



Adetokunbo Obayan & Associates

General Capacity Building Programmes

**Performance in Any Organisation is
a Direct Consequence of the Quality
of Its Top Managers...**

**WE OFFER TO HELP TO RAISE PERFORMANCE
IN YOUR ORGANISATION**

Introduction

One of the major changes in understanding our human interactions and predicting success is the discovery that our emotions and the way we manage them and that of others around us are the most important keys for determining our performance and output hence the development of our understanding of our emotions otherwise called Emotional Intelligence.

Managers effectiveness has been proven to be a direct result of their awareness and addressing of their emotional intelligence. The best part however is that emotional Intelligence unlike IQ can grow or reduce making it necessary for Senior Managers to have a full understanding not just for their persons but for those they provide leadership to hence this training.

005: EMOTIONAL INTELLIGENCE FOR SENIOR MANAGERS

This programme is designed to teach managers the following:

- Principles of emotional intelligence.
- How to engage emotional intelligence for personal growth.
- Enhancing our personal emotional intelligence and emotional quotient for organizational development.



PROGRAMME CONTENT:

- Fundamentals of Emotional Intelligence.
- Appraising and Measuring Emotional Intelligence Indices.
- Engaging Emotional Intelligence for Effective Management.
- Tools for Emotional Intelligence and Management.
- The Emotionally Intelligent Leader and Organization.

**FOR WHOM:
All Managers
within your
organization.**

Duration:
2 days

Fee:
To be
negotiated.

Date:
To be
confirmed.

016: TEAM BUILDING FOR PEAK PERFORMANCE

Introduction

The place of teams in organizational effectiveness has come to be recognized as important contributors to the overall performance of the organization. In addition when the whole organization operates as a team it also drives performance. The broad impact of this awareness therefore creates a pressure for all persons within the organization to understand the dynamics and mechanics of team building s to enable the development of effective teams in and across the organization hence this training package

This programme is designed to equip participants with the necessary tools and skills to:

- Build effective work teams.
- Enhance team commitment.
- Ensure members perform at their peak.
- Appraise and evaluate team results and performance.
- Communicate effectively with team members.
- Handle conflicts and difficulties within the team.



“Employees are the heart and soul of any organization.”

Programme Content:

- Team development and improvement.
- Performance appraisal and target setting.
- Effective communication and interpersonal skills.
- Conflict management and resolution.
- Problem solving and decision making skills.

FOR WHOM:

Leaders at all levels, supervisors, heads of departments and divisions.

Duration:

2 days.

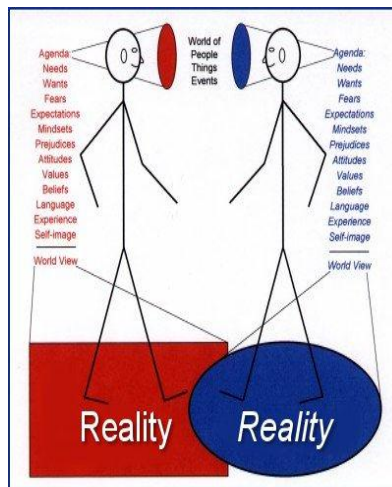
Fee:

Date:
To be confirmed.

006: COMMUNICATION AND PRESENTATION SKILLS WORKSHOP

This programme will help you:

- Apply basic communication skills
- Improve relationship in work teams
- Identify factors that affect people at the workplace
- Get more results
- Improve presentation skills inspire, energise and build outstanding performance among your workforce.



“The art of communication is the language of leadership”

Anonymous.

Programme Content:

- Fundamentals of Communication.
- The Art of Effective Public Speaking.
- Word Processing.
- Understanding Presentations.
- Introduction to Powerpoint and Other Presentation Software.
- Chart Creation Using MS-Excel.
- Graphics Integration.

FOR WHOM:

Leaders at all levels, owners of businesses, individuals wanting to develop key communication skills.

Duration:

2 day.

Fee:

009: EFFICIENCY AND PERFORMANCE IMPROVEMENT WORKSHOP

This powerful programme helps you to:

- Improve confidence and ability to deal with challenging situations or relationships.
- Enhance your presence and impact in your organization.
- Develop resilience and emotional intelligence to deal with the ambiguity of organizational life.
- Develop and practice the skills needed to influence others without authority.



“Behold the turtle, he only makes progress when he sticks his neck out.”

James Bryant
Conant

PROGRAMME CONTENT:

- Personal Effectiveness and Power
- Work Ethics and Organizational Productivity.
- Value Re-orientation.
- Improved Customer Care.
- Health/Safety and Personal Effectiveness.
- Time and Stress Management.

FOR WHOM:

**Directors,
managers,
executives,
professionals,
individuals who
need to successfully
influence people.**

Duration:

2 day

Fee:

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011: CREATING A DYNAMIC WORK PLACE CULTURE

This programme gives your organization opportunity to:

- Engage employees and boost performance.
- Grow effective and efficient team players in your workforce.
- Enhance inter-personal relations.
- Increase the sense of business ownership awareness.
- Develop your service strategy.



“People don’t quit companies, they quit bosses.”

Jordan Evans

Programme Content:

- Understanding the Core Elements of a Dynamic Work place Culture.
- Vision, Mission and Direction.
- Emotional Intelligence.
- Strategic Decision Making.
- Innovation, Creativity and Risk Management.
- Developing Future Leaders.

FOR WHOM:

Directors, board members, executives, senior managers and professionals.

Duration:

2 days

Fee:

012: PEOPLE SKILLS DEVELOPMENT WORKSHOP

This programme gives you the opportunity to:

- Increase your ability to engage with and influence others.
- Develop resilience and wisdom to deal with organizational life.
- Enhance interpersonal relations.
- Increase your self confidence and impact.
- Enhance skills in conflict resolution.



“The most basic of all human needs is the need to understand and be understood”

Ralph Nichols

Programme Content:

- Understanding the Fundamentals of People Skills.
- Leadership Over Self.
- Emotional Intelligence.
- Communication as an Effective Tool in People Management.
- Giving and Receiving Feedback.
- Conflict Resolution.

FOR WHOM:

Directors, board members, executives, senior managers and professionals.

Duration:

2 days

013: NEGOTIATION AND CONFLICT RESOLUTION SKILLS

This programme gives opportunity for Leaders to:

- Increase their ability to engage with and influence others.
- Acquire skills in handling difficult negotiations or situations.
- Learn how to set goals and plan for negotiations.
- Develop skills in listening, questioning, persuading and interpreting body language.



“Each of us is in some ways like everybody else; in some ways like somebody else; and in Some ways like nobody else.”

Henry A. Murray

Programme Content:

- Essentials of Negotiation as a Management Tool.
- Effective Strategic Planning in Negotiation.
- Resolving Difficult Situations in Negotiation.
- Handling Conflict and Emotions.
- Anger Management
- Communication in Conflict Resolution.

FOR WHOM:

All leaders and professionals involved in high level negotiations for their organization.

Duration:

2 day.

Fee:

009 STRATEGIC PLANNING AND PROJECTION

This programme is designed to teach managers and key planning executives:

- Understanding data collection and collation.
- Scenario planning.
- Uses of statistics and operations research.
- Ability to project and understand trends.
- Learn how to set goals and plan for negotiations.
- An understanding of Balanced Scorecard concept.



**“The men who build the future are those who know that greater things are yet to come, and that they themselves will help bring them about.”
- Melvin J. Evans**

Programme Content:

- Statistical and Stochastic Tools for Projection.
- Understanding Evaluation.
- Future Projections.
- Understanding Trends.
- Benchmarking and Conceptual Intelligence.
- Using Computer Based Projection Tools
- Modelling as an Instrument.

FOR WHOM:

All Managers, key planning personnel, corporate planning persons, all involved in organizational planning.

Duration:
2 day

015: CHANGE MANAGEMENT SKILLS

This programme gives you the opportunity to:

- Recognise the different types of change regimes.
- Recognise an organizations imperatives for change.
- Acquire the required skills and processes for effective organizational change questioning, persuading and interpreting body language.



**“We can't become what we need to be by remaining what we are.”
Oprah Winfrey**

Programme Content:

- Understanding the Different Types of Change.
- Principles Behind Successful Change Programmes.
- The Keys to Effective Management of Change.
- Tools for Monitoring Organizational Change.
- The Communication Key to Change Management.

FOR WHOM:

All senior managers within the organization from Assistant Director and above.

Duration:

2 day

Fee:

025: PROJECT MANAGEMENT

This programme is designed to teach managers:

- The principles for effective project management.
- Project scheduling and time management.
- Efficiency and quality control.
- Learn how to set goals and plan for negotiations
- Effective project reporting.



Programme Content:

- Principles of Project Management
- Pre-project Planning
- Keys to Effective Implementation and Execution.
- Project Time Management.
- Understanding the Project Cycle.
- Project Report Writing.
- Staff Deployment for Projects

FOR WHOM:

**All Managers
within the
organization.**

Duration:

2 days.

Fee:

GENERAL CAPACITY BUILDING PROGRAMMES