



JR Academy **2024 PROGRAM**

**We fulfil local content and regulatory conditions.
International – standard courses run locally.**

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ABOUT JAKE RILEY

Jake Riley Academy, as an institution, ensures the development and enhancement of the skills, abilities, and confidence of professionals. We aim to inspire a new generation of corporate leaders, thinkers and innovators through our programs and courses which range from leadership and management to technical and vocational training.

In the light of this, the unique selling points of Jake Riley Academy are;

- Solid, theoretical, grounding with
- well-researched concepts, yet practical execution.
- All trainers are Professionals knowing the industry on a global perspective.
- Demonstrated high energy level which leads to a high motivation and learning impact with participants
- Learning by doing approach by using “impromptu” drills and case studies.
- Concepts are international yet tailored to the Nigerian market.

Our team of qualified professionals collaborates with partners worldwide, operating across various fields that include consultancy, construction, engineering, technology and training.

Specialists in project delivering and people management, we bring a plethora of first-hand knowledge and expertise to each project - all to ensure the delivery of professional, top-quality outcomes.

OUR VISION

To be the champion of industrialization reform within Africa and beyond.

OUR MISSION

To provide innovative and substantial solutions designed to effect change.

OUR CORE VALUES

- P - Passion
- E - Excellence
- P - Professionalism
- C - Care
- I - Integrity

OUR METHODOLOGY

We would launch the JR Academy using our Using our 3D approach: Discovery, Design and Delivery.

- **Discover**

- a. Prior to the training, we would run diagnosis using the skills gap assessment
- b. We would tailor our training to the Nigerian market using best practice on questionnaire, survey and telephone interviews
- c. Individual and team members goal setting that aligns with the organisation, signed by supervisor.

- **Design**

- a. Lead-time for availability of trainers and bringing them to the country: dependent on booking situation of individual trainers, but usually not more than one month.
- b. Organize the learning content in logical steps based on feedback from the questionnaire.

- **Delivery**

- a. Delivery style: lectures, group discussions, case studies, and plenary discussion, programmed learning and learning by doing
- b. Special modules ("Clinics") are available for all topics, once participants have covered the basic courses
- c. Individual coaching sessions with a trainer assessment are also possible
- d. Feedback mechanism to supervisor: individual goal setting prior to training signed also by supervisor and monitored by supervisor 3-6 months later.



CERTIFICATION COURSES



PROJECT MANAGEMENT PROFESSIONAL (PMP) PREPARATION CLASS

INTRODUCTION

The PMP is the gold standard of project management certification. recognized and demanded by organisations worldwide. The PMP validates your competence to perform in the role of a project manager, leading and directing projects and teams.

WHAT WILL SET YOU APART

At the end of this course, participants will be able apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)[®] to successfully manage projects and also be prepared to write the PMP certification exam.

COURSE CURRICULUM

- Defining project management basics
- Defining project management within the organization
- Defining the PMI[®] project management methodology
- Initiating a project
- Planning a project
- Planning a project schedule
- Planning project costs
- Planning project quality, resources, and procurements
- Planning for risk
- Planning stakeholder engagement and communications
- Executing a project
- Working with stakeholders
- Monitoring a project
- Controlling a project
- Closing a project
- Monitoring a project
- Controlling a project
- Closing a project

WHO SHOULD ATTEND

This course is designed for individuals who have on-the-job project management experience (regardless of whether their formal job role is project manager), who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI)[®] Project Management Professional (PMP)[®] certification.

DURATION - 4 DAYS



CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM) PREPARATION CLASS

INTRODUCTION

The CAPM demonstrates your understanding of the fundamental knowledge, terminology and process of effective project management. This course is an entry-level program that is ideal for individuals and enterprises who are looking to gain fundamental understanding of globally-recognised PMBOK® Guide - Sixth Edition.

WHAT WILL SET YOU APART

At the end of this course, participants will learn about the basics of project management and professional responsibility. They will also learn about the different areas of project management, including integration, scope, schedule, cost, quality, resources, communications, risk, procurement, stakeholder management, also be prepared to write the CAPM certification exam.

COURSE CURRICULUM

- Introduction to Project Management
- Project Environment
- Role of the Project Manager
- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

WHO SHOULD ATTEND

This course is designed for individuals that like to manage large projects and gain more responsibility or add project management skill into their current role.

DURATION - 4 DAYS



PROJECT MANAGEMENT AGILE (APMG) FOUNDATION

INTRODUCTION

This course focuses on continuous improvement, scope flexibility, team input, and delivering essential quality products. Agile methodology is a modern, flexible approach to project management. It allows you to break large projects down into more manageable tasks.

WHAT WILL SET YOU APART

Participants would;

- Learn the fundamentals of Agile Project Management
- Learn how to use agile for the right projects.
- Understand the four major phases in the cycle.
- Learn about scoping the work and designing your sprint structure and collecting requirements.
- Managing the project without interfering in the rapid build process, adapting to feedback, and closing the project.

COURSE CURRICULUM

- What is Agile? Why use DSDM
- Philosophy, Principles and Project Variables
- Preparing for Success
- DSDM Process
- DSDM Roles and Responsibilities
- Planning and Control throughout the Lifecycle
- Other Practices
- Roles and Responsibilities – Project Manager's View
- Agile Project Management through the Lifecycle
- Effective Use of Products
- People, Teams and Interactions
- Requirements and User Stories
- Estimating - How and When
- Project Planning throughout the Lifecycle

WHO SHOULD ATTEND

- Managers Project Management teams, Executives, Developers, Project Managers, Business Analysts
- Anyone interested in learning about Agile

DURATION - 4 DAYS



ESTABLISHING AND MANAGING THE PROJECT MANAGEMENT (PMO) OFFICE

INTRODUCTION

The overall aim of this course is to provide participants with the knowledge required to build and manage the Project Management Office (PMO). The course also aims at assisting participants in tailoring a project management methodology that fits their organisation's environment by assessing the project management maturity level of their organisation and implementing strategies to improve it.

WHAT WILL SET YOU APART

At the end of this course, participants will be able to apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)[®] to successfully manage projects and also be prepared to write the PMP certification exam.

COURSE CURRICULUM

- The strategic PMO
- PMO business case, organisation, structure and functions
- Maturity and the PMO
- PMO planning, preparation and strategy
- Establishing a project management methodology and PMO governance
- Human capital and the PMO
- Project knowledge management and the PMO

WHO SHOULD ATTEND

Project management office (PMO) directors and managers, members of project offices, project sponsors, functional managers, senior management and all individuals involved in building and managing the PMO.

DURATION - 4 DAYS



RISK MANAGEMENT IN PROJECTS

INTRODUCTION

Projects, by their very nature, always carry uncertainty (risk). This course teaches the practical steps and skills involved in identifying and dealing with the broad range of uncertainty typically found in projects, commonly referred to as project risk management.

WHAT WILL SET YOU APART

Participants would;

- Learn different techniques to create an effective framework and make informed decisions about various types of risks affecting an organisation's objectives.
- Understand various risk perspectives and their nature or extent to which it can affect the organisation. Reduce the impact and incidence of risks in a business environment.
- Understand the differences between risk exposure, risk appetite, and risk tolerance.

COURSE CURRICULUM

- Introduction
- Management of risk principles
- Management of risk approach
- Management of risk process
- Embedding and reviewing management of risk
- Perspectives

WHO SHOULD ATTEND

Anyone involved in the management of projects

DURATION - 3 DAYS



PROJECT MANAGEMENT TOOLS AND SOFTWARE

INTRODUCTION

This course will teach YOU how to be a great Software Project Manager. You will learn the special knowledge, skills, tools and techniques you will need to perform well - and with some experience you will become a great project manager.

WHAT WILL SET YOU APART

Participants would;

- Have products go more smoothly, on time and on budget
- Understand different software project management methodologies so they can use the right one for project
- Manage and complete software projects
- Use project management productivity tools like Microsoft project, Trello

COURSE CURRICULUM

- Introduction to Software Project Management
- Selection of a Project Approach
- Project Estimation Techniques
- Project Planning and Project Scheduling
- Project Organization and Team Structures
- Risk Management
- Resource Allocation
- Project Monitoring and Control, Software Configuration Management
- Software Quality Management
- Managing Contracts and Project closeout

WHO SHOULD ATTEND

- New Project Managers with no experience managing
- Experienced PM's new to Technology Projects
- Technical Leads who want to take on TEAM LEAD roles
- Onsite Tech Managers
- Officers at Companies looking to Offshore Projects

DURATION - 3 DAYS



CIPS LEVEL 2 CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS

INTRODUCTION

The Level 2 Certificate serves as an entry point to the world of procurement and supply. It equips individuals with foundational knowledge and skills essential for effective participation in procurement processes.

WHAT WILL SET YOU APART

Participants would;

- CIPS certification elevates your credibility globally in procurement and supply chain management.
- Gain strategic procurement skills, becoming a valuable contributor to organizational success.
- Showcase ethical leadership, emphasizing responsible sourcing and ethical practices in procurement.
- CIPS provides ongoing professional development, keeping you at the forefront of industry trends.

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organizational success
- Master the art of effective contract management and negotiation strategies..
- Develop skills in managing and optimizing relationships with suppliers for mutual benefit.
- Explore ethical considerations and sustainable practices in procurement.
- Learn to identify, assess, and mitigate risks in the procurement process.
- Navigate the challenges and opportunities of procurement on a global scale.
- Harness the power of technology and data for informed decision-making in procurement.
- Develop leadership skills specific to the procurement context.

WHO SHOULD ATTEND

- New Project Managers with no experience managing
- Experienced PM's new to Technology Projects
- Technical Leads who want to take on TEAM LEAD roles
- Onsite Tech Managers
- Officers at Companies looking to Offshore Projects

DURATION - 3 DAYS



CIPS LEVEL 3 ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS

INTRODUCTION

Building on the Level 2 Certificate, the Level 3 Advanced Certificate dives deeper into procurement and supply operations. It aims to enhance understanding and proficiency in managing key aspects of the procurement cycle

WHAT WILL SET YOU APART

Participants would;

- CIPS certification elevates your credibility globally in procurement and supply chain management.
- Gain strategic procurement skills, becoming a valuable contributor to organizational success.
- Showcase ethical leadership, emphasizing responsible sourcing and ethical practices in procurement.
- CIPS provides ongoing professional development, keeping you at the forefront of industry trends.

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organizational success
- Master the art of effective contract management and negotiation strategies..
- Develop skills in managing and optimizing relationships with suppliers for mutual benefit.
- Explore ethical considerations and sustainable practices in procurement.
- Learn to identify, assess, and mitigate risks in the procurement process.
- Navigate the challenges and opportunities of procurement on a global scale.
- Harness the power of technology and data for informed decision-making in procurement.
- Develop leadership skills specific to the procurement context.

WHO SHOULD ATTEND

- New Project Managers with no experience managing
- Experienced PM's new to Technology Projects
- Technical Leads who want to take on TEAM LEAD roles
- Onsite Tech Managers
- Officers at Companies looking to Offshore Projects

DURATION - 3 DAYS



CIPS LEVEL 4 DIPLOMA IN PROCUREMENT AND SUPPLY

INTRODUCTION

The Level 4 Diploma is designed for individuals seeking a comprehensive understanding of both operational and managerial aspects of procurement and supply. It covers a broad spectrum of topics, providing a well-rounded education.

WHAT WILL SET YOU APART

Participants would;

- CIPS certification elevates your credibility globally in procurement and supply chain management.
- Gain strategic procurement skills, becoming a valuable contributor to organizational success.
- Showcase ethical leadership, emphasizing responsible sourcing and ethical practices in procurement.
- CIPS provides ongoing professional development, keeping you at the forefront of industry trends.

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organizational success
- Master the art of effective contract management and negotiation strategies..
- Develop skills in managing and optimizing relationships with suppliers for mutual benefit.
- Explore ethical considerations and sustainable practices in procurement.
- Learn to identify, assess, and mitigate risks in the procurement process.
- Navigate the challenges and opportunities of procurement on a global scale.
- Harness the power of technology and data for informed decision-making in procurement.
- Develop leadership skills specific to the procurement context.

WHO SHOULD ATTEND

- New Project Managers with no experience managing
- Experienced PM's new to Technology Projects
- Technical Leads who want to take on TEAM LEAD roles
- Onsite Tech Managers
- Officers at Companies looking to Offshore Projects

DURATION - 3 DAYS



CIPS LEVEL 5 ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY

INTRODUCTION

Geared toward procurement professionals aspiring to strategic roles, the Level 5 Advanced Diploma delves into strategic procurement and supply chain management. It equips individuals with the skills needed for effective decision-making at a strategic level.

WHAT WILL SET YOU APART

Participants would;

- CIPS certification elevates your credibility globally in procurement and supply chain management.
- Gain strategic procurement skills, becoming a valuable contributor to organizational success.
- Showcase ethical leadership, emphasizing responsible sourcing and ethical practices in procurement.
- CIPS provides ongoing professional development, keeping you at the forefront of industry trends.

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organizational success
- Master the art of effective contract management and negotiation strategies..
- Develop skills in managing and optimizing relationships with suppliers for mutual benefit.
- Explore ethical considerations and sustainable practices in procurement.
- Learn to identify, assess, and mitigate risks in the procurement process.
- Navigate the challenges and opportunities of procurement on a global scale.
- Harness the power of technology and data for informed decision-making in procurement.
- Develop leadership skills specific to the procurement context.

WHO SHOULD ATTEND

- New Project Managers with no experience managing
- Experienced PM's new to Technology Projects
- Technical Leads who want to take on TEAM LEAD roles
- Onsite Tech Managers
- Officers at Companies looking to Offshore Projects

DURATION - 3 DAYS



CIPS LEVEL 6 PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY

INTRODUCTION

The Level 6 Professional Diploma represents the pinnacle of CIPS qualifications. It focuses on honing strategic and leadership capabilities, preparing seasoned professionals for top-tier roles in procurement and supply chain management.

WHAT WILL SET YOU APART

Participants would;

- CIPS certification elevates your credibility globally in procurement and supply chain management.
- Gain strategic procurement skills, becoming a valuable contributor to organizational success.
- Showcase ethical leadership, emphasizing responsible sourcing and ethical practices in procurement.
- CIPS provides ongoing professional development, keeping you at the forefront of industry trends.

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organizational success
- Master the art of effective contract management and negotiation strategies..
- Develop skills in managing and optimizing relationships with suppliers for mutual benefit.
- Explore ethical considerations and sustainable practices in procurement.
- Learn to identify, assess, and mitigate risks in the procurement process.
- Navigate the challenges and opportunities of procurement on a global scale.
- Harness the power of technology and data for informed decision-making in procurement.
- Develop leadership skills specific to the procurement context.

WHO SHOULD ATTEND

- New Project Managers with no experience managing
- Experienced PM's new to Technology Projects
- Technical Leads who want to take on TEAM LEAD roles
- Onsite Tech Managers
- Officers at Companies looking to Offshore Projects

DURATION - 3 DAYS



CIPM: ASSOCIATE MEMBERSHIP EXAMINATIONS (AM1 AND AM2)

INTRODUCTION

These are the foundational exams for individuals seeking to attain the Associate Membership grade. They cover fundamental principles and concepts related to human resource management.

WHAT WILL SET YOU APART

Participants would have;

- Recognized Expertise: Acknowledged as a qualified HR professional.
- Ethical Leadership: Commitment to high ethical standards in HR practices.
- Networking Opportunities: Connect with a community of HR professionals for collaboration and growth.
- Continuous Learning: Stay current with industry trends through ongoing professional development.
- Leadership Readiness: Prepared for leadership roles in HR with practical skills and knowledge.

COURSES

- Professional Human Resource Management (PHRM)
- Associate Membership Training Programme (AMTP)
- Professional Membership Training Programme (PMTP)
- Certification in Strategic Human Resource Management (CSHRM)
- Certification in Performance Management (CPM)
- Certification in Talent Management (CTM)
- Certification in Industrial and Labour Relations (CILR)

WHO SHOULD ATTEND

CIPM courses are ideal for anyone involved in or aspiring to work in human resource management. Whether you're a seasoned HR professional aiming to enhance strategic capabilities, an entry-level practitioner seeking foundational knowledge, or a business owner looking to manage your workforce effectively, CIPM offers tailored courses to meet diverse career needs. From comprehensive programs for associate and professional memberships to specialized certifications in areas like talent management and industrial relations, CIPM equips individuals at various career stages with essential skills and insights to thrive in the dynamic field of human resources.

DURATION - 3 DAYS



CIPM: PROFESSIONAL MEMBERSHIP EXAMINATIONS (PM1 TO PM5)

INTRODUCTION

These are advanced-level exams designed for individuals who have successfully completed the Associate Membership stage and are progressing towards Professional Membership. PM exams cover more in-depth and strategic aspects of human resource management.

WHAT WILL SET YOU APART

Participants would have;

- Recognized Expertise: Acknowledged as a qualified HR professional.
- Ethical Leadership: Commitment to high ethical standards in HR practices.
- Networking Opportunities: Connect with a community of HR professionals for collaboration and growth.
- Continuous Learning: Stay current with industry trends through ongoing professional development.
- Leadership Readiness: Prepared for leadership roles in HR with practical skills and knowledge.

COURSES

- Professional Human Resource Management (PHRM)
- Associate Membership Training Programme (AMTP)
- Professional Membership Training Programme (PMTP)
- Certification in Strategic Human Resource Management (CSHRM)
- Certification in Performance Management (CPM)
- Certification in Talent Management (CTM)
- Certification in Industrial and Labour Relations (CILR)

WHO SHOULD ATTEND

CIPM courses are ideal for anyone involved in or aspiring to work in human resource management. Whether you're a seasoned HR professional aiming to enhance strategic capabilities, an entry-level practitioner seeking foundational knowledge, or a business owner looking to manage your workforce effectively, CIPM offers tailored courses to meet diverse career needs. From comprehensive programs for associate and professional memberships to specialized certifications in areas like talent management and industrial relations, CIPM equips individuals at various career stages with essential skills and insights to thrive in the dynamic field of human resources.

DURATION - 3 DAYS



PROSCI CHANGE MANAGEMENT CERTIFICATION

INTRODUCTION

During this three-day experiential session, you'll apply Prosci's methodology and ADKAR Model to one of your active projects. And you'll leave with the tools, know-how, and support you need to consistently drive successful change going forward.

In this interactive training, you benefit from three full days among like-minded change leaders—from individual practitioners and project managers to IT professionals and improvement specialists. You not only gain the knowledge and one-to-one feedback of Prosci's Master Instructors, you and your peers can also share challenges, solutions and insights, for a truly collaborative approach to change management.

WHAT WILL SET YOU APART

At the end of this three-day training experience, you will:

- Understand exactly how change management improves organisational results
- Know how to apply a research-based change management methodology and toolset to any future situation
- Be able to confidently explain the value of change management to your peers and leaders
- Know how to apply the Prosci ADKAR® Model to facilitate individual change
- Walk away with a change management plan and an executive presentation on the business case for change management
- Gain certification in the Prosci change management methodology and get access to the Prosci change management methodology, tools and materials

COURSE CURRICULUM

Day 1

- Why change management?
- The ROI of effective change management
- The Prosci ADKAR Model
- Seven concepts of change
- Preparing for change: assessing change readiness

Day 2

- Preparing for change: building team structure and assessing sponsorship
- Managing change: creating customized communication and sponsorship plans
- Executive project plan presentations

Day 3

- Managing change: creating coaching, training and resistance management plans
- Reinforcing change
- Exam
- Graduation

WHO SHOULD ATTEND

- Change leaders
- Project managers
- IT professionals and Organizational development professionals

DURATION - 3 DAYS



ISO 45001: HEALTH AND SAFETY

INTRODUCTION

This ISO 45001 course will familiarise you with the Principles of Occupational Health and Safety prescribed by the International Organisation for Standardisation (ISO). New standard ISO 45001 was published in March of 2018, this course will teach you why the ISO has chosen to develop the standard, how the standard works, the potential benefits the standard can deliver to businesses, about the PDCA approach, and more.

WHAT WILL SET YOU APART

By obtaining an ISO 45001 certification you will prove that you care about the well-being of employees and that you are continually making efforts to enhance their welfare. Furthermore, you will earn a globally recognized certificate on Occupational Health and Safety Management, which will prove that you are aware of the policies and processes needed to reduce work injuries. You will also gain a competitive advantage by improving your brand's reputation and increasing your capacity. The participants of this course would be able to:

- Reduce work-related injuries, ill-health and deaths
- Eliminate or minimize OH&S risks
- Improve OH&S performance and effectiveness
- Protect and improve brand reputation
- Improves compliance with current legislations

COURSE CURRICULUM

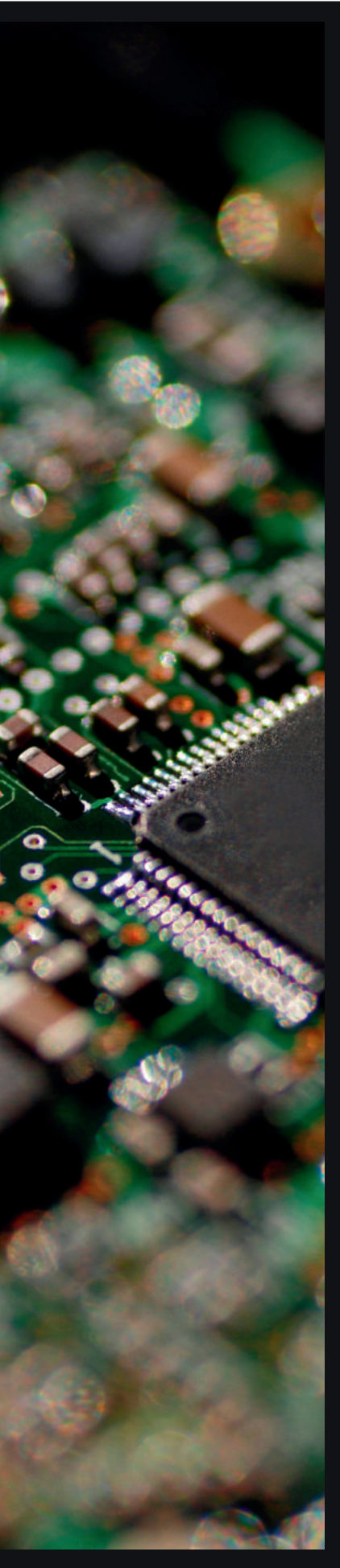
- Fundamentals of ISO 45001
- ISO 45001 Explained (Clause 1,2 and 3)
- Context of the Organization (Clause 4)
- Leadership and the worker participation (Clause 5)
- Planning (Clause 6)
- Support (Clause 7)
- Operation (Clause 8)
- Performance Evaluation (Clause 9)
- Improvement (Clause 10)

WHO SHOULD ATTEND

This programme is designed for

- OHSMS Auditors and Consultants for management systems
- People involved with Occupational Safety and Health Management in their companies
- Managers and professionals working in the HSE departments or other departments where ISO 45001:2018 is being implemented
- HSE engineers and specialists
- Professionals looking to transit from OHSAS 18001:2007 to ISO 45001:2018
- Trainers and educators involved in training organizations and universities

DURATION - 5 DAYS



ISO 37001: 2016 ANTIBRIBERY MANAGEMENT SYSTEM

INTRODUCTION

An anti-bribery management system (ABMS), based on ISO 37001, will provide your organisation with a framework for prohibiting, preventing, detecting, reporting and dealing with any bribery that does occur.

This course follows a structure to help you familiarize yourself with the standard, learn how to implement an ABMS into an organisation, and how to audit it. It also provides an understanding of effective anti-bribery management, by using a systematic framework to identify bribery risk and implement controls to manage it.

WHAT WILL SET YOU APART

Taking this course helps you to differentiate yourself with demonstrated anti-bribery expertise and at the same time differentiate your company from competitors. This standard is intended to guide, identify, detect and respond to possible bribery risks. The requirements of this standard enable the organisations to implement an anti-bribery framework and put in place effective anti-bribery policies and processes. This course would enable an organisation to:

- Reduce bribery risks by implementing financial controls in early stages
- Perform continuous improvement of anti-bribery practices
- Gain competitive advantage
- Ensure that business associates and customers are devoted to positive anti-bribery processes
- Prevent, detect and address bribery risks
- Increase international recognition and attract new business
- Promote trust and confidence
- Reduce cost and Prevent conflict of interest
- Promote an anti-bribery culture

COURSE CURRICULUM

- General aspects
- Context of the organisation – chapter 4 of ISO 37001
- Leadership – chapter 5 of ISO 37001
- Planning – chapter 6 of ISO 37001
- Support – chapter 7 of ISO 37001
- Operation – chapter 8 of ISO 37001
- Performance evaluation – chapter 9 of ISO 37001
- Improvement – chapter 10 of ISO 37001
- Recapitulation and final aspects

WHO SHOULD ATTEND

This programme is designed for Compliance professionals, risk professionals, auditors, consultants, anti-corruption and anti-bribery specialists.

DURATION - 5 DAYS



ISO 22301:2019 BUSINESS CONTINUITY MANAGEMENT

INTRODUCTION

Incidents can disrupt an organisation at any time and applying ISO 22301 will ensure that organisations can respond and continue its operations. Incidents take many forms ranging from large scale natural disasters and acts of terror to technology-related accidents and environmental incidents. However, most incidents are small but can have a significant impact and that makes business continuity management relevant at all times. This has led to a global awareness that organisations in the public and private sectors must know how to prepare for and respond to unexpected and disruptive incidents.

This course gives a brief introduction and overview to the requirements of ISO 22301:2019 BCM. The main emphasis of this course is to provide the knowledge and skills for participants, so they can appreciate and embrace the implementation of this Management System in their Organisation.

WHAT WILL SET YOU APART

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

- Know the fundamentals of ISO 22301 and its framework
- Understand and interpret the requirements of ISO 22301:2019
- Appreciate the ease of implementing ISO 22301:2019 in their organisation

COURSE CURRICULUM

- Introduction and background to Business Continuity Management
- The fundamentals of Security and Resilience – Business Continuity Management System, and overview of the ISO 22301:2019 requirements
- The ISO 22301 BCM Framework
- Scope of Business Continuity Management Systems (BCMS)
- Leadership, Planning, and Support
- Operation – BIA & RA
- Operation – BC Strategies & Solutions
- Operation – BC Plans and Procedures
- Operation – Exercise Programme
- Performance
- Evaluation & Improvement

WHO SHOULD ATTEND

This course is specially designed for:

- Managers, Advanced IT & Quality Professionals, Management Representatives
- Internal Auditors, Business Continuity Management & Team Members involved in organisation-wide Business Continuity Management implementation, testing and exercising, assessment and evaluation of plans periodically.
- This course is also suitable for any Managers or Executives in Organisations providing essential services.

DURATION - 3 DAYS



ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM

INTRODUCTION

This ISO 9001 training course provides participants with the knowledge and skills to perform first, second- and third-party audits of quality management systems against ISO 9001 in accordance with ISO 19011 and ISO/IEC 17021, as applicable.

WHAT WILL SET YOU APART

After completing your ISO 9001:2015 lead auditor training course, you will understand:

- The purposes and business benefits of a quality management system, quality management system standards, management system audits and third-party certification
- The role and responsibilities of an auditor in planning, conducting, reporting and following up on a quality management system audit to establish conformity (or otherwise) with ISO 9001, in accordance with ISO 19011 and ISO/IEC 17021, as applicable

COURSE CURRICULUM

- Foundations of quality management
- Auditable courses in ISO 9001:2015
- Essential elements of quality management system

WHO SHOULD ATTEND

- Quality professionals
- Quality assurance & Quality Control specialists
- Quality analysts
- Junior quality professionals
- Operations managers and directors
- HR Professionals
- Quality managers
- QMS consultants
- Quality auditors
- QMS consultants

DURATION - 3 DAYS



ISO 27001: 2019 INFORMATION SECURITY MANAGEMENT

INTRODUCTION

ISO/IEC 27001 Lead Auditor training enables you to develop the necessary expertise to perform an Information Security Management System (ISMS) audit by applying widely recognized audit principles, procedures and techniques.

WHAT WILL SET YOU APART

After this training course, participants will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with the latest changes in ISO/IEC 27001.

Participants will also be able to;

- Work as a consultant for the implementation of this system in different companies.
- Participate in audits (internal or external) on ISO/IEC 27001.
- Work in a company that implemented an information security management system.

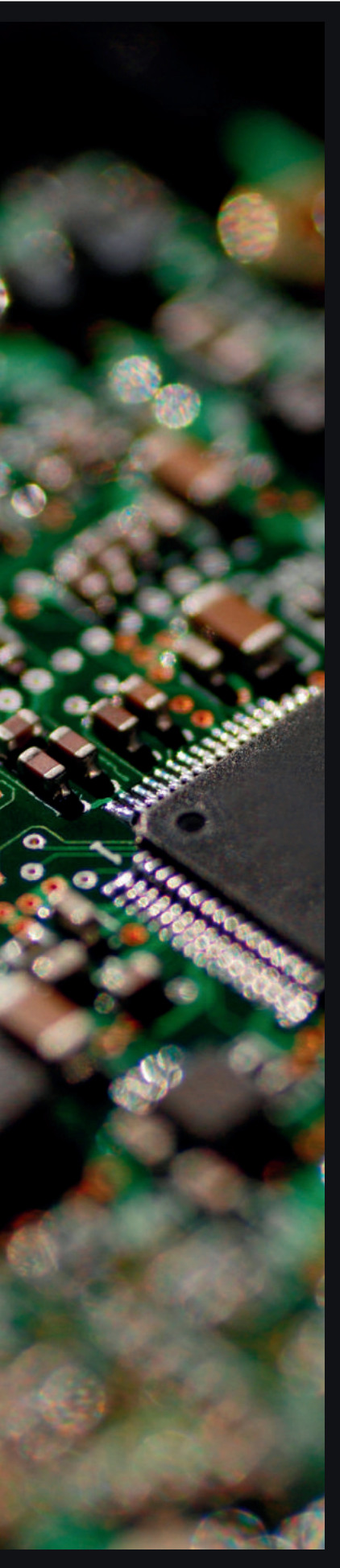
COURSE CURRICULUM

- Fundamental principles and concepts of Information Security Management System (ISMS)
- Information Security Management System (ISMS)
- Fundamental audit concepts and principles
- Preparation of an ISO/IEC 27001 audit
- Conducting an ISO/IEC 27001 audit
- Closing an ISO/IEC 27001 audit
- Managing an ISO/IEC 27001 audit program
- Practical exercises and feedback.

WHO SHOULD ATTEND

- Auditors seeking to perform and lead Information Security Management System (ISMS) certification audits
- Managers or consultants seeking to master an Information Security Management System audit process
- Individuals responsible for maintaining conformance with Information Security Management System requirements
- Technical experts seeking to prepare for an Information Security Management System audit
- Expert advisors in Information Security Management

DURATION - 2 DAYS



ITIL FOUNDATION

INTRODUCTION

This course introduces learners to the newest version of the ITIL exam, to understand and improve an IT-enabled enterprise. This course will help you understand the concepts, languages, best practices, and processes utilised in the ITIL 4 lifecycle.

WHAT WILL SET YOU APART

The ITIL certification is a requirement for people who want to understand the concept of ITIL frameworks and enhance the quality of IT Service Management. ITIL certified professionals can earn up to 40-percent more than their non-certified peers. The participants of this course would understand the following:

- A holistic approach to the facilitation of co-creation of value with customers and other stakeholders in the form of products and services
- The guiding principles of ITIL 4
- The four dimensions of Service Management
- Key concepts from Lean, Agile, DevOps, and why these are important to deliver business value
- How ITIL practices described in ITIL 4 will maintain the value and importance provided by the current ITIL processes, whilst at the same time expand to be integrated to different areas of service management and IT, from demand to value.

COURSE CURRICULUM

- Introduction
- Key concepts of service management
- Four dimensions of service management
- The ITIL service value system
- The service value chain
- ITIL Management practices

WHO SHOULD ATTEND

This programme is designed for IT executives, IT architects, operations managers, IT audit managers, IT planners and consultants, database administrators, ITSM trainers, service delivery professionals, quality analysts, application management and development teams, and IT managers.

DURATION - 4 DAYS



CYBERSECURITY MANAGEMENT

INTRODUCTION

Cybersecurity refers to a set of practices established to protect critical systems, networks, devices, programs, and data. Cybersecurity involves implementing measures and techniques aiming to ensure the confidentiality, integrity, and availability of information and resources in cyberspace. It encompasses a range of strategies and practices focused on safeguarding information technology systems from cyber threats, such as phishing, scams, cyberattacks, hacking, and other malicious activities.

WHAT WILL SET YOU APART

Participants will also be able to;

- Understand and utilize cybersecurity concepts and principles
- Establish and maintain a cybersecurity management program
- Protect an organization's data and systems against cyber threats
- Manage cybersecurity risks based on best practices
- Ensure prompt response and efficient recovery in the event of a cybersecurity incident
- Support an organization in continually improving its cybersecurity management program

COURSE CURRICULUM

- Introduction to Cybersecurity
- Cybersecurity Governance and Frameworks
- Risk Management in Cybersecurity
- Cybersecurity Policies and Procedures
- Security Architecture and Infrastructure
- Incident Response and Management
- Security Awareness and Training
- Legal and Ethical Considerations
- Emerging Trends in Cybersecurity

WHO SHOULD ATTEND

Designed for professionals at various levels, the Cybersecurity Management training equips attendees with essential knowledge to navigate the ever-evolving landscape of cybersecurity. Ideal for Cybersecurity Managers, IT Security Professionals, Risk Managers, and beyond, this course delves into critical topics such as governance, risk management, policy development, and incident response. Whether you're leading a cybersecurity team or ensuring compliance within your organization, this training provides valuable insights and strategies to fortify your organization against evolving cyber threats

DURATION - 4 DAYS



**LEADERSHIP
COURSES**



RAISING WOMEN LEADERS

INTRODUCTION

Based on research, diversity in senior leadership encourages innovation, improves decision-making, reduces corporate misconduct and improves financial returns. Tackling gender bias and workplace challenges are becoming a necessity for businesses, society and the economy at large.

We believe that supporting and nurturing a growing pool of talented female professionals is a crucial step in achieving greater diversity and it is that what drives our work at Jake Riley Academy. Jake Riley Academy offers you the opportunity to take a critical look at your own leadership style and strengths on the 4-day course titled Raising Women Leaders.

WHAT WILL SET YOU APART

At the end of this programme, participants will earn a certificate of attendance and will be empowered to;

- Create a personal development plan so that you may move into the future with confidence as a leader.
- Take charge of your career and learn to leverage on your strengths and identify limiting behaviours.
- Understand how to respond to culture and gender assumptions.
- Examine your own identity as a leader and recognize your leadership ability.
- Join a network of current and aspiring female leaders who are preparing to broaden their impact and influence.

COURSE CURRICULUM

- Introduction
- Accepting yourself as a Leader
- Understanding your context
- Negotiating as a leadership practice
- Becoming an influential leader
- Developing as a leader: what can help you
- Imagining your future possibilities as a leader

WHO SHOULD ATTEND

This programme is designed for women who are intent on growing their professional capabilities in their early to middle phases of their careers in management roles, with around 3 to 10 years' experience in an entry to middle-management role. Participants will develop in their personal capabilities from a truly global audience, and beyond corporate life.

DURATION - 4 DAYS



LEADERSHIP COMPETENCE FOR EFFECTIVE LEADERS

INTRODUCTION

Leadership competencies are leadership skills and behaviours that contribute to superior performance.

By using a competency-based approach to leadership, organisations can better identify and develop their next generation of leaders. Essential leadership competencies and global competencies have been defined by researchers. However, future business trends and strategy should drive the development of new leadership competencies. While some leadership competencies are essential to all firms, an organisation should also define what leadership attributes are distinctive to the particular organisation to create competitive advantage.

WHAT WILL SET YOU APART

At the end of this programme, participants will be able to;

- Understand your own self-imposed limits, growing your self-understanding and how to overcome issues arising from this knowledge
- Apply techniques to grow your own self-understanding to improve your engagement with others
- Utilize influencing techniques to build and form strong business relationships
- Understand how to lead the organisation by providing strategic direction and vision

COURSE CURRICULUM

- Leadership: Self-awareness to Growth
- Leading through Positive Interaction and Influence
- Client Relationship Building
- Leadership for Sustainable Growth
- Leading Organisational Success

WHO SHOULD ATTEND

- Senior Managers
- Middle Managers
- Identified Leadership Talent and High Potential personnel

DURATION - 4 DAYS



LEADING THROUGH CRISIS FOR ENDURING SUCCESS

INTRODUCTION

Leaders are confronted with sudden, acute challenges increasingly frequently in today's rapidly moving world and shifting competitive landscape. In the midst of an unprecedented health crisis like COVID 19, it can be hard to know the best approach to managing the day to day – and managing for the future.

This programme equips participants with models, tools, and specific leadership examples to use when your business is confronted with severe even existential—challenges.

WHAT WILL SET YOU APART

Through faculty presentations, case discussions, small group work, and workshops, you will explore the practices of leaders who successfully steered their organizations through past crises and discover lessons that can be applied to challenges such as COVID-19. Examining crisis leadership as a type of innovation challenge, you'll gain a wide overview of the skills needed to lead your organization in tumultuous circumstances.

COURSE CURRICULUM

- New approaches to unusual crisis
- Crisis teams that succeed at a time of uncertainty
- Resilient business operations
- Continuous learning and adaptation
- Strategic crisis communications

WHO SHOULD ATTEND

Leaders and managers from any type of business in any industry who have at least 10+ years of experience, individuals who are part of their organisation's crisis response management or are otherwise likely to be involved in future crisis teams.

DURATION - 4 DAYS



MANAGING RISK AND REPUTATION

INTRODUCTION

This programme is designed as a certificate-of-completion program to equip management-level communicators with advanced perspective, best practices and a practical, implementation-ready approach to managing Risk and Reputation.

The course weaves inputs from best practices in Reputation Management, Risk Management, PR & Communication, Crisis Management, Crisis Communication and Corporate Ethics & Responsibility to help the participating companies protect their reputation and deal with reputation risk events of any kind.

WHAT WILL SET YOU APART

At the end of the course, participants will;

- Gain perspective on key skills, tools and proven processes necessary to become an internal “champion” for Risk and Reputation.
- Understand how to help their organisations take a stand in a world where doing so has consequences.
- Move from CSR/Sustainability reporting to integrating those efforts to drive Reputation.
- Master the digital tools and best practices to enterprise-wide coordination of Risk and Reputation.
- Learn new ways to introduce better, risk-conscious decision-making through a focus on internal culture.

COURSE CURRICULUM

- Introduction to Risk and Reputation: A Low Tech, High Touch Cross Functional Approach
- Differentiating and Marketing in a Volatile Reputation Risk Environment
- CSR and Sustainability as a Path to risk Mitigation
- Integrating Risk and Reputation with Crisis Management; Planning/Preparation/Execution
- Enhancing Enterprise-wide Communication and Risk and Reputation Coordination Capabilities
- Shaping Internal Culture as Highest-Level Risk and Reputation Mitigation

WHO SHOULD ATTEND

- Senior Executives
- Communication Spokespersons
- Partners & Senior Officials of Law Firms
- Business Consultants
- Marketing, Advertising, Communication Professionals

DURATION - 4 DAYS



BUSINESS RISK

INTRODUCTION

Business risk skills are essential to much of business and personal success. The Business risk training will enable your officers identify the threat to the company's ability to achieve its financial goals.

This course is designed for professionals in both senior leadership and risk-related positions. Through the course's content, your officers will learn to create a more secure future for the organization by ensuring they're compliant with industry regulations, and can effectively prepare for any potential risks they may face. Those working as compliance managers or in other risk-related roles will have the opportunity to update their skills with an understanding of best practice, and set themselves apart in an increasingly competitive industry.

COURSE CURRICULUM

- The concept of risk
- Risk management frameworks
- Corporate governance and enterprise risk management
- Decisions and uncertainty: Quantitative
- Decisions and uncertainty: Qualitative
- Risk identification
- Risk assessment
- Risk response
- Organisational culture and ethical concerns
- Risk reporting

WHO SHOULD ATTEND

- Senior Executives
- Communication Spokespersons
- Partners & Senior Officials of Law Firms
- Business Consultants
- Marketing, Advertising, Communication Professionals

DURATION - 4 DAYS



HIGH PERFORMANCE LEADERSHIP

INTRODUCTION

Today's leaders are tasked with creating value while managing change which results in the need to tackle complicated problems in innovative ways. Built on the largest performance study ever conducted, this course will teach you the theories and tools needed to create a high-performance work environment that drives financial results and innovation.

Jake Riley Academy's High-Performance Leadership course is designed to help senior executives and those in leadership positions who need to define their ideal leadership self, influence and negotiate with others, and unite and inspire people to achieve results. It helps you tackle real-world challenges by embedding new leadership practices, utilising the latest learning design and technological advances to provide a fully immersive programme to ensure your immediate and long-term success.

WHAT WILL SET YOU APART

At the end of this programme, participants will be equipped with;

- A richer understanding of your unique leadership 'core'.
- An in-dept knowledge of your unique leadership 'core' developed in a practical way.
- The confidence to negotiate through uncertainty while inspiring the people you lead.
- A greater clarity of purpose and direction.
- Capability of delivering results in a resource constrained environment.

COURSE CURRICULUM

- Introduction to High-Performance Leadership
- Leadership: Encouraging a High-Performance Environment
- The Tenets of a High-Performance Environment
- Respectful Communication
- Building a High-Performance Environment
- Influence and Collaboration: Negotiation
- Now Discover Your Strengths
- Critical Thinking and Consensus: Decision-Making
- Celebrating Heroes

WHO SHOULD ATTEND

High Performance Leadership is for those in leadership positions, senior executives, directors, and heads of functions that want to inspire and motivate their teams in times of political-economic uncertainty, influence others, and learn from the experience of other business leaders.

DURATION - 4 DAYS



LEADING AN AGILE WORKFORCE TRANSFORMATION

INTRODUCTION

Corporate leaders and senior decision-makers must seize the opportunities presented by rapid technological advances, shifting demographics, and new employment models to ensure today's businesses endure in the future. To build and maintain competitive advantage, businesses must recognise and manage the risks, while also capitalising on the changing nature of work, workplace organisation, and the workforce itself.

Leading an Agile Workforce Transformation will help you make the right moves today to develop and sustain the agile workforce you will need tomorrow.

WHAT WILL SET YOU APART

Through a rich learning experience that includes timely case studies, faculty presentations, small group discussions, and individual projects, you will explore how you can best manage human capital as a strategic asset in light of the forces that are redefining work and workforces in developed economies.

You will return with practical strategies for optimising work; attracting and retaining more capable, productive employees with the right skillsets for today's jobs; and removing workforce-related obstacles to success.

COURSE CURRICULUM

- Defining the challenge: Understanding how work is changing
- Technology change: Enabling the agile workforce
- The impact of the "care" economy: Accommodating the needs of workers
- Your contingent workforce: Managing the "Gig Economy"
- Skills that drive success: Closing the middle skin gap
- Geography and talent: Challenges and solutions

WHO SHOULD ATTEND

- Senior leaders in established companies that are doing business in developed economies and have large, diverse talent pools, including: CEOs, board members, and heads of business units, divisions, countries, or regions
- Strategy officers or others with responsibility for strategic planning
- Heads of business functions with particularly challenging workforce requirements, such as product development or operations
- Policy leaders focused on workforce development

DURATION - 4 DAYS



MANAGEMENT COURSES

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ACCOUNTING & FINANCE

Amadu Bello

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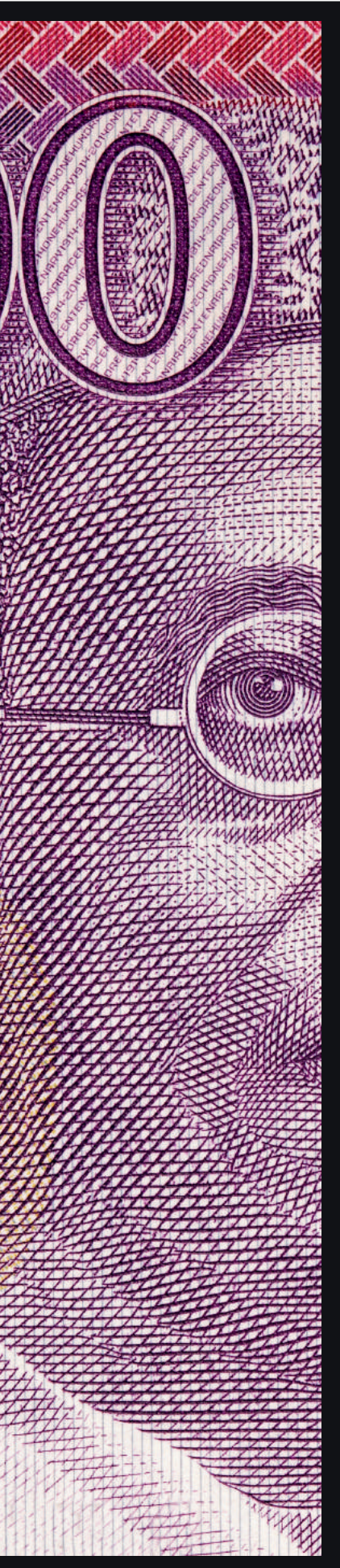
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MANAGERIAL ACCOUNTING: PERFORMANCE MEASUREMENT, COMPENSATION, & GOVERNANCE

INTRODUCTION

The course will examine the academic and professional controversies surrounding corporate governance and executive compensation. A basic framework will be developed to integrate the many important dimensions of corporate governance in Nigeria and international settings. In addition, the scientific research in accounting, economics, finance, and organisational behaviour will be used to provide insights into the measurement and consequences of observed corporate governance and executive compensation choices.

WHAT WILL SET YOU APART

On successful completion of the course, participants will be able to:

- Apply management accounting concepts in a case-based, collaborative setting, communicating the results effectively both orally and in writing.
- Locate the role of management control systems (MCS) in both strategy and operations.
- Distinguish indirect controls from the direct controls, based on action and personnel/culture.
- Prepare and interpret budgets, and identify their limitations.
- Evaluate financial performance market and accounting measures in terms of seven criteria to determine optimal performance metrics.
- Critically analyse corporate governance structures of various companies and common management-control related ethical issues.

COURSE CURRICULUM

- Introduction to Case-Based Collaboration
- Introduction to Management Control Systems (MCS)
- Control Alternatives and Effects--Results Controls
- Action and Personnel/Cultural Controls
- Control System Design, Evaluation, and Indirect Costs
- Financial Responsibility Centres and Transfer Pricing
- Planning and Budgeting (Performance Definition and Measurement)
- Incentive Systems (Performance Rewards) and Financial Performance Measures

WHO SHOULD ATTEND

This course is suitable for;

- Those who wish to understand the implications of decisions made across a range of management accounting issues.
- Those who wish to develop the ability to analyse, interpret, and question the accounting information they may encounter in a business context.
- Those who wish to acquire a sound appreciation of accounting and finance in order to communicate and succeed in the business world.

DURATION - 3 DAYS



CORPORATE TREASURY MANAGEMENT

INTRODUCTION

Learn how to manage treasury activities more effectively using new approaches and technologies - global scope with special focus on the strategic and operational aspects of treasury management for corporates.

WHAT WILL SET YOU APART

This course is designed to give participants practical “hands-on” expertise for immediate implementation in their own organisations. The course first considers the important roles for corporate treasury in managing cash flow and liquidity, working capital, accessing debt financing, and managing capital.

Special modules delve more deeply into risk management and other operational topics in these areas. Lastly, the course concludes with a module that reviews how corporates should manage their banking relations.

The course makes extensive use of short problems, case studies, Excel exercises, and Bloomberg information.

COURSE CURRICULUM

- Current Challenges of Corporate Treasury Management
- Corporate Value Creation
- Cash Flow and Liquidity Management
- Working Capital Management
- Managing Foreign Exchange Risks in Operating Income
- Managing Commodity Risks in Operating Income
- Managing Other Corporate Risks
- Debt Financing for Corporates
- Managing Risks in Debt Financing
- Accessing and Managing Corporate Capital
- Managing Banking Relationships

WHO SHOULD ATTEND

Treasury managers of all levels

DURATION - 3 DAYS



ACCOUNTING FOR NON ACCOUNTANTS

INTRODUCTION

Accounting for Non-Accountants course provides a comprehensive introduction to the role of accounting in supporting and informing all business decisions throughout the organisation. It is designed for those who access, use, and rely upon accounting information, but do not have accounting training or background. You will also appreciate the relationship between accounting and finance and understand the use of debits and credits.

WHAT WILL SET YOU APART

At the end of this programme, participants will be able to;

- Define accounting and accounting style
- Identify the major rules and principles of accounting under the International Financial Reporting Standard (IFRS)
- Demonstrate knowledge of basic accounting equation, double entry book keeping, and the new automated accounting system.
- List the key financial statements (balance sheet, income statements, changes in shareholders equity and cash hold statement) and their components.
- Practice financial statements' adjustment at month and year end.

COURSE CURRICULUM

- Introducing accounting and financial statements
- International financial reporting standards
- Double-entry accounting
- Income statements
- Net equity
- The balance sheet and its components
- Cash flow statement
- Adjustments to financial statements

WHO SHOULD ATTEND

Managers, supervisors and staff from any function including the accounting department who need to improve understanding, application and techniques of the language of numbers.

DURATION - 3 DAYS



MERGER AND ACQUISITIONS

INTRODUCTION

This course is designed for professionals working in investment banking, corporate development, private equity, and other areas of corporate finance that deal with analyzing M&A transactions.

WHAT WILL SET YOU APART

This advanced financial modeling course has several objectives including:

- Learn how to structure an M&A model in the most efficient way
- Set up all the assumptions and drivers required to build out the M&A model
- Calculate all the necessary adjusting entries required to create a post-transaction balance sheet
- Integrate the acquirer and the target into a pro forma model
- Calculate the accretion or dilution of key per share metrics post-transaction
- Perform sensitivity analysis on key assumptions and assess the overall impact of the transaction

COURSE CURRICULUM

- Rationale for Corporate Growth by Take-overs
- The Rationale for Specific Transactions: Synergies & Benefits
- Due Diligence: Friendly and Hostile Deals
- Planning for M&A
- Structuring Transactions: Shares or assets?
- Structuring Transactions: Valuing & Financing the Transaction?
- Post-merger integration
- Public Offers: The Rules
- Public Offers: The Timetables
- Public Offers: Bidder Strategies & Tactics (recommended and hostile bids)
- Public Offers: Target Strategies & Tactics (hostile bids)
- Private Transactions: Setting the Scene
- Key aspects (acquisition versus disposing)
- Private Transactions: the 4 Key Stages (sell-side)
- Private Transactions: the documentation

WHO SHOULD ATTEND

- Investment bankers
- Corporate Finance professionals
- Business Development Professionals
- CFO's
- Finance staff
- Investment professionals
- Corporate Treasurers

DURATION - 4 DAYS



PROJECT AND INFRASTRUCTURE FINANCE

INTRODUCTION

In today's volatile markets there is a renewed appreciation of the relatively stable long-term cash flows from infrastructure investments. An increasing part of such infrastructure is by necessity being financed on a project – or limited recourse – basis.

Project and Infrastructure Finance enables companies to raise focused, risk sharing, finance in key industries and is an increasingly important method for governments to introduce private sector skills, disciplines and funding in a range of sectors.

WHAT WILL SET YOU APART

At the end of this course, participant will;

- Gain the confidence to successfully navigate the entire project finance process from initial agreement to completion.
- Explore successful – and unsuccessful – examples of project and infrastructure finance.
- Understand what lenders are looking for and how to align their needs with yours.
- Restructure projects in distress for optimal results, sharing insights with a global and highly talented cohort.
- Explore project finance through real-world case studies, examining the latest industry techniques with world-leading faculty.

COURSE CURRICULUM

- Create value through project and infrastructure finance.
- Understand project versus corporate finance.
- Finance, value and structure large- scale infrastructure projects.
- Analyse project risks and rewards.
- Optimally restructure projects in distress.
- Understand public-private partnerships (PPP) and private finance initiatives (PFI).
- Investigate project finance in emerging markets.

WHO SHOULD ATTEND

This programme is designed for personnel working on large scale projects, with limited or no practical experience of Infrastructure Project Finance, working in organisations such as:

- Project developer and investors
- Investment banks
- Equipment suppliers
- Development Finance Institutions
- Export Credit Agencies
- Financial advisors
- Government and other Public Sector Agencies working on PPP and other large-scale infrastructure projects

DURATION - 4 DAYS



HUMAN RESOURCE MANAGEMENT: PERSONNEL SELECTION USING ASSESSMENT CENTER

INTRODUCTION

This course will introduce you to the main points in the human resource recruiting process with a variety of testing techniques to evaluate candidates on behaviours relevant to the most critical aspects (or competencies) of the job.

WHAT WILL SET YOU APART

At the end of this course, participant will;

- Explain and discuss the steps involved in the selection process
- Explain the different testing techniques and potential mistakes in interviewing candidates.
- Discuss the different types of selection models

COURSE CURRICULUM

- The context of recruitment and selection
- Employee selection using assessment centers
- Recruitment practices
- Ongoing recruitment and selection practices

WHO SHOULD ATTEND

- Human Resource (HR) Managers
- Human Resource (HR) Directors
- Human Resource (HR) Professionals
- Human Resource (HR) Consultants
- Human Resource (HR) Generalists
- Human Resource (HR) Development Specialists
- Human Resource (HR) Executives
- Human Resource (HR) Recruitment Specialists

DURATION - 3 DAYS



HR STRATEGY PROCESS: POLICIES AND PROCEDURES

INTRODUCTION

Employees are assets to an organisation. HR professionals enable employees to contribute effectively to achieving organisational goals by ensuring that they are managed effectively through HR policies and procedures to ensure transparency, consistency and orderliness in implementation of activities and processes.

WHAT WILL SET YOU APART

At the end of this programme, participants will gain;

- An understanding of the purpose and role of human resource policies and procedures
- Apply the key elements of human resource policies and procedures
- Apply a structure for developing human resource policies and procedures
- Avoid the pitfalls when developing human resource policies and procedures
- Implement and manage human resource policies and procedures
- Conduct reviews of human resource policies and procedures

COURSE CURRICULUM

- The purpose and role of HR policies and procedures
- The key elements of HR policies and procedures
- How to align HR policies and procedures to HR strategies and programs
- An effective structure to develop effective HR policies and procedures
- Pitfalls to avoid when developing HR policies and procedures
- Ways to obtain stakeholder buy-in and understanding of HR policies and procedures
- An effective process for implementing HR policies and procedures
- How to manage and enforce HR policies and procedures
- How to conduct reviews of human resource policies and procedures

WHO SHOULD ATTEND

All levels of HR Managers, Executives Business Partners who are required to make decisions, advise and manage a wide spectrum of human capital management matters.

DURATION - 3 DAYS



HR STRATEGY IN TRANSFORMING ORGANISATIONS

INTRODUCTION

Human resources have the unique role of being the strategic partner coordinating all the other resources for the achievement of organisational goals. Human resources can therefore, be used to propel organisations to their desired corporate destinations. To achieve this requires the adoption of the necessary strategies, which have to be identified and used when eventually acquired.

WHAT WILL SET YOU APART

At the end of this programme, participants will;

- Acquire the skills to ensure your employees are fully engaged, empowered to think creatively and can thrive in a changing business environment.
- Develop your personal action plan – and implement it as soon as you return to work.
- Achieve global competitive capacity. Leverage organisational culture, enhance integration, build energy and offer choice.
- Explore and anticipate rapidly evolving social and economic trends and their impact on your organisation.

COURSE CURRICULUM

- Managing Organisational Transformation: Types and Processes.
- Human Resource as a Strategic Partner and Primary Resource of Competitive Advantage for Organisations.
- Human Resource strategy Formulation.
- Global Best Human Resource Management Practice.
- Contemporary Human Resource Management and Development Strategies: Coaching and Mentoring.
- Individual Motivation and Improved Organisational Results.
- Balanced Score Card.
- Human Resource Practices and Key Performance Indicators.
- Aligning Human Resource Practices with Organisational Transformational Goals.
- Developing Transformation – Friendly Organisational Culture.
- Building and Managing Teams for Effective Organisational Transformation.
- Managing Resistance of Organisational Transformation understanding and Handling Supporters and Potential Blockers.
- Using Human Resource Practices to Identify and Harness Emerging Opportunities.

WHO SHOULD ATTEND

This programme is suitable for ambitious senior professionals who want to develop their key area, fulfil their own potential and enhance their HR skills to have a greater impact on their organisation.

- Human resource directors, practitioners and specialist advisors.
- Leaders of change programmes.
- Chief learning officers and Business Unit Heads.

DURATION - 3 DAYS



PERFORMANCE IMPROVEMENT AND ACCOUNTABILITY IN PUBLIC SERVICE

INTRODUCTION

Public sector organisations have recently been undergoing major reform, given the increasing demands for high-quality services by the public. As such, there is an urgent need to increase accountability, customer orientation and performance of public sector professionals, in order to provide efficient and high-quality services to the public.

Effective performance improvement and accountability helps raise the bar for employees and connects their efforts to personal and organisational success, thus building a strong sense of ownership in the process. An engaged, performance-directed workforce spends time on the correct things, rather than focusing efforts on unfruitful aspects.

This course will empower you with a complete understanding of performance improvement and accountability with appropriate performance management systems.

WHAT WILL SET YOU APART

At the end of this course, public sector professionals will be empowered with;

- Understand the balanced scorecard
- Develop performance measures for your work
- Examine the benefits of Charter standards to improve service delivery
- Explore the importance of personal accountability in delivering improved performance
- Rewards and sanctions and their place in a performance regime
- How leadership style can affect performance
- Apply public accountability concepts to administrative procedures.

COURSE CURRICULUM

- Performance Management and Performance Management Systems
- Key Features of a Successful Performance Management System
- Performance Management Challenges to Leaders in the Public Services
- Key Performance Indicators – Essential Features of an Effective Indicator
- Key Principles for Building Accountability in the Public Sector
- Factors Influencing Accountability in a Public Sector Organisation
- Ways to Improve Public Financial Accountability
- Stakeholders in Performance Management and Accountability

WHO SHOULD ATTEND

Leaders, managers and administrators in the public sector who wish to learn methods to improve their departmental performances and personal effectiveness. Individuals responsible for project management and implementation.

DURATION - 4 DAYS



HUMAN RESOURCE: PERFORMANCE MANAGEMENT

INTRODUCTION

This course examines the importance of an effective performance management system in helping organisations define and achieve short- and long-term goals. It explains and reinforces the concept that performance management is not a one-time supervisory event, but an ongoing process of planning, facilitating, assessing, and improving individual and organisational performance. In addition, the course emphasises the importance of measuring the effectiveness of human resource activities that are designed to enhance individual and organisational performance.

WHAT WILL SET YOU APART

Upon successful completion of this course, the student will have reliably demonstrated the ability to;

- Design an organization's performance management process that is compliant with law and supports organizational mission and strategy.
- Compare and contrast various organizational performance management programs and best practices and define attributes of effective performance management systems.
- Employ job-related performance standards and performance indicators that reflect the employees' range of responsibilities.
- Identify and communicate appropriate actions with employees (e.g. training and development, wage increase, promotion, bonus etc.) based on their performance strengths and weaknesses.

COURSE CURRICULUM

- Performance Management Framework: The importance of performance management
- Performance Planning: Organisational mission, strategy and goals
- Creating a performance management culture through HR programs and practices
- Steps in Performance Management
- Performance planning process and employee performance
- Rewards and performance
- Designing jobs to enhance performance
- Performance assessment, including 360-degree feedback
- Coaching and performance management
- Team management
- Progressive discipline
- Performance management system review and enhancement

WHO SHOULD ATTEND

- HR Managers
- Managers or Supervisors that facilitate performance reviews
- Employees that are involved with performance discussions

DURATION - 3 DAYS



ORGANISATIONAL BEHAVIOUR

INTRODUCTION

Organisational Behaviour examines the structures of our workplaces and looks at ways in which they can be improved. It addresses issues such as workforce motivation, incentives, team building and office environments and how we can best manage the dynamics of organisational change.

WHAT WILL SET YOU APART

At the end of this programme, participants will;

- Gain a practical understanding of what shapes the way organisations work
- Benefit from the OB group's high-impact scholarship and outstanding teaching methods
- Equip yourself with a better understanding of human behaviour in organisations
- Build the skills and experience to apply your knowledge in real-life situations.

COURSE CURRICULUM

- Basics of organisational behaviour related to management.
- Stress and well-being at work.
- Contemporary theories of motivation.
- Organisational control and reward systems.
- Job design and employee reactions to work.
- Workgroup dynamics and group-based problem solving.
- Influence processes in organisations: power, politics, leadership.
- Organisational design and new service-driven organisations.
- Managing transitions: organisational culture and change.

WHO SHOULD ATTEND

This course would suit professionals at all levels in an organisation, across all disciplines. It may be of particular interest to those in leadership or managerial roles - looking to improve business processes by managing organisational behaviour.

DURATION - 4 DAYS



**PROCUREMENT & SUPPLY CHAIN
MANAGEMENT**



PROCUREMENT PLANNING AND BID MANAGEMENT

INTRODUCTION

Procurement management or planning is an integral part of overall project management. It entails a detailed plan around methods to procure raw materials and goods necessary for the entire manufacturing process and strategies to maintain good supplier relationships for the continuous supply of goods at nominal prices.

Bid management involves management around two key concepts—knowledge flow and people. It revolves around the management of the bidding process and often involves the use of bid management tools to automate the process and make it smarter and more defined.

The course covers all critical aspects of procurement and bid management, which will equip you with all possible knowledge and information to successfully win bids for your organisation.

WHAT WILL SET YOU APART

By taking this course, participants will gain the skills, capabilities and confidence to work in any organisation or industry and successfully fulfil the objectives/plans set out. Participants will also be empowered in the following;

- Detailed knowledge and understanding of important concepts and practices related to procurement and bid management
- The required information and knowledge of the procurement process to ensure continuous and seamless flow of raw materials and goods, thereby ensuring timely delivery to customers
- The necessary skills and capabilities to manage the bidding process for one's organisation to get the best deals at the best prices and also to get the best contracts for one's organisation
- The required thought process and perspective to thoroughly investigate and pre-empt all challenges and risks that may arise in future and make provisions to mitigate these.

COURSE CURRICULUM

- Principles of Procurement
- Types of Procurement Methods and Steps in the Procurement Process
- Types of Bidding
- Tips for Successful Bid Management
- Five Steps in the Bidding Process and Skills of a Bid Manager
- Benefits of Bid Management Tools
- Challenges of Bid Management

WHO SHOULD ATTEND

- Managers, purchasing managers and supervisors involved in procurement planning and/or bid management
- Employees working and performing various functions related to procurement planning and/or bid management
- Vendors and suppliers involved at various stages of the supply chain
- Any other professional interested in knowing more about procurement planning and bid management

DURATION - 4 DAYS



LOGISTICS AND DISTRIBUTION MANAGEMENT

INTRODUCTION

Logistics and distribution management is a critical organisational function. Professionals working in these processes meet customer demands, order and manage inventory, control inbound and outbound shipments, reduce costs, save time and help meet company objectives.

Distribution management, in particular, is a broad term referring to numerous activities and processes such as packaging, inventory, warehousing, supply chain and logistics. Logistics management, on the other hand, begins from the accumulation of raw materials to the final stage of delivery of goods.

WHAT WILL SET YOU APART

This course will equip participants with the necessary confidence and skill to undertake and successfully manage logistics and distribution across any organisation or industry, thereby widening the scope for career movement and expansion. Also, participants will gain

- The overall skill set and understanding to contribute to better and seamless logistics and distribution management within the organisation, thereby demonstrating talent and potential and increasing opportunities for growth and progression
- The experience and knowledge to influence and increase customer satisfaction through better quality and efficiency in the logistics and distribution management processes of the organisation

COURSE CURRICULUM

- Types of Logistics and Importance of Logistics Management
- Important Features of Logistics Management
- Activities in Logistics Management
- Types of Distribution Systems
- Importance of Distribution
- Elements of Distribution Management
- Critical Steps in Distribution Management

WHO SHOULD ATTEND

- Logistics managers and supervisors responsible for overseeing logistics management in the organisation
- Distribution managers and supervisors responsible for overseeing and managing the distribution process within the organisation
- Other executives and professionals involved in performing logistics- and distribution-related activities within the organisation
- Auditors and quality managers responsible for ensuring adherence to set standards and benchmarks
- Any other professional interested in knowing more about logistics and distribution management.

DURATION - 4 DAYS



INVENTORY PLANNING AND STOCK CONTROL

INTRODUCTION

Inventory planning is the supervision of inventory and stock of goods. It is a part of the supply chain and is concerned with transfer of goods from manufacturers to warehouses for storage and then from warehouses to the place of sale of goods. Thus, inventory could be either raw material or the finished product or both. Inventory is one of the most valuable assets of an organisation and hence should be protected from risk of spoilage, theft or damage.

WHAT WILL SET YOU APART

Enrolling for this course will ensure;

- That you are capable and competent to work and manage inventory for any organisation or industry.
- The ability to contribute to organisational growth through reduced costs and leaner operations the ability and potential to provide customers with superior quality goods at the right time.
- The knowledge and experience to protect the organisation against risks of damage, loss or theft of goods.

COURSE CURRICULUM

- Types of Inventory and Inventory Costs
- Importance of Inventory Management
- Types of Inventory Management Strategies
- Objectives of Inventory Planning and Inventory Control
- Inventory Control Techniques
- Causes for Increase in Inventory
- Major Activities of Inventory Control and Steps in Inventory Control
- Factors Influencing Inventory Control

WHO SHOULD ATTEND

- Senior management of an organisation who play a key role in strategic decisions for any process change or enhancement in the organisation
- Inventory control and planning managers and supervisors responsible for overseeing all operations under inventory management and control
- Executives and staff involved in performing the operations related to inventory management
- Quality checkers and compliance officials responsible for ensuring that the quality of goods and the process of handling material and finished products adheres to industry standards
- Legal officers and financial advisors dealing with various facets of the inventory management process
- Vendors and other external stakeholders involved in inventory management
- Any other professional interested in knowing about effective inventory management

DURATION - 3 DAYS



Change

CHANGE MANAGEMENT

FUNDAMENTALS OF CHANGE

INTRODUCTION

Change is as complex as it is inevitable. The Fundamentals program is designed to spread awareness and desire for some additional knowledge of Change Management and the Prosci® ADKAR® Model.

You will first establish a shared definition of Change Management and how it impacts organisational outcomes, then understand the research and best practices, as well as all the factors that drive Change Management ROI.

WHAT WILL SET YOU APART

After the course, participants would;

- Establish a shared definition of change management and how it impacts organisational outcomes.
- Understand the value of change management
- Learn and apply the five tents of change to an initiative
- Develop a 'commitment to action' plan

COURSE CURRICULUM

- What is Change Management?
- Why is Change Management important?
 - Impact on organisational outcomes
 - Mitigating negative consequences
 - ROI factors
- The impacts of Change Management
 - Individual Change Management
 - The Prosci® ADKAR® Model
 - ADKAR® assessment
 - Connection between individual and organisational Change Management
- Organisational Change Management
 - Preparing for change
 - Managing change and resistance
 - Reinforcing change
 - Project Change Management
 - PCT™ assessment
- Commitment to action
 - Action items
 - Next steps

WHO SHOULD ATTEND

- Anyone leaders who requires a basic understanding of what Change Management is and what it entails
- Key stakeholder experiencing significant organisational changes
- Senior leaders aiming to explore how Change Management can make the organisation more productive
- People working for a Change Manager or in a Change Management Office (CMO)

DURATION - 3 DAYS



ROLE OF AN ORGANISATIONAL CHANGE AGENT

INTRODUCTION

Much of the success of your project ultimately hinges on the end product being adopted by the organisation. Adoption requires change, and changing organisational behavior can be difficult. In this short course, you will learn about organisational change and the role of project manager as change agent, which will help improve your ability to effect change and lead projects to success.

WHAT WILL SET YOU APART

After the course, participants would;

- Effectively provide personal support for colleagues going through organisational change.
- Support idea-generating activities such as the use of simple process mapping techniques.
- Help develop local change plans which identify what will specifically change in their work area and how best to introduce those changes.
- Mitigate resistance to organizational change.
- Engage colleagues using simple facilitated sessions to promote effective change implementation in the given work area.
- Develop personal and interpersonal skills to support role as a local change agent.

COURSE CURRICULUM

- Introduction to Change Management
- Diffusion of Innovations
- Practical Approaches to Creating Change
- Managing Resistance

WHO SHOULD ATTEND

Project Management Professional (PMP)[®] -certified project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project sponsors, and project team members who want to continue to develop their skills and renew their PMP[®] certification.

DURATION - 3 DAYS



RESISTANT MANAGEMENT

INTRODUCTION

The success of organisations lies in their ability to change. To achieve this, organisations need to know how to navigate change and, above all, know how to generate interest and commitment among the many players involved so they can take ownership and become real agents of change.

Based on the best change management approaches, this training course offers a humanistic perspective that allows you to rediscover the organisation and its stakeholders and acquire the tools you need to navigate change.

WHAT WILL SET YOU APART

By completing this Resistance Management program, participants will

- Have a toolbox to manage resistance
- Feel more comfortable in managing resistance
- Practice without any risks

COURSE CURRICULUM

- Understand the fundamentals of resistance management
- Managing resistance through a five-step process
 - Prepare yourself to lead change
 - Prevent resistance at collective level
 - Anticipate resistance at individual level
 - Define your resistance management plan at individual level
 - Manage individual resistance
- Resistance Mitigation - Anticipating Reasons for Resistance
- Benefiting from Change Resistance
- A New Path to Overcome Resistance

WHO SHOULD ATTEND

- Managers facing resistance
- Anyone in charge of implementing change
- Change managers and practitioners

DURATION - 3 DAYS



STAKEHOLDER ENGAGEMENT

INTRODUCTION

Effective stakeholder engagement has long been regarded as crucial in achieving positive outcomes and driving benefits through investment in change. Cultivate a culture of collaboration and confidence among your key stakeholders

WHAT WILL SET YOU APART

After the course, participants would;

- Have strengthened your vision of stakeholder engagement
- Be able to identify stakeholders by influence and interest
- Be able to see how your preconceived ideas about stakeholders influence your relationships
- Know how to build trustful and beneficial relationships
- Be able to align your personal values, talents and ambition with your stakeholder engagement activities
- Assure continuous growth relating to stakeholder engagement (Post Work Action Plan)

COURSE CURRICULUM

- Introduction to stakeholder engagement
- Stakeholder mapping
- Stakeholder engagement: having a different perspective
- Building rapport in 6 steps
- Building strong relationships: your attitude towards yourself
- Building strong relationships: analysing the stakeholder map
- Building strong relationships: drawing conclusions on your analysis
- Managing expectations
- Building trust using 13 behaviors

WHO SHOULD ATTEND

Managers and individual contributors operating at management level

DURATION - 3 DAYS



LEADING YOUR TEAM THROUGH CHANGE

INTRODUCTION

Managers are the first example that employees look to when they need to adopt a change or understand how a change affects them personally.

This workshop is designed to help people managers proactively lead teams through change. You'll learn how to define and accept your role in change, plus gain practical frameworks for becoming an effective change leader.

WHAT WILL SET YOU APART

During this one-day intensive training experience, you will:

- Gain an appreciation for the impact of change management on organisational results
- Understand foundational aspects of change management and the critical role managers play in the change process
- Learn a practical framework for processing the many changes that impact managers
- Understand how to apply the Prosci ADKAR® Model to facilitate individual change and mitigate employee resistance
- Assess a current change impacting your team and practice using the tools available to you in the Change Management Guide for Managers toolkit
- Create action plans to move employees past barrier points and on to desired outcomes

COURSE CURRICULUM

- How change management impacts organisational results
- The process for leading people through change
- Key concepts in change management
- Change management research and best practices
- Prosci ADKAR Model for individual change
- Introducing change to your employees
- Facilitating employees through the change transition
- Identifying and managing resistance
- Reinforcing and celebrating success

WHO SHOULD ATTEND

This workshop is perfect for anyone who manages employees, from front-line supervisors to middle managers to senior directors. The workshop is not intended for change practitioners or project managers responsible for building change management plans.

DURATION - 1 DAY



ENTERPRISE CHANGE MANAGEMENT

INTRODUCTION

Making your organisation truly change-ready can offer new competitive advantages. To get there, you need to first understand your current change capability.

This highly specialised boot camp moves you quickly through the process of understanding your current level of change capability. You'll also define your desired future state and map out the most logical path between them. And you'll leave with the tools and framework that enable you to plan and execute your change-ready strategy.

WHAT WILL SET YOU APART

During this one-day intensive training experience, you will:

- Learn how organisational change agility leads to competitive advantage
- Assess the current level of change management maturity across five capability areas
- Define a future state vision for change capability
- Create your enterprise change management strategy map
- Learn how to manage the deployment of change management
- Explore the human-based change requirements of building organisational change capability

COURSE CURRICULUM

- What and why of enterprise change management
- Prosci Change Management Maturity Model Audit
- Project ECM – your customised strategy and plans
- Assess your current state
- Define your future state
- Design your transition state
- Develop your ECM strategy map
- Determine next steps

WHO SHOULD ATTEND

- Heads of organisational strategy
- HR leaders responsible for developing a change management strategy
- IT leaders responsible for delivering sustainable change through technology
- Change management practice leaders
- Managers of Centers of Excellence or Communities of Practice
- Directors of change management

DURATION - 1 DAY



SPONSOR PROGRAM FOR EXECUTIVES

INTRODUCTION

Active and visible sponsorship is the number one contributor to overall project success. This one-day program will help leaders embrace their role in the change process. They will discover that “visible and active sponsorship” is more than simply authorising resources or providing funding. This course is designed for executives and senior leaders who leads and sponsor change initiatives & projects.

WHAT WILL SET YOU APART

During this one-day intensive training experience, you will:

- Understand the importance of their role in making change successful for themselves and their employees.
- Learn the Prosci ADKAR Model and how to use it.
- Learn the critical connection between change management and business results.
- Fully understand the role of effective executive sponsorship.
- Be able to build support among key business leaders.
- Strategically position their projects for success

COURSE CURRICULUM

- Why manage change
- Best practices research highlights
- Change Management Context
- Principles of change
- Individual change model
- Organisational Change management process
- Executive’s role in change

WHO SHOULD ATTEND

- CEO's & Presidents
- Vice Presidents & Executives
- Managers and Directors
- Change Management Leaders

DURATION - 1 DAY



INTEGRATING AGILE AND CHANGE MANAGEMENT WORKSHOP

INTRODUCTION

Agile and change management have emerged as important strategies for improving change outcomes. Integrating change management and Agile can improve the adoption and usage of iteratively designed solutions.

In this innovative one-day workshop, you'll explore the latest research and build detailed tactics and plans for adapting change management to your Agile iterative development. Prosci provides the best practices and frameworks for applying change management in an Agile environment.

WHAT WILL SET YOU APART

Throughout this workshop, you will:

- Understand the foundation and parallels of change management and Agile
- Explore industry-leading research on how to manage change adoption in an Agile initiative
- Identify specific adaptations for your change management approach
- Align the Prosci ADKAR® Model with Agile efforts and sprints/releases
- Align the five organisational change management plans to Agile and identify specific adjustments for each
- Define change management roles in an Agile environment

COURSE CURRICULUM

- Foundations of Agile and change management
 - Origins of Agile
 - Agile and change management principles
- Research on Agile and change management
- Applying change management when moving from waterfall to Agile
 - Contributors to successful Agile transformations
 - Obstacles to successful Agile transformations
 - Managing the people side of the move from waterfall to Agile
- How to adapt your change management approach in Agile
- Adapting the ADKAR Model in Agile
- Adapting five organisational change plans in Agile
- Roles for change management in Agile
- Next steps

WHO SHOULD ATTEND

This workshop is designed for people who are responsible for delivering the people-side results on Agile projects including:

- Change management practitioners supporting Agile efforts
- Agile practitioners integrating the people side into their work
- Project leaders incorporating Agile principles
- Any change agent who wants to stay at the forefront of this growing discipline

DURATION - 3 DAYS



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