



WORKLIFE TRAINING PROFESSIONALS

(Owner of PractiTech and Retire Well Club)

MANAGEMENT DEVELOPMENT PROGRAMMES

2021

SOME OF OUR CLIENTS/PARTNERS



NDIC
Nigeria Deposit Insurance Corporation
History in Trust



**GOMBE STATE
NIGERIA**



**KOGI STATE INTERNAL
REVENUE SERVICE**



THE POLYTECHNIC IGBO-OWU



ABOUT WORKLIFE TRAINING PROFESSIONALS

WorkLife Training Professionals; a life development partner, is a conglomeration of management experts and consultants in Corporate Training, Business Advisory Services, Recruitment, Leadership Development Services, Educational Management, Information and Communication Technology, Human Capital Management, Accounting, and Entrepreneurship Training. WLTP is a firm that has made its impact in assisting organizations, state and local government in enhancing sound financial planning, training and staff development. Since its establishment, the company has built a reputation as one of the leaders in providing world class training and development programmes for managers in addition to consultancy services to organizations, in all sectors of the Nigerian economy. This we have achieved through the creation and delivery of high impact learning experiences using some of the most experienced resource persons in Nigeria.

Our mission is to be the best training and educational support services organization transforming the dreams of millions into reality, in perpetuity. Our core values are; Passion, Result, Excellence while our vision is to be our clients' life development partner.

Our clients include but not limited to Local Government Service Commission of the State of Osun, Gombe State Local Government Service Commission, NEM Insurance PLC, MAS Business Ventures, PROIT Nigeria Ltd, Igbo-Owu Polytechnic, FCT Area Council Service Commission, Rural Homes Ltd, National Examination Council (NECO) to mention but few. Details about the operations of WorkLife Training Professionals are contained in the company's website; www.worklifeprofessionals.com

One of the major departments in WLTP is **PractiTech**. The department is saddled with the special function of providing practical, market-driven, employable, skilled manpower for Nigeria. Its prime objective is to provide skill acquisition and skill upgrades for tertiary school graduates, other school leavers, the unemployed and the under-employed with the assistance of

our like – minded partners such as the Nigerian Institute of Management (Chartered), Lagos, the Polytechnic, Igbo-Owu, Ilorin, Kwara State, Ibom Institute of Management and Technology, Ikot-Ekpene, Akwa Ibom State, etc.

Aside **PractiTech**, the **Retire Well Club** (RWC), a department in WLTP was created to build networks of working class people, guide them on investments even start some investments on their behalf which will be handed over to them at retirement and organise series of regular training mostly online for members.

MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2021

S/N	COURSE TITLE	OVERVIEW	TARGET PARTICIPANTS
1.	Business Process Management	To remain competitive in today's global economy, businesses need to redefine their processes. Existing processes are too costly, too wasteful and often irrelevant to their intended purpose. Business Process Management (BPM) provides the framework and tools to refocus business processes and achieve breakthrough improvements in quality, cycle-time and service while reducing costs.	Management/Senior Level officers in the public and private sectors.
2.	Improving Performance and Commitment in the workplace	This course provides a customized training for the employees to make practical improvements on their performance by redesigning their approach to work to be quicker, simpler, safer, and more rewarding. It will also engender loyalty and commitment in the workplace. It is expected that participants will benefit immensely from the training by gaining mastery of modern performance improvement techniques that will enhance staff productivity. The company will also benefit as this training will enable employees close their performance gaps (the gap between what is desired by the company and what is being delivered by employees). Every employee of the organization is expected to undergo this training because it has the potential to transform both those at senior and junior levels of the organization.	Middle and Senior Level officers in the Public and Private sectors.
3.	Rejigging Internal Revenue Service for Improved Revenue Generation	Revenue generation is the nucleus and the path to modern development. This training is designed to assess the current revenue generation measures with respect to strengthening available options to revenue generation; Analyse revenue trend as well as increase the knowledge, skills and attitudes of stakeholders for increased revenue generation.	Revenue generation and revenue collection officials; Opinion leaders and key stakeholders; Administrative, Accounting and Information officers linked to revenue generation.

4.	Rejigging the Marketing Team for Better Performance	Introducing products into the market requires deliberate strategies to win customers' patronage and loyalty especially with the increasing rate of competition in the global market coupled with mounting pressures that characterize tough economic times. To excel in such environment requires proven marketing techniques that can be used to generate demand for the organization's existing products and/or services. Also, since good products must be well marketed, it is important to put in place a good marketing team who thoroughly understand the product(s), the environment, the people, the pricing and everything related with the product.	HODs; Sales and Marketing Team
5.	Stakeholders' Management	Engaging with stakeholders has governance implications because it goes to the heart of how power and authority are understood and used within the company. By definition, stakeholders have a stake in the company, and have the possibility of gaining benefits or experiencing losses or harm as a result of company operations. Some types of stakeholder groups include employees, local communities, local elected officials and local and central governments, regulatory agencies, customers, suppliers, financiers, shareowners, and non-governmental organizations. The stakeholders of each organization are different, and, in large organizations, different divisions or operational entities may have different stakeholder groups. Therefore for any business to thrive, the managers must be able to successfully manage these various interests to achieve the expected purpose.	Senior and Top level management officers in the public and private sectors.
6.	Creating a Strong Leadership Strategy	Everyone knows that a well-defined business strategy is important. But few give thought to the leadership strategy that's needed to make it happen. Too often, organizations hold onto an old list of leadership competencies (or just keep endlessly adding to their existing list). Others create talent programmes that are too generalized by not factoring in the specific business strategies of their organization. This disconnected approach to developing organizational and individual leadership won't equip senior management, up-and-coming talent, or	Everyone in Leadership Position in both the Public and Private Sector organisations

		everyday leaders to adapt to changes and meet new goals. This training is designed to equip leaders with the capacities to create a strong and winning leadership strategy.	
7.	Breaking the Code of Change	How can firms maximize economic value while developing their organizational capabilities? In a corporate environment where change is constant, business leaders are continually challenged by this dilemma. In resolving this, the 2-day training programme is designed to provide a working approach to implementing change in an organisation without wrecking the ship.	Business Leaders, HODs, Senior and Management Staff of both Public and Private Sector organisations
8.	Root Cause Analysis (RCA) Training	Root cause analysis (RCA) is one of many quality improvement approaches used to identify, understand and resolve any root causes of problems or incidents. It is basically a problem solving technique. RCA is a relatively new methodology that is continually evolving. Like most Quality Improvement approaches it is not magic; “there is no silver bullet”. It is the application in a different way of a series of well known, common sense techniques which used in a different combination can produce a systematic, quantified and documented approach to the identification, understanding and resolution of underlying causes of under achieved quality in organisations.	Quality managers, Quality Engineers, Software, Food & Drug, etc. professionals who wish to apply the RCA model and methodology to problem solving together with obtaining a clear knowledge of RCA associated techniques and its application to continuous quality improvement. Organisations wishing to move away from fire fighting to problem elimination approach.
9.	Creating and Sustaining a Winning Corporate Culture	What holds an organization together and motivates the people within it to do the right thing rather than the easy thing? The answer, for many top-performing companies, is culture—the values, mindsets, and behaviours that constitute an environment conducive to success. Instilling a winning culture can be a tough challenge, as it requires changing how people think about the company and altering habitual behaviours. Crises that threaten a company’s very survival can be potent catalysts for cultural change. But any kind of marketplace threat—new competitors, new	All Employees in both the Public and Private Sector organisations.

		technologies, new regulations—can present an opportunity to break down old, unproductive habits and instill the elements of a high-performance culture. This is true because who we are today is broadly due of the culture we have grown up and are in. Culture is deep and impactful and has a lot of ingredients that make it ‘the way it is’. The reason for total success, whether for a team, a department or an organisation, is the culture that it has been built on. The significance of a ‘Winning Culture’ only means ‘anyone walking into the culture or living in the culture’ naturally blends and creates a winning state of mind and attitude. Due to the importance of this training, both management and staff of all organisations are expected to attend the programme.	
10.	Enterprise Risk Management (ERM)	This training is designed to deliver practical solutions on identifying and planning for risk which is a critical part of today’s business. The ERM training through expert content enables powerful internal controls that identify and mitigate risk, protect profits, and enhance achievement of corporate objectives by linking performance targets, and risk management actions.	Managers, Consultants, Internal and external auditors, Professionals that deal with the complexities of organizational risk management function on a daily basis.
11.	Archives and Records Management	Organizations face increasing pressure to manage their records according to statutory and business requirements. As the use of electronic records and the deployment of electronic document and records management systems continue to increase, the core skills of the person responsible for records management become ever more important to the organization. In many cases, appropriate data protection and FOI compliance will depend upon a good records management system. This invaluable training session will examine core concepts of good records management practice.	Clerical Officers, Secretaries, Administrators, Faculty/Record Officers and Record Managers
12.	Emerging Options and Strategies of Resource Mobilisation and Management in Local Governments.	Despite the numerous sources of revenue available to the various tiers of government as specified in the Nigeria 1999 Constitution, since the 1970s till now, over 80% of the annual revenue of the three tiers of government come from	All Local Government Functionaries

		<p>petroleum. However, the serious decline in the price of oil in recent years has led to a decrease in the funds available for distribution to the states and local government. The need for state and local governments to generate adequate revenue from internal sources has therefore become a matter of extreme urgency and importance. This need underscores the eagerness on the part of state and local governments and even the federal government to look for new sources of revenue or to become aggressive and innovative in the mode of collecting revenue from existing sources. More peculiar is the problem of the local government as they do not have absolute autonomy over their resources; therefore any local government that want to do anything meaningful for the people must be able to go outside the box and device better strategies to raising revenue. This training is specially designed for all Local Government Functionaries to open them up to a better way of generating resources and be people centric in their approach to governance.</p>	
13.	<p>Strategic Thinking and Organizational Effectiveness.</p>	<p>This programme is designed to highlight the essential role of strategic thinking in organizations success especially in a competitive environment and also to equip managers and teams with the skills necessary to tackle the demands of a 21st century global marketplace. Participants will develop the ability to understand the competitive landscape and envision the desire future for their organizations.</p>	<p>Managers, Senior Managers and HODs, including those responsible for corporate planning and strategy.</p>
14.	<p>Pre-Retirement Training</p>	<p>An increasing number of people retire every year at different levels. Many of the retirees are not prepared for such a drastic change as they discover that the pension is inadequate. Pension poses different challenges to people. It marks a remarkable turn of events for the retiree. The Pension Reform Act 2014 came as government's scheme to ease the challenges of life after employment. It has been a worthy intervention. But a retiree still has much to do personally. S/He has to plan and prepare for retirement in order to scale the hurdles that retirement throws up. He has</p>	<p>All Employees in both the Public and Private Sector organisations</p>

		to manage his family, finances, savings, expenditures and investments. This workshop is designed to equip participants with relevant skills on how to confront real life situation after retirement. The programme will introduce participants to personal financial planning and entrepreneurship.	
15.	Managing the Manager's Personal Health	Health, according to the WHO, is 'not just the absence of disease or infirmity, but a state of complete physical, mental, and social well-being'. Health is wealth, health is life and health is everything. But some managers have ignored the health side of their lives: they have mastered Key Performance Indices but not their Key Health Indices; they mind the financial health of their organisations but don't mind their own health; they study corporate balance sheets but not their own health charts. This practical and interactive course will help managers make informed choices for a healthy life style.	All Managers and/or Administrators in both the Public and Private Sector organisations
16.	Attracting, Selecting and Retaining Top Notch Employees.	Attracting and keeping young, skilled employees is important and often difficult for today's businesses. Employers face major challenges when they consider the increasing difficulty of finding skilled people, a younger workforce with different attitudes about work, and a growing population of older workers heading toward retirement. A recent study show 85% of HR executives state the single greatest challenge they have in managing the workforce as their organization's inability to recruit and retain good employees and managers. This training therefore will help increase the satisfaction of your employees with their job, and as a result lower recruiting costs and make your company more productive.	HR Managers and/or Administrators. Also Business owners/Entrepreneurs'
17.	Customer Relationship Management (CRM) and Work Ethics	Customer Relationship Management (CRM) helps businesses to successfully implement strategies, practices and technologies aimed at winning and retaining customers profitably. The objective of this business and management course is to equip participants with a sound foundation of	Frontline Officers; Sales and Marketing Managers and Executives; Senior and mid-level managers who are involved in Customer

		CRM concepts and best practices which are necessary conditions to guarantee long-term profitability of the organization. Businesses aim to win and keep customers, competitors also seek to do the same, even the most successful firms with excellent marketing programmes for attracting customers still experience trouble relating with and/or satisfying the customers in order to retain them due to the dynamic nature of the 21 st century customers. In this course, participants will learn how to shift from a short-term customer transaction based mode of operation to a long-term relationship mode and understand the benefits of having strong customer relations.	Relationship Management (CRM).
18.	Team Leadership	This peoples' management course covers practical strategies for successful team leadership. Whether you are a new or emerging team leader, or want to increase your leadership capabilities, this workshop provides practical skills to help you lead yourself and your team effectively. The course is for people who want to enhance their skills in leading teams and build better working relationships while achieving individual, team and organisational results.	All new, current and emerging managers, team leaders, supervisors and individuals aspiring to a leadership role.
19.	Target Settings for Achieving Corporate Strategic Objectives	Target setting has been described as one of organizations' most important activities. Unless taken seriously, this vital planning task will be futile, producing only a few high-sounding intentions that, for various reasons, are soon forgotten. This course will guide participants and organizations on how to set realistic targets for achieving the corporate strategic objectives.	Operations Managers, HR Managers, Marketing Managers, Front Line Supervisors, Foremen, Administrative Officers, Team Leaders, Programme Managers and Work-Task Coordinators.
20.	Strategic Management Course for Regulation and Compliance Executives	Government agencies today face increasing strategic and managerial challenges when it comes to their regulatory and enforcement functions. This programme focuses on issues of social regulation (the control of risks to society) rather than economic regulation (the control of markets). The programme also explores the operations and management of regulatory and enforcement agencies rather than the reform	All Regulation and Compliance Officers

		of law. During the programme, participants will examine some of the current prescriptions for reform—such as customer service orientation and process improvement—in light of the unique tasks face by regulatory agencies. The training will also focus on both the distinctive character of the risk-control task and the pressures for regulators to prove their worth and effectiveness.	
21.	Effective Project Management	Effective Project Management is a 3-day action-learning course of instruction in a formal classroom environment. It is designed to provide personnel with a practical application and understanding of the project management principles, concepts, tools and techniques applied across the organization, along with the global standards from which they are derived. This effective project management course will teach you how to manage each phase of a project: conceptual, planning, execution, and termination. The primary objectives of Project Management Fundamentals are to 1) empower personnel with the vocabulary, knowledge competencies and basic performance competencies necessary to intuitively understand and function at a high level in their project implementation and supporting roles and 2) to organize and execute their own day-to-day work in a more efficient manner using modern project management concepts and methods.	All personnel whose work directly or indirectly supports projects (including entry-level project/program managers) and all personnel who can improve the efficiency of their day-to-day work by applying modern project management concepts and methods.
22.	Performance Management in the Public Sector	Public sector organizations worldwide operate in an environment characterized by dwindling resources coupled with ever increasing need for more services by citizens. Consequently, governments must become adept at planning for and managing organizational performance. Simply put, governments must deliver! This workshop engages the participant in modern approaches and techniques for achieving performance results that are consistent with the goals/objectives inherent in the organization's strategic plan.	Permanent Secretaries; Directors; Managers of Programs; Division Managers and Senior Public Officers.

23.	Effective Communication, Minutes and Report Writing Skills	Effective communication has been described as the “Life Blood” of every organization and the key to success in business and personal life. Also, good writing and presentation of reports and other business correspondences help in making informed decisions which promote organizational success and prosperity.	This course is relevant to anyone who deals with the day-to-day running of an office, including managers, secretaries, PAs and administrative personnel.
24.	Public Sector Accounting and Budgeting: Mastering Financial Planning and Management in the Public Sector.	This training seminar is designed to provide a comprehensive briefing on the fundamental principles and key functions in the continuously developing sphere of public sector finance. Non-financial public sector employees and managers are regularly required to both provide input to the budget process and respond to information presented in departmental financial reports. The course will provide a useful practical introduction for the non-financial manager as well as an invaluable refresher and update for finance professional working in the public sector.	The training seminar would be relevant to all of those involved in the preparation, presentation and interpretation of corporate financial statements from both the private and public sector where compliance with the IASB and IFRS framework is required; both in commercial businesses, government and not-for-profit organizations.

OUR CONTACT INFORMATION FOR ENQUIRIES

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