

# THE ADVANCED MANAGEMENT AND LEADERSHIP PROGRAMME

@ Chesney Hotel, 37, Saka Tinubu Street, Off Adeola Odeku Street, Victoria Island, Lagos - 26th to 30th June, 2017 and 16th to 20th Oct., 2017



## REGISTRATION FORM

NAME OF SPONSORING ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please reserve places for the following employees of our organization

S/No	Name	Job Title	Date
1			
2			
3			
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10			

**ALL BOOKINGS ARE PREPAID**

I enclose a Bank draft for the sum of \_\_\_\_\_ Covering Programme Fee.

Bank draft should be made payable to "Business Education Examinations Council"

Name of Nominating Officer & Stamp: \_\_\_\_\_

Signature of Nominating Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Entries should be addressed to:

**BEEC International,**

13, Randle Road, Apapa P.O. Box 55014, Ikoyi, Lagos Nigeria.

Tel: ,08039188739, 08038028458,08034745892, 08033005858

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THE MANAGEMENT SCHOOL LONDON



Business Education Examinations Council

## THE ADVANCED MANAGEMENT AND LEADERSHIP PROGRAMME

(For Directors, Deputy & Assistant Directors, Deputy General Managers, Assistant General Managers and Managers in the Public and Private Sectors)

@ Chesney Hotel, 37, Saka Tinubu Street,  
 Off Adeola Odeku Street, Victoria Island, Lagos  
 - 26th to 30th June, 2017  
 - 16th to 20th Oct., 2017



**David Taylor**  
 International Senior  
 Management Consultant

### PROGRAMME OBJECTIVES:

- ❖ To review, update and discuss the application of modern and cutting edge developments in management studies in a changing environment.
- ❖ Learn office management skills.
- ❖ To consider new development in Operations Management
- ❖ To review Human Resource Management Strategy
- ❖ To distinguish effective Purchasing and Supply Chain Management Policies.
- ❖ To assess new thinking in field of Leadership Studies and to apply them to self.
- ❖ Learn about Public Service Leadership practice.
- ❖ Understand the link between individual and team performance for the achievement of organisation objectives.
- ❖ Enhance planning skills for the delivery of public service project.
- ❖ Discuss how to manage change and transformation in the Delivery of Public Service.
- ❖ Learn performance management in the Public Service.
- ❖ Learn how to enhance financial efficiency in the Public Service.
- ❖ Discuss the management of Public Service Reputation.
- ❖ Learn best practice in Public Service project management.

#### BRITAIN

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## THE ADVANCED MANAGEMENT AND LEADERSHIP PROGRAMME @ Chesney Hotel, 37, Saka Tinubu Street, Off Adeola Odeku Street, Victoria Island, Lagos - 26th to 30th June, 2017 and 16th to 20th Oct., 2017

**Introduction:** Advanced Management and Leadership Programme is a Public and Private Sectors Management Development Programme for Directors, Deputy Directors, Assistant Directors, Deputy General Managers and Senior officials. It is an international programme but held at Chesney Hotel, 37, Saka Tinubu Street, Off Adeola Odeku Street, Victoria Island, Lagos, Nigeria in pursuance of the Federal Government policy. The programme will run from 26th to 30th June, 2017 & 16th to 20th Oct., 2017. The faculty for the programme will be a mix of international and African faculty members. It will be led by David Taylor of The Management School London.

The Advanced Management and Leadership programme is specially designed to provide Directors, Deputy Directors, Assistant Directors and Deputy General Managers and Assistant General Managers in Private and Public sectors the opportunity to accelerate the development of skills in the area of leadership, organizational administration and effective communication. The programme will focus on leadership and administrative management skills, organisation and methods, the building of high performance team, developing trust and enthusiasm.

They are expected to give effective leadership and help in identifying and mobilizing employees to meet team and organizational objectives. The programme will expose them to leadership and management skills that will enable them perform efficiently and effectively.

### Programme Objectives:

- To review, update and discuss the application of modern and cutting edge developments in management studies in a changing environment.
- Learn office management skills
- To consider new development in Operations Management
- To review Human Resource Management Strategy
- To distinguish effective Purchasing and Supply Chain Management Policies
- To assess new thinking in field of Leadership Studies and to apply them to self.
- Learn about Leadership practice.
- Understand the link between individual and team performance for the achievement of organisation objectives.

- Enhance planning skills for the delivery of project.
- Discuss how to manage change and transformation in the Delivery of Service.
- Learn performance management in the Private and Public Service
- Learn how to enhance financial efficiency in the Private and Public Service
- Discuss the management of Private and Public Service Reputation
- Learn best practice in Private and Public Service project management.

### Who should attend:

Directors, Deputy and Assistant Directors in the Private and Public Service, as well as Deputy General Managers, Assistant General Managers and Managers

### Course Contents:

- Strategic Management for Private and Public Sector officials
  - Strategic Management
  - Operational Management
  - Total Quality Management
- Corporate Planning and Effective decision Making
  - Vision, Mission and Objectives of Federal, State Local Government and Companies.
  - Corporate Planning Process
  - Plans implementation
  - Performance Management
  - Plans Control and Evaluation

### Procurement Management

- Developing a Procurement Policy
- Cooperative Procurement Strategy
- Contract arrangement and working with Service Providers.
- Ethics and Transparency in Purchasing and Supply Chain Management

### Human Resource Management

- Human Resource Management Strategy
- Human Resource Planning
- Capacity Building and Employment Creation
- Performance Management Leadership Strategy
- Personal Development as a Strategic Leader
- Leadership Style
- Transformational Leadership
- Ethical value based approach to leadership
- Team Building and Team working.
- Links between individual and team performance and the achievement of organization objectives.
- Communication strategy and managing conflicts
- Leading the system

### Public Service Project Planning and Management

- Analysis of how Public Service projects impacts on strategic objectives, roles of project sponsors and



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- other projects.
- Stakeholders
- Codes and specification for project plan
- Phases in the construction of project plan
- Processes for gaining project implementation
- Evaluation and measurement of project performance
- Planning and delivery of Private and Public Service Projects

### Managing Change in the delivery of Private and Public Service

- Identify a range of organizational change models and Framework
- Understand the impact of the change process.
- Evaluate change implementation

### Leading and achieving Service Performance

- Assess the links between team performance and strategic Objectives.
- Technique available for setting performance objectives
- Individual commitment to team commitment.
- Disciplining strategies and grievance procedures.

### Planning to meet private and public service customer requirements

- Strategy for giving total customer satisfaction
- Stakeholder management
- Organisational structure and their impact on stakeholders
- Organisational values, cultures and objectives and their impact on stakeholders.

### Contributing to Financial Efficiency in Private and Public Service

- Understand financial data and make judgement against strategic objectives
- Conduct financial comparable analysis.
- Analyse budget income against objectives
- Analyse viability of proposal
- Evaluate the impact on organisational strategic objectives
- International aid
- Tender evaluation

### Ethical Organisational Management

- Ethics and Corporate Social Responsibilities
- Related Legislation

### Programme Methodology

The Programme will be Practical and Pragmatic. It will be a combination of power point presentation, practical case studies and syndicate work. It will place emphasis on discussion of the direction of organisations in the context of public and private sectors.

**Fees:** The fee for the programme is N495, 000 (Four Hundred and Ninety-Five Thousand Naira only)per participant.

It is expected that the programme will be oversubscribed. Early booking and payment are recommended. Cheques should be made payable to "Business Education Examinations Council" and sent to the Nigeria address below:

### ALL BOOKINGS ARE PRE- PAID.

The fee covers the following:

- Programme design
- Programme delivery
- Case study and syndicate work
- Lecture materials in CD
- Consultant's Airfare
- Accommodation and meals of consultants
- Training room and equipment
- Lunch for participants and consultants
- Refreshment
- Course Bags
- Jotters

### Contact:

**Mike Okereke**  
President,

### BEEC International

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**Phone:** 08033005858

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### David Taylor

Course Director

The Management School, London

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