills/methods.

COURSE CONTENTS

- i) An overview of Productivity: Concepts and Applications;
- ii) Work ethics for improved organizational performance.
- iii) Effective Presentation Skills
- iv) Effective Time Management for Improved Service Delivery;
- v) Effective Report Writing;

METHODOLOGY

- i) Lecture delivery through paper presentation on power point;
- ii) Case Studies
- iii) Syndicate Group Work and presentations
- iv) Action Planning

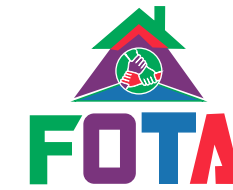
TARGET AUDIENCE

The training is designed for Head of Departments (HODs) in the unity schools across the country.

EXPECTED IMPACT

At the end of the training, the participants would have: -

- i) Acquired knowledge on Productivity and its applications;
- ii) Identified the fundamental principles of quality and efficient service delivery.
- iii) Developed productivity culture and mindset



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- iv) Exposure on presentation and report writing skills.

VENUE:

Lokoja, Kogi State.

DATE:

14th– 15th September, 2021.

DURATION:

Two (2) Days.

PARTICIPATION FEE

The training fee is Four Hundred Thousand Naira (N450,000.00) per participant. This covers training materials, tea/coffee break, lunch, hotel accomodation and certificate of participation. You may wish to nominate as many participants as you can.

ACCOUNT DETAILS:

Account Name: FOTA CAPACITY BUILDING AND CONSULTANCY

Account Number: 1216100229

Bank Name: ZENITH BANK



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20

TRAINING PROGRAMME ON **“FRAUD AND FORENSIC LABORATORY/AUDITING FOR** **AUDITORS PERFORMANCE IMPROVEMENT”**

RATIONALE

Improved performance is one of the most important competitive factors in organizations. Hence, the need for knowledge on forensic laboratory for Auditors in all organizations especially auditors in the Office of the Auditor General of the Federation.

In every organization, the workforce plays a vital role in day-to-day activities, the competencies, capacities and how knowledgeable a worker is, will determine the organizations efficiency, effectiveness and productivity.

In line with the above, the need to constantly update workers with cutting edge knowledge that is specially designed to make them more productive in carrying out their functions accordingly in order to enhance quality service delivery.

Fraud is a global phenomenon and has robbed Nigeria its place amongst the committee of Nations, there is urgent need for this training on fraud and forensic laboratory/auditing which will better position auditors in the Office of the Auditor General of the Federation to carry out their functions efficiently for higher performance.

It is against this backdrop, that this training programme is being proposed to equip auditors in the Office of the Auditor General with special knowledge on fraud and forensic laboratory/auditing that will improve their performances for quality service delivery.

OBJECTIVES

The main objective of the training is to improve the performance of auditors and expose them to cutting edge knowledge for quality and efficient service delivery.

Other specific objectives are to:

- i) Explain the concepts and applications of productivity;
- ii) Identify the fundamental principles of forensic laboratory.
- iii) Expose participants to modern forensic laboratory equipment.
- iv) Create a new awareness of fraud to employees
- v) Identify traits that employees can observe that may suggest fraud has or is taking place



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- vi) Guide employees to new ways of considering internal controls and segregation of duties
- vii) Instill in employee's ways in which they can protect themselves and their organizations from fraud
- viii) Utilize real business cases to demonstrate how fraud happens and the ways in which it can impact an organization

COURSE CONTENTS

- i. An overview of Productivity: Concepts and Applications;
- ii. An overview of Forensic Laboratory, concepts and Applications.
- iii. The concept of crime and evidence
- iv. Forensic Laboratory Equipment, Software, Tools and Accessories.
- v. Work ethics for improved organizational performance.
- vi. Understanding nature of fraud and fraudster
- vii. Purpose of Investigation and how to Detect Large Value Frauds
- viii. Forensic Auditing Techniques and Computer-based Forensics
- ix. Data Analytics for Fraud Detection and Investigation
- x. Report Writing, Articulation and Evidence Presentation

METHODOLOGY

- i) Lecture delivery through paper presentation on power point;
- ii) Case Studies
- iii) Syndicate Group Work and presentations
- iv) Action Planning

TARGET AUDIENCE

The training is Auditors in the Office of the Auditor General of the Federation.

EXPECTED IMPACT

At the end of the training, the participants would have: -

- i) Acquired knowledge on Productivity and its applications;
- ii) Identified the fundamental principles of forensic



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laboratory/auditing.

- iii) Developed productivity culture and mindset
- iv) Exposure on the concept of fraud, crime and evidence
- v) Acquired knowledge on data analysis for fraud detention.
- vi) Developed skills on report writing and presentation.

VENUE: Uyo, Akwa Ibom State.

DURATION: Four (4) Days.

PARTICIPATION FEE

To be determined. It covers training materials, tea/coffee break, lunch and certificate of participation.



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TRAINING PROGRAMME ON **“MANAGEMENT SKILLS AND LEADERSHIP** **FOR PRODUCTIVITY IMPROVEMENT”**

RATIONALE

All over the world, effective managerial staff appreciate the confidence and support of the workforce. One factor that distinguishes them as unique workers with responsibility is skills. Managerial staff must have the competence to perform their core values, communicate, relate, influence, utilize resources effectively and get the best from people. These factors define the effective and productive manager/leader from other attributes. The knowledge on productivity, management skills, leadership skills, characteristics of a good leader, traits of a good leader and leadership effectiveness will position Principals and Vice Principals of Unity schools to influence and communicate effectively with the teachers of Unity schools for higher performance. This training programme is designed to equip Principals and Vice Principals of Unity Schools all over the country with the requisite managerial skills for improved organizational performance.

TRAINING OBJECTIVE

The broad objective of the training is to develop the skills and competence of participants with competitive mindset of management and leadership styles for organizational development. Other specific objectives are to: -

- Expose participants to the latest cutting edge management and leadership skills.
- Highlight management strategies for productivity improvement.
- Acquaint participants with management and leadership demands and challenges of excellence.

TARGET AUDIENCE

The training is designed for the Principals and Vice Principals of Unity schools all over the country.

TRAINING CONTENT

- i) Managerial skills and Personal Effectiveness.
- ii) Transformational Leadership skills.
- iii) Building and motivating high performance team
- iv) Creative Problem-solving and decision making skills.
- v) Organizational culture and productivity enhancement.
- vi) Leadership and Competitive organizations.



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- vii) Performance Improvement Techniques.
- viii) Managing Change for Enhanced Organizational Performance.
- ix) Emotional Intelligence.

METHODOLOGY

- ☞ Electronic audio/visual presentations.
- ☞ Interactive and participatory approaches.
- ☞ Syndicate Group Exercises
- ☞ Case studies;
- ☞ Action plan formulation.

EXPECTED IMPACT

At the end of the training, participants would have;

- i. Acquired knowledge on cutting edge management and leadership skills
- ii. Acquired problem solving and decision making skills
- iii. Developed better organizational culture for improved productivity.

VENUE

Lokoja, Kogi State.

DATE

17th – 18th September, 2021.

TIME

9.00 a.m. daily.

DURATION

Two (2) Days

PARTICIPATION FEE

The participation fee is Four Hundred and fifty Thousand Naira (N450,000.00) only per participant. The training fee covers workshop materials, tea/coffee break with light refreshments, lunch, hotel accommodation and certification of participation.

ACCOUNT DETAILS:

Account Name: FOTA CAPACITY BUILDING AND CONSULTANCY
Account Number: 1216100229
Bank Name: ZENITH BANK



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22

TRAINING PROGRAMME ON WAREHOUSE & STORES MANAGEMENT *(Essentials for Storage, Capacity, Safety & Performance Measurement)*

RATIONALE

Warehousing is an integral part of every logistics system, where warehousing is an important link between the producer and the customer. Warehousing plays a vital role in providing the desired level of customer service at the lowest possible cost where there is pressure on the warehouse to perform its functions to a high standard to meet the expectations of the customer. Over a number of years, warehousing has developed from a relatively minor part of the company's logistics system to one of its most important functions.

The purpose of this exciting Warehouse and Stores Management training is to show how to implement all of the essential tools for the effective management of warehousing and stores. The course examines various aspects of the business such as production, product, suppliers, customers and the associated product throughputs and volumes.

TRAINING OBJECTIVES

The main objective of the training is to improve the performance of Warehouse and Store Officers through exposing them to Warehouse and Store Management skills. Other specific objectives are to:

- i) Explain the concepts and applications of productivity;
- ii) Explain how to design warehouse procedures
- iii) Change and improve methods
- iv) Understand how wasteful activities/costs can be eliminated
- v) Obtain added value for money with improved customer service

TRAINING CONTENTS

- i. An overview of Productivity: Concepts and Applications;
- li) The Role of the Warehouse in an Organization
- iii) Product Classification
- iv) Layout Options, Method and Equipment in Warehouse Management
- v) Health and Safety, Security and Loss in Warehouse Management
- v) Service Levels, Warehouse Layouts and Productivity

TARGET AUDIENCE

The training is designed for Junior and Senior Warehouse and Store Officers



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TRAINING METHODOLOGY

The training programme will adopt the following methodology:

- Electronic audio/visual presentations.
- Interactive and participatory approaches.
- Syndicate Group Exercises.
- Case studies;
- Daily Energizer;

EXPECTED IMPACT

At the end of the training, the participants would have: -

- i) Acquired knowledge on Productivity and its applications;
- ii) Identified the fundamental principles of Warehousing
- iii) Developed warehousing and store keeping skills
- iv) Exposed to health and safety tips, skills in warehousing
- v) Acquired knowledge on warehousing and store keeping.

VENUE: Ibadan, Oyo State.

DURATION: Three (3) Days.

PARTICIPATION FEE

One Hundred Thousand Naira (N100, 000.00) only, per participant. The fee covers training materials, tea/coffee break, lunch and certificate of participation. You may wish to nominate as many participants as you can.



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TRAINING PROGRAMME ON **“WORK ETHICS AND MANAGEMENT OF CHANGE** **FOR ENHANCED PRODUCTIVITY”**

RATIONALE

An organization consists of a group who are bound by common purpose and relate with one another in order to achieve the organizational goals and objectives. The effectiveness of any Organization is dependent on the behaviour of the people within it. Thus, the need for acceptable pattern of behaviour in an Organization cannot be over- emphasized.

However, instead of organizational effectiveness what is obtainable in the private and public sectors of Nigerian Economy is that most of the organizations are yet to reach expectations, including low level of productivity. Some of the factors that cause these include poor work ethics which results to care free attitude to work, lateness, and absenteeism, idleness, corruption, nepotism, favouritism, indiscipline and laxity, careless workmanship, management parochialism, lack of proper delegation and selfishness etc. This is contrary to the norms in the public sector and industrial sector where the workforce at the workplace is dedicated to work, maintain a high pace of work and a keen sense of responsibility for performance of assigned tasks.

Therefore, this training is designed by National Productivity Centre to improve the mind-set of workers in public and private sectors of the Economy to be productivity conscious and adopt the right work ethics in order to enhance their effectiveness and performance.

TRAINING OBJECTIVES

The main objective of the training is to expose participants to appropriate Work Ethics that will enhance the performance of participants. Other specific objectives are to:

- i. Expose participants to Basic Productivity Improvement Tools and Techniques;
- ii. Equip participants with the Skills and Strategies needed to manage Change;
- iii. Facilitate Collective Participation in decision making through Effective



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Communication;

iv. Acquired basic knowledge on Effective Communication.

TRAINING CONTENT

i. An overview of Productivity, Concepts and Application;

ii. An overview of Work Ethics;

iii. Employee Behavioural Modification Strategies;

iv. Enhancing Organizational Performance through Effective Communication: A Practical Approach;

v. Change Management for Enhanced Productivity.

TARGET AUDIENCE

The training is designed for Junior, Senior and Management level workers in public and private sector Organizations, Entrepreneurs, CEO's and Directors.

TRAINING METHODOLOGY

The training programme will adopt the following methodology:

- Electronic audio/visual presentations.
- Interactive and participatory approaches.
- Syndicate Group Exercises.
- Case studies;
- Daily Energizer;

EXPECTED IMPACT

At the end of the training, participants would have;

- i) Acquired basic knowledge on Work Ethics for Enhanced Performance;
- ii) Acquired basic knowledge on the basic Productivity Improvement Tools and Techniques;
- iii) Acquired knowledge on Effective Communication for Organizational Performance;
- iv) Developed Productive Mindset that will help participants to excel in their given tasks;



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v) Developed Skills that will make participants to be Self Motivated.

DURATION:

Three (3) days

VENUE:

To be determined

DATE:

To be determined.

TRAINING FEES

The training fee is **N100, 000.00 (One Hundred Thousand Naira)** per participant. This covers training materials, tea/coffee break, lunch and certificate of participation.