



Presents



**FEE/PARTICIPANT**  
2,000GBP (Two Thousand Pound Sterling)

*The fee covers the following*

- \* Registration
- \* Seminar and Materials
- \* Tea break
- \* Certificate of Attendance

**NOTE**

*We can arrange for the following at reasonable cost:*

- \* Economy class return ticket
- \* Travel Medical Insurance
- \* Comfortable accommodation and meals (Nigerian dish)
- \* Guided tours
- \* Airport pick-up and drop-off and many more

**Theme:**  
**Management  
Development  
Programme**

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**April 24th - 30th 2016**

### *Course Description*

**T**he Management Development Program (MDP) is a program designed for managers at all organizational levels who want to develop and/or enhance their understanding and practice of fundamental management principles in the context of today's challenging environment.

This course attracts an audience from a wide diversity of backgrounds, experience, and managerial levels who come together to discuss fundamental issues facing managers in today's complex organizations. The course is highly interactive and participant-centered. Instructors utilize a variety of teaching methods to actively involve participants and facilitate the learning process. The program focus is on the practical application of the management principles discussed. Graduates of the program return to their workplace with a written action plan to transform their learning into increased managerial effectiveness in the workplace.

### *Outline/Topics*

#### **Management and Leadership Excellence**

Examines basic principles and practices of management as they apply to today's workforce and explores management behaviours that contribute to personal and interpersonal effectiveness.

#### **Personal Preferences and Leadership**

Provides participants an opportunity to discover personal preferences, relate them to their management styles, and maximize their advantages in the workplace.

#### **Communication in the Workplace**

Explores the art of effective communication in a diverse and ever changing workplace. Describes

verbal language that promotes positive, supportive and inclusive communication.

#### **Working Together Effectively**

Identifies the fundamentals of team development and characteristics of effective team leaders. It also explores the sources and consequences of conflict and identifies methods to approach it constructively.

#### **Managing Performance**

Introduces coaching as a management tool and identifies strategies managers can use to improve employee performance.

#### **Managing Personal & Organizational Change**

Describes the human reaction to change and the impact of response to change. This session provides a toolbox for managing change and strategies for increasing resilience.

#### **Target Audience:**

Vice-Chancellors  
Rectors  
Provosts  
Registrars  
Bursars  
Academic & Non-academic staff  
Others

*Should you need any assistance,  
please do not hesitate to contact our  
Training Administrator, Hannah on +44(1)908311322*