



A C A D E M Y

We fulfil local content and regulatory conditions.
International-standard courses delivered locally.

2026

TRAINING PROGRAMME

Professional Development
Certification • IT Courses

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Who We Are

Jake Riley is an organisational development and project management company on a mission to champion industrialisation across Africa and beyond. By specialising in project delivery and people development, we work towards achieving this ambitious vision.

Jake Riley Academy 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 programmes — from leadership and management to technical and vocational training.

Our Unique Selling Points

- Solid theoretical grounding with practical execution
- All trainers are professionals with a global industry perspective
- High-energy approach leads to high motivation and learning impact
- Learning-by-doing: impromptu drills and case studies
- International concepts tailored to the Nigerian market

Partner Accreditations



PMI®

Premier Authorised Training Partner

CIPS

Accredited Training Provider

CIPM

Certified HR Training Provider

OUR VISION

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

OUR MISSION

To provide innovative and substantial solutions designed to effect change.

OUR CORE VALUES

P

Passion

Driven by deep commitment to every engagement

E

Excellence

Delivering the highest quality in all we do

P

Professionalism

Upholding rigour and integrity in all dealings

C

Care

Putting people at the heart of our work

I

Integrity

Transparent, honest and accountable always

An innovative, results-driven approach to training — focused on skills assessment, gap analysis, tailored programme design, dynamic delivery, and measurable outcomes.

01 DISCOVERY

- Individual: Online skills assessment & goal-setting
- Organisation: Group gap analysis aligned to objectives
- Flexible: Virtual, hybrid, or in-person options

02 DESIGN

- Programmes tailored to identified skills gaps
- Modular paths: Foundational → Advanced → Specialist
- Industry best-practice with Nigeria-specific content

03 DELIVERY

- Interactive: Lectures, group work & case studies
- Specialist clinics and advanced workshops
- Expert trainers focused on real-world application

CONTINUOUS FEEDBACK & FOLLOW-UP: Real-time input • Post-training evaluation • Supervisor progress monitoring



Professional Development

Building skills for every career stage — Entry, Intermediate & Advanced

ENTRY-LEVEL

Foundations in Professional Excellence

📅 2 Days

New professionals, recent graduates

Introduces effective workplace principles and tools. Participants gain confidence to navigate the professional setting from day one.

Modules:

- Introduction to Professional Development
- Communication & Teamwork
- Time Management & Productivity
- Problem-Solving & Decision-Making
- Professionalism & Work Ethics

INTERMEDIATE

Enhancing Skills for Success

📅 3 Days

Mid-level professionals, team leaders

Delves into strategic leadership and team dynamics, equipping participants with tools to enhance decision-making and conflict-resolution abilities.

Modules:

- Strategic Planning & Goal Setting
- Leadership & Influence
- Effective Communication & Feedback
- Conflict Resolution & Negotiation
- Emotional Intelligence & Wellbeing

ADVANCED

Executive Leadership & Innovation

📅 4 Days

Senior executives, business owners

Focuses on executive leadership and strategic innovation. Gain visionary leadership skills, advanced decision-making strategies and global business acumen.

Modules:

- Executive Leadership & Vision
- Strategic Innovation & Disruption
- Coaching & Mentoring
- Advanced Problem-Solving
- Global Perspectives & Future Trends

INTRODUCTION

Introduces the principles and techniques of professional excellence. Participants will gain a comprehensive understanding of workplace expectations, tools, and strategies to confidently navigate the professional lifecycle.

WHAT WILL SET YOU APART

- Understand workplace expectations and professional norms
- Develop essential communication and teamwork skills
- Master time management and productivity techniques
- Apply problem-solving and decision-making frameworks
- Build confidence and professionalism to thrive in any role

COURSE CURRICULUM

- Module 1: Introduction to Professional Development
- Module 2: Communication and Teamwork
- Module 3: Time Management and Productivity
- Module 4: Problem-Solving and Decision-Making
- Module 5: Professionalism and Work Ethics

 **2 Days**

WHO SHOULD ATTEND

New professionals, recent graduates entering the workforce.

INTRODUCTION

Delves into strategic leadership and team dynamics, equipping participants with the tools to enhance their leadership, decision-making, and conflict-resolution abilities to drive success in complex roles.

WHAT WILL SET YOU APART

- Analyse workplace challenges and identify opportunities
- Develop strategic thinking and goal-setting skills
- Improve leadership and management abilities
- Apply conflict resolution and negotiation techniques
- Leverage emotional intelligence for team effectiveness

COURSE CURRICULUM

- Module 1: Strategic Planning and Goal Setting
- Module 2: Leadership and Influence
- Module 3: Effective Communication and Feedback
- Module 4: Conflict Resolution and Negotiation
- Module 5: Emotional Intelligence and Well-being

 **3 Days**

WHO SHOULD ATTEND

Mid-level professionals, team leaders.

INTRODUCTION

Focuses on executive leadership and strategic innovation. Participants will gain a deep understanding of visionary leadership, advanced decision-making strategies, and global business trends to lead organisations through growth and change.

WHAT WILL SET YOU APART

- Master visionary leadership techniques and executive presence
- Foster innovation and entrepreneurial thinking in organisations
- Enhance strategic decision-making for global impact
- Develop coaching and mentoring capabilities
- Navigate global perspectives and future business trends

COURSE CURRICULUM

- Module 1: Executive Leadership and Vision
- Module 2: Strategic Innovation and Disruption
- Module 3: Coaching and Mentoring
- Module 4: Advanced Problem-Solving and Decision-Making
- Module 5: Global Perspectives and Future Trends

 4 Days

WHO SHOULD ATTEND

Senior executives, business owners.



Gender Development Courses

Two-week intensive programme — empowering professionals across all sectors

INTRODUCTION

Designed to develop essential communication skills vital in the professional business environment. Participants will learn to craft clear and impactful messages, deliver persuasive presentations, and create professional business documents.

WHAT WILL SET YOU APART

- Communicate effectively through verbal and non-verbal means
- Write professional business documents: emails, letters, reports
- Master the 7 C's of effective communication
- Deliver structured and organised business presentations
- Develop active listening and communication strategies

COURSE CURRICULUM

- Communication Basics: Verbal and Non-Verbal Communication
- Active Listening and Feedback Skills
- Writing Professional Business Documents: Emails, Reports, Proposals
- Presentation Skills: Structuring and Delivering Business Presentations

 **2 Weeks**

WHO SHOULD ATTEND

Business professionals at all levels seeking to sharpen communication skills.

INTRODUCTION

Emphasises the importance of fostering inclusive workplaces by embracing diversity. Participants will learn to navigate cultural differences, support inclusive policies, and work effectively with diverse teams.

WHAT WILL SET YOU APART

- Understand diversity and inclusion and their workplace significance
- Make a business case for greater inclusion and gender diversity
- Navigate and manage a cross-generational workforce effectively
- Foster inclusion and collaboration in diverse teams
- Advocate for organisational policies that promote fairness

COURSE CURRICULUM

- Introduction to Diversity and Inclusion in the Workplace
- Understanding the Generational Workforce and Cultural Impacts
- Inclusive Leadership and Organisational Interventions
- The Business and Personal Case for Action on Diversity

 **2 Weeks**

WHO SHOULD ATTEND

All professionals seeking to create more equitable and inclusive workplaces.

INTRODUCTION

Explores the integration of technology in daily tasks to improve productivity and efficiency. Participants will gain hands-on knowledge of tools and techniques to optimise workflows and manage tasks effectively.

WHAT WILL SET YOU APART

- Appreciate the role of technology in modern work environments
- Identify tools and platforms that enhance productivity
- Leverage digital solutions for communication, organisation, and learning
- Use software effectively for time management and task tracking
- Integrate technology into daily tasks for improved outcomes

COURSE CURRICULUM

- Introduction to Technology in the Workplace
- Exploring Productivity Tools: Scheduling, Collaboration, Communication Platforms
- Time Management and Digital Well-Being Strategies
- Leveraging Learning Platforms and Online Resources

 **2 Weeks**

WHO SHOULD ATTEND

Professionals seeking to boost workplace productivity through technology.

INTRODUCTION

Addresses workplace harassment, discrimination, and retaliation while providing strategies for creating a positive and inclusive environment. It emphasises the role of every employee in fostering respect and trust.

WHAT WILL SET YOU APART

- Recognise the prevalence and impact of workplace harassment
- Understand the legal protections against inappropriate behaviours
- Develop skills to respond constructively to inappropriate behaviours
- Apply the DESC and LAST feedback models effectively
- Contribute to respectful and inclusive workplaces

COURSE CURRICULUM

- Defining Harassment, Discrimination, and Bullying in the Workplace
- Legal Protections and Organisational Policies Against Inappropriate Behaviour
- Practising Feedback Models: DESC and LAST Techniques
- Promoting a Culture of Respect and Inclusion

 **2 Weeks**

WHO SHOULD ATTEND

All employees and managers seeking to foster respectful workplaces.

INTRODUCTION

Provides a comprehensive overview of career opportunities and skill requirements in the energy sector, focusing on the future of work and employability in a dynamic, fast-changing industry.

WHAT WILL SET YOU APART

- Explore current and future careers in the energy sector
- Identify technical and non-technical skills for employability
- Learn re-skilling strategies to remain relevant
- Understand competency gaps and strategies to address them
- Navigate the D-VUCAD world and thrive in energy careers

COURSE CURRICULUM

- Workforce Needs and Competency Gaps in the Energy Sector
- Career Opportunities in Power, Renewable Energy, and Public Sector
- Re-Skilling Strategies for Career Progression
- Preparing for the Future of Work in Energy
- Tools and Techniques for Professional Flourishing

 **2 Weeks**

WHO SHOULD ATTEND

Professionals in or seeking entry into the energy sector.

INTRODUCTION

Equips participants with tools and techniques to develop effective strategies for achieving organisational goals. From SWOT and PESTEL analysis to crafting mission statements, participants leave with actionable insights.

WHAT WILL SET YOU APART

- Explain the importance of strategy and the strategic planning process
- Conduct strategic analyses using PESTEL and SWOT
- Develop strategic action plans aligned with organisational goals
- Create mission, vision and core value statements that inspire teams
- Translate strategic insights into actionable plans

COURSE CURRICULUM

- Foundations of Strategic Planning: Why, What, and How
- Tools for Analysis: PESTEL and SWOT Frameworks
- Crafting Mission, Vision, and Core Values
- Developing and Implementing Actionable Strategic Plans

 **2 Weeks**

WHO SHOULD ATTEND

Managers and professionals responsible for planning and strategy.

INTRODUCTION

Empowers participants to drive performance through effective supervision and coaching. Using the SBI and CLEAR models, participants develop skills to set goals, delegate tasks, and provide constructive feedback.

WHAT WILL SET YOU APART

- Understand the core concepts of performance management
- Apply supervisory and coaching skills to improve team performance
- Set SMART goals and give effective feedback
- Master the SBI feedback model for constructive critiques
- Coach team members to high performance using the CLEAR model

COURSE CURRICULUM

- Performance Management: What and Why
- Supervisory Skills: Effective Delegation and Feedback Techniques
- Coaching for High Performance: The CLEAR Model
- Creating Roadmaps and Handles for Task Execution

 **2 Weeks**

WHO SHOULD ATTEND

Supervisors, managers, and team leaders.

INTRODUCTION

Teaches participants the art of professional interaction, covering everything from first impressions to dining etiquette. Participants will develop confidence in networking and leave with a polished professional demeanour.

WHAT WILL SET YOU APART

- Understand the principles of business etiquette, including dress and grooming
- Practise professional networking strategies
- Master appropriate behaviour for various professional settings
- Build meaningful connections and relationships
- Navigate diverse professional environments with confidence

COURSE CURRICULUM

- Business Etiquette Essentials: Appearance, Behaviour, and Communication
- Networking: Creating Lasting Impressions and Building Relationships
- Dining Etiquette: Navigating Formal and Informal Settings
- Virtual Etiquette: Maintaining Professionalism Online

 **2 Weeks**

WHO SHOULD ATTEND

Professionals seeking to enhance their professional presence and network.

INTRODUCTION

Offers participants the skills and knowledge needed to build high-performing teams. Emphasises trust, collaboration, and understanding team dynamics using Tuckman's Stages of Group Development.

WHAT WILL SET YOU APART

- Recognise the factors contributing to effective team dynamics
- Understand and apply team development stages
- Build trust and address team weaknesses effectively
- Create cohesive teams by understanding individual strengths
- Foster trust and motivation in diverse team settings

COURSE CURRICULUM

- Understanding Team Effectiveness: Definitions and Key Concepts
- Tuckman's Model: Stages of Team Development
- Building Trust and Collaboration
- Identifying Strengths and Addressing Weaknesses

 2 Weeks

WHO SHOULD ATTEND

Team leaders and members seeking to improve team cohesion and performance.

INTRODUCTION

Empowers leaders to leverage emotional intelligence (EQ) to build stronger teams, foster effective communication, and improve decision-making. Participants will learn to balance empathy with assertiveness.

WHAT WILL SET YOU APART

- Define emotional intelligence and its role in leadership
- Develop self-awareness and self-regulation techniques
- Apply empathy and social skills to lead and inspire others
- Master Daniel Goleman's five-pillar EQ framework
- Manage emotions and maintain composure under pressure

COURSE CURRICULUM

- Understanding Emotional Intelligence and Its Leadership Benefits
- The Five Pillars of EQ: Self-Awareness, Self-Regulation, Motivation, Empathy, Social Skills
- Leadership Styles: Adapting EQ in Different Situations
- Practical Strategies for Enhancing EQ

 **2 Weeks**

WHO SHOULD ATTEND

Leaders and managers seeking to enhance emotional intelligence in practice.

INTRODUCTION

Equips participants with tools to manage conflicts constructively and negotiate effectively. Using the Thomas-Kilmann model and negotiation frameworks, participants handle disputes with confidence and skill.

WHAT WILL SET YOU APART

- Understand the sources and dynamics of conflict in professional settings
- Apply conflict resolution strategies suited to different scenarios
- Develop negotiation techniques to achieve win-win outcomes
- Use the Thomas-Kilmann Conflict Mode Instrument
- Turn conflict into an opportunity for growth and collaboration

COURSE CURRICULUM

- Understanding Conflict: Causes, Dynamics, and Results
- Conflict Styles: Exploring the Thomas-Kilmann Framework
- Negotiation Techniques: From BATNA to Collaborative Problem-Solving
- Role-Playing Scenarios for Practical Skill Application

 **2 Weeks**

WHO SHOULD ATTEND

Professionals who need to navigate and resolve workplace conflicts effectively.

INTRODUCTION

Provides experiential learning activities to foster collaboration, address internal rivalries, and enhance team morale. Through simulations and practical exercises, participants gain a deeper understanding of what makes a team succeed.

WHAT WILL SET YOU APART

- Understand the importance of trust in teamwork
- Develop strategies for improving team synergy and morale
- Create team alignment through collaboration
- Identify and address barriers to teamwork effectively
- Build team cohesion through hands-on activities

COURSE CURRICULUM

- The Role of Trust in Teams
- Collaboration vs. Competition: Lessons from the X-Y Game
- Managing Gender Dynamics in Team Settings
- Practical Teambuilding Exercises and Simulations

 **2 Weeks**

WHO SHOULD ATTEND

Teams and managers seeking to strengthen collaboration and team morale.

INTRODUCTION

Helps participants identify key strategies for managing time effectively. By learning techniques like the Eisenhower Matrix and goal-setting, participants will prioritise tasks, reduce stress, and increase productivity.

WHAT WILL SET YOU APART

- Recognise obstacles to effective time management
- Use the Eisenhower Matrix to focus on critical tasks
- Create personalised action plans for achieving goals
- Master proven time-management and self-assessment strategies
- Set realistic, achievable goals using SMART principles

COURSE CURRICULUM

- Time Management Basics: What, Why, and How
- The Eisenhower Matrix: Prioritisation in Practice
- Setting SMART Goals for Personal and Professional Success
- Tools and Tips: Tracking Progress and Reducing Stress

 2 Weeks

WHO SHOULD ATTEND

All professionals seeking to improve productivity and time management.

INTRODUCTION

Guides participants in defining and communicating their personal brand. From identifying unique strengths to creating an impactful online presence, participants learn strategies to stand out in their industries.

WHAT WILL SET YOU APART

- Define your personal brand through a unique selling proposition (USP)
- Build credibility by aligning personal values with professional goals
- Enhance online presence through strategic social media use
- Leverage LinkedIn to boost professional visibility
- Build meaningful professional connections through your brand

COURSE CURRICULUM

- What is Personal Branding? Importance and Impact
- Crafting Your Unique Selling Proposition
- Building and Managing Your Online Presence
- Networking and Storytelling: Key Elements of Personal Branding

📅 2 Weeks

WHO SHOULD ATTEND

Professionals seeking to build a strong personal and professional brand.

INTRODUCTION

Explores practical approaches to integrating professional and personal responsibilities. Participants will learn techniques to set boundaries, manage stress, and achieve harmony between work and life.

WHAT WILL SET YOU APART

- Understand the difference between work-life balance and integration
- Identify personal and professional priorities using the Wheel of Life
- Implement strategies to reduce stress and manage competing demands
- Align professional and personal goals for a more fulfilling life
- Build supportive networks for sustained success

COURSE CURRICULUM

- Understanding Work-Life Integration and Balance
- Tools for Prioritising: The Wheel of Life and Values Mapping
- The Juggling Act: Identifying Critical Responsibilities
- Managing Stress and Setting Boundaries

 2 Weeks

WHO SHOULD ATTEND

All professionals seeking sustainable work-life harmony.

INTRODUCTION

Provides a roadmap for career growth, helping participants clarify their goals and create actionable plans to achieve them. Emphasises personal branding, networking, and strategic planning.

WHAT WILL SET YOU APART

- Conduct a personal SWOT analysis and develop a vision statement
- Identify key competencies required for future roles
- Create an actionable career development plan
- Leverage personal strengths and opportunities for growth
- Build stronger networks and mentorships within and outside the organisation

COURSE CURRICULUM

- Self-Assessment: SWOT and PEST Analysis
- Crafting a Personal Vision and Mission Statement
- Identifying Development Priorities and Setting SMART Goals
- Leveraging Networks and Building Your Career Narrative

 **2 Weeks**

WHO SHOULD ATTEND

Professionals seeking structured career advancement.

INTRODUCTION

Teaches participants how to navigate workplace dynamics and use political savvy to achieve career goals. Through practical exercises and real-world scenarios, participants build alliances and influence outcomes ethically.

WHAT WILL SET YOU APART

- Understand the importance of political awareness in workplace success
- Identify key stakeholders and build strategic alliances
- Leverage communication and negotiation to influence decisions
- Master power mapping to identify decision-makers
- Foster goodwill while navigating office politics with integrity

COURSE CURRICULUM

- What is Political Savvy? Definitions and Key Concepts
- Building Strategic Alliances and Managing Stakeholder Relations
- Power Mapping: Identifying Decision-Makers and Influencers
- Practical Scenarios: Navigating Workplace Conflicts

 2 Weeks

WHO SHOULD ATTEND

Professionals seeking to navigate organisational dynamics effectively.

INTRODUCTION

Equips participants with skills to create compelling CVs that showcase their expertise and accomplishments. From understanding key CV sections to tailoring content for specific roles, participants leave with a professional and impactful resume.

WHAT WILL SET YOU APART

- Understand the structure and purpose of key CV sections
- Use action verbs and quantitative data to highlight achievements
- Avoid common CV pitfalls and tailor applications to specific roles
- Create a professional CV that captures attention within seconds
- Present qualifications effectively both online and offline

COURSE CURRICULUM

- CV Essentials: Structuring Key Sections
- Action Verbs and Metrics: Communicating Achievements Effectively
- Common Mistakes to Avoid and Contemporary CV Trends
- Creating and Managing an Online Resume (LinkedIn Integration)

 **2 Weeks**

WHO SHOULD ATTEND

Professionals seeking employment or career advancement.

INTRODUCTION

Provides a comprehensive understanding of delivering exceptional customer experiences. Participants will learn how to meet customer expectations, handle complaints, and foster loyalty through the RATER model.

WHAT WILL SET YOU APART

- Appreciate the value of customers in achieving organisational objectives
- Build lasting customer relationships through effective communication
- Handle customer complaints professionally and efficiently
- Master the RATER model to meet and exceed customer expectations
- Create a culture of service excellence within teams

COURSE CURRICULUM

- The Importance of Customer Service: Financial, Performance, and Image Benefits
- Understanding Customer Expectations: The RATER Model
- Handling Complaints and Difficult Customers
- Creating Customers for Life: Strategies for Retention and Loyalty

 **2 Weeks**

WHO SHOULD ATTEND

Customer-facing professionals and service team managers.

INTRODUCTION

Highlights the critical role of women in the energy industry, emphasising career advancement opportunities and overcoming gender-specific challenges. Provides insights into the Nigerian energy sector and pathways to leadership for women.

WHAT WILL SET YOU APART

- Recognise the correlation between energy supply and sustainable development
- Understand the business case for women's participation in energy
- Identify opportunities and trends in the Nigerian energy sector
- Develop strategies for addressing gender diversity in the workplace
- Advocate for and contribute to the energy industry's growth

COURSE CURRICULUM

- Introduction to the Nigerian Energy Sector and Power Africa Initiative
- Overview of Women's Professional Development in the Energy Sector
- History, Challenges, and Opportunities in Nigeria's Energy Value Chain
- Trends and Innovations Shaping the Future of Energy

 **2 Weeks**

WHO SHOULD ATTEND

Women professionals in or seeking to enter the energy sector.



Certification Courses

Globally recognised qualifications: Project Management, Procurement, HR & ISO Standards

INTRODUCTION

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

WHAT WILL SET YOU APART

- Apply PMI® recognised practices to successfully manage projects
- Initiate, plan, execute, monitor, control and close projects effectively
- Engage and work effectively with stakeholders across the project lifecycle
- Prepare for and pass the PMP® certification exam

COURSE CURRICULUM

- Defining project management basics and the PMI® methodology
- Initiating, planning and scheduling a project
- Planning costs, quality, resources, and procurements
- Planning for risk, stakeholder engagement, and communications
- Executing, monitoring, controlling, and closing a project

 **4 Days**

WHO SHOULD ATTEND

Professionals with on-the-job PM experience who are not yet certified and wish to formalise their skills.

INTRODUCTION

The CAPM® demonstrates your understanding of the fundamental knowledge, terminology, and processes of effective project management. Ideal for individuals seeking foundational understanding aligned to the PMBOK® Guide (6th Edition).

WHAT WILL SET YOU APART

- Learn the basics of project management and professional responsibility
- Understand all PM knowledge areas: integration, scope, schedule, cost, quality
- Cover resources, communications, risk, procurement and stakeholder management
- Prepare for and pass the CAPM® certification exam

COURSE CURRICULUM

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

 **4 Days**

WHO SHOULD ATTEND

Individuals who want to manage larger projects, gain more responsibility, or add PM skills to their current role.

INTRODUCTION

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

WHAT WILL SET YOU APART

- Learn the fundamentals of Agile Project Management and DSDM
- Understand how to use Agile for the right projects
- Understand the four major phases in the DSDM cycle
- Scope work, design sprint structure and collect requirements
- Manage the project through the rapid build process and close effectively

COURSE CURRICULUM

- What is Agile? Why use DSDM? Philosophy, Principles and Project Variables
- Preparing for Success — DSDM Process and Roles
- Planning and Control throughout the Lifecycle
- People, Teams and Interactions
- Requirements, User Stories, Estimating and Project Planning

 4 Days

WHO SHOULD ATTEND

Managers, Developers, Project Managers, Business Analysts, and anyone interested in Agile.

INTRODUCTION

Provides participants with the knowledge required to build and manage the Project Management Office (PMO). Assists participants in tailoring a PM methodology that fits their organisation's environment.

WHAT WILL SET YOU APART

- Build and manage the Project Management Office
- Tailor a PM methodology to fit your organisation's environment
- Assess and improve the PM maturity level of your organisation
- Establish PMO governance and knowledge management structures
- Manage human capital and resources within the PMO

COURSE CURRICULUM

- The Strategic PMO: Business Case, Organisation, Structure and Functions
- Maturity and the PMO: Planning, Preparation and Strategy
- Establishing a Project Management Methodology and PMO Governance
- Human Capital and the PMO
- Project Knowledge Management and the PMO

 4 Days

WHO SHOULD ATTEND

PMO directors and managers, project sponsors, functional managers, senior management.

INTRODUCTION

Projects 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 — project risk management.

WHAT WILL SET YOU APART

- Learn techniques to create an effective risk management framework
- Understand various risk perspectives and their nature or extent
- Reduce the impact and incidence of risks in a business environment
- Understand the differences between risk exposure, appetite, and tolerance

COURSE CURRICULUM

- Introduction to Management of Risk Principles
- Management of Risk Approach and Process
- Embedding and Reviewing Management of Risk
- Risk Perspectives across organisational levels

 **3 Days**

WHO SHOULD ATTEND

Anyone involved in the management of projects.

INTRODUCTION

Teaches 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 across software and technology projects.

WHAT WILL SET YOU APART

- Ensure products go more smoothly, on time and on budget
- Understand different software PM methodologies to use the right one
- Manage and complete software projects effectively
- Use PM productivity tools like Microsoft Project and Trello

COURSE CURRICULUM

- Introduction to Software PM: Selection of a Project Approach
- Project Estimation Techniques and Planning
- Project Organisation and Team Structures
- Risk Management and Resource Allocation
- Project Monitoring, Control and Software Quality Management
- Managing Contracts and Project Closeout

 **3 Days**

WHO SHOULD ATTEND

New Project Managers, experienced PMs new to Technology Projects, Technical Leads, Onsite Tech Managers.



The Chartered Institute of Procurement & Supply (CIPS) suite offers internationally recognised qualifications from entry level through to strategic leadership. Jake Riley is an accredited CIPS training provider.

L2**Certificate in Procurement & Supply Operations**

Entry point — foundational knowledge and skills for procurement processes.

3 Days**L3****Advanced Certificate in P&S Operations**

Deeper proficiency across the full procurement and supply cycle.

3 Days**L4****Diploma in Procurement & Supply**

Comprehensive operational and managerial understanding.

3 Days**L5****Advanced Diploma in Procurement & Supply**

Strategic procurement for senior practitioners.

3 Days**L6****Professional Diploma in Procurement & Supply**

Pinnacle qualification — strategic and leadership capabilities for top roles.

3 Days

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

- CIPS certification elevates your credibility globally in procurement and supply chain management
- Gain strategic procurement skills — become a valuable contributor to organisational success
- Showcase ethical leadership, emphasising responsible sourcing and ethical practices
- Access ongoing professional development, keeping you at the forefront of industry trends

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organisational success
- Master effective contract management and negotiation strategies
- Develop skills in managing and optimising supplier relationships 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 technology and data for informed procurement decision-making
- Develop leadership skills specific to the procurement context

 **3 Days**

WHO SHOULD ATTEND

Procurement and supply chain professionals, project managers, technical leads, and business managers.

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

- CIPS certification elevates your credibility globally in procurement and supply chain management
- Gain strategic procurement skills — become a valuable contributor to organisational success
- Showcase ethical leadership, emphasising responsible sourcing and ethical practices
- Access ongoing professional development, keeping you at the forefront of industry trends

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organisational success
- Master effective contract management and negotiation strategies
- Develop skills in managing and optimising supplier relationships 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 technology and data for informed procurement decision-making
- Develop leadership skills specific to the procurement context

 **3 Days**

WHO SHOULD ATTEND

Procurement and supply chain professionals, project managers, technical leads, and business managers.

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

- CIPS certification elevates your credibility globally in procurement and supply chain management
- Gain strategic procurement skills — become a valuable contributor to organisational success
- Showcase ethical leadership, emphasising responsible sourcing and ethical practices
- Access ongoing professional development, keeping you at the forefront of industry trends

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organisational success
- Master effective contract management and negotiation strategies
- Develop skills in managing and optimising supplier relationships 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 technology and data for informed procurement decision-making
- Develop leadership skills specific to the procurement context

 **3 Days**

WHO SHOULD ATTEND

Procurement and supply chain professionals, project managers, technical leads, and business managers.

INTRODUCTION

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

WHAT WILL SET YOU APART

- CIPS certification elevates your credibility globally in procurement and supply chain management
- Gain strategic procurement skills — become a valuable contributor to organisational success
- Showcase ethical leadership, emphasising responsible sourcing and ethical practices
- Access ongoing professional development, keeping you at the forefront of industry trends

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organisational success
- Master effective contract management and negotiation strategies
- Develop skills in managing and optimising supplier relationships 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 technology and data for informed procurement decision-making
- Develop leadership skills specific to the procurement context

 **3 Days**

WHO SHOULD ATTEND

Procurement and supply chain professionals, project managers, technical leads, and business managers.

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

- CIPS certification elevates your credibility globally in procurement and supply chain management
- Gain strategic procurement skills — become a valuable contributor to organisational success
- Showcase ethical leadership, emphasising responsible sourcing and ethical practices
- Access ongoing professional development, keeping you at the forefront of industry trends

COURSE CURRICULUM

- Understand the strategic role of procurement and its impact on organisational success
- Master effective contract management and negotiation strategies
- Develop skills in managing and optimising supplier relationships 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 technology and data for informed procurement decision-making
- Develop leadership skills specific to the procurement context

 **3 Days**

WHO SHOULD ATTEND

Procurement and supply chain professionals, project managers, technical leads, and business managers.



CIPM courses are ideal for anyone involved in or aspiring to work in human resource management — from entry-level practitioners to seasoned HR professionals. Duration: 3 Days per examination/certification sitting.

AM1 & AM2**Associate Membership Examinations**

Foundational exams covering fundamental HR principles and concepts.

PM1–PM5**Professional Membership Examinations**

Advanced-level exams covering strategic and in-depth HR management.

PHRM**Professional HR Management**

Core programme for developing professional HR practitioners.

CSHRM**Certification in Strategic HRM**

Strategic human resource management for senior HR professionals.

CPM**Certification in Performance Management**

Specialisation in performance management frameworks and tools.

CTM**Certification in Talent Management**

Managing talent acquisition, development, and retention strategies.

CILR**Cert. in Industrial & Labour Relations**

Navigating industrial relations, labour law, and employee relations.

INTRODUCTION

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

WHAT WILL SET YOU APART

- Understand exactly how change management improves organisational results
- Apply a research-based change management methodology and toolset
- Apply the Prosci ADKAR® Model to facilitate individual change
- Walk away with a change management plan and executive presentation
- Gain certification and access to Prosci tools and materials

COURSE CURRICULUM

- Day 1: Why change management? The ROI of effective change management
- Day 1: The Prosci ADKAR Model and Seven concepts of change
- Day 1: Preparing for change — assessing change readiness
- Day 2: Building team structure and assessing sponsorship
- Day 2: Creating customised communication and sponsorship plans
- Day 3: Creating coaching, training and resistance management plans
- Day 3: Reinforcing change, Exam and Graduation

 **3 Days**

WHO SHOULD ATTEND

Change leaders, project managers, IT professionals and organisational development professionals.

INTRODUCTION

Familiarises you with the Principles of Occupational Health and Safety prescribed by ISO 45001 (published March 2018). Covers why the standard was developed, how it works, its benefits, and the PDCA approach.

WHAT WILL SET YOU APART

- Reduce work-related injuries, ill-health and deaths
- Eliminate or minimise OH&S risks in the workplace
- Improve OH&S performance and effectiveness
- Protect and improve brand reputation
- Improve compliance with current OHS legislation

COURSE CURRICULUM

- Fundamentals of ISO 45001
- ISO 45001 Explained: Clauses 1, 2 and 3
- Context of the Organisation (Clause 4)
- Leadership and Worker Participation (Clause 5)
- Planning (Cl.6), Support (Cl.7), Operation (Cl.8)
- Performance Evaluation (Cl.9), Improvement (Cl.10)

 **5 Days**

WHO SHOULD ATTEND

OHSMS Auditors, HSE managers, engineers and specialists, those transitioning from OHSAS 18001 to ISO 45001.

INTRODUCTION

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

WHAT WILL SET YOU APART

- Reduce bribery risks by implementing financial controls early
- Perform continuous improvement of anti-bribery practices
- Gain competitive advantage and increase international recognition
- Prevent, detect and address bribery risks across the organisation
- Promote an anti-bribery culture throughout the organisation

COURSE CURRICULUM

- General Aspects and Context of the Organisation (Ch. 4)
- Leadership (Ch. 5), Planning (Ch. 6)
- Support (Ch. 7), Operation (Ch. 8)
- Performance Evaluation (Ch. 9)
- Improvement (Ch. 10) and Recapitulation

 **5 Days**

WHO SHOULD ATTEND

Compliance professionals, risk professionals, auditors, consultants, anti-corruption and anti-bribery specialists.

INTRODUCTION

Applying ISO 22301 ensures organisations can respond to incidents and continue operations. This course provides an introduction and overview to the requirements of ISO 22301:2019 BCM.

WHAT WILL SET YOU APART

- 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 your organisation

COURSE CURRICULUM

- Introduction and Background to Business Continuity Management
- Fundamentals of Security and Resilience — BCM System Overview
- The ISO 22301 BCM Framework and Scope
- Leadership, Planning, Support and Operations — BIA & RA
- BC Strategies, Solutions, Plans, Procedures and Exercise Programme
- Performance Evaluation and Improvement

 **3 Days**

WHO SHOULD ATTEND

Managers, IT & Quality Professionals, Internal Auditors, Business Continuity Management team members.

INTRODUCTION

Provides 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.

WHAT WILL SET YOU APART

- Understand the purposes and business benefits of a quality management system
- Understand quality management system standards and third-party certification
- Understand the role and responsibilities of an auditor in planning and conducting QMS audits
- Report and follow up on QMS audit findings

COURSE CURRICULUM

- Foundations of Quality Management
- Auditable Clauses in ISO 9001:2015
- Essential Elements of Quality Management System

 **3 Days**

WHO SHOULD ATTEND

Quality professionals, QA & QC specialists, operations managers, HR professionals, QMS consultants and auditors.

INTRODUCTION

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

WHAT WILL SET YOU APART

- Plan and carry out internal and external audits in compliance with ISO/IEC 27001
- Work as a consultant for ISMS implementation in different companies
- Participate in internal or external ISO/IEC 27001 audits
- Work effectively in a company that has implemented an ISMS

COURSE CURRICULUM

- Fundamental Principles and Concepts of ISMS
- Fundamental Audit Concepts and Principles
- Preparation and Conducting of an ISO/IEC 27001 Audit
- Closing and Managing an ISO/IEC 27001 Audit Programme
- Practical Exercises and Feedback

 **2 Days**

WHO SHOULD ATTEND

ISMS auditors, managers, consultants, technical experts, and individuals responsible for maintaining ISMS conformance.

INTRODUCTION

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

WHAT WILL SET YOU APART

- Holistic approach to co-creation of value with customers and stakeholders
- Understand the guiding principles of ITIL 4
- Understand the four dimensions of Service Management
- Key concepts from Lean, Agile, DevOps, and their importance to business value
- ITIL certified professionals can earn up to 40% more than non-certified peers

COURSE CURRICULUM

- Introduction and Key Concepts of Service Management
- Four Dimensions of Service Management
- The ITIL Service Value System
- The Service Value Chain
- ITIL Management Practices

 **4 Days**

WHO SHOULD ATTEND

IT executives, architects, operations managers, IT audit managers, planners, consultants, service delivery professionals, quality analysts, and IT managers.



Information Technology Courses

Practical, career-ready tech training for the modern digital economy

INTRODUCTION

Introduces cloud computing concepts with hands-on exposure to leading platforms. Participants will understand service models, deployment types, and how to deploy basic services on Microsoft Azure, AWS, and Google Cloud.

WHAT WILL SET YOU APART

- Understand cloud computing basics and architecture
- Gain experience deploying services across Azure, AWS & GCP
- Know the service models: IaaS, PaaS, SaaS
- Understand cloud security and pricing considerations
- Follow a pathway to professional cloud certifications

COURSE CURRICULUM

- Introduction to Cloud Technologies
- Cloud Models and Deployment Scenarios
- Azure, AWS, and Google Cloud Overview
- Deploying Virtual Machines and Storage
- Compliance, Cost & Security Best Practices

 **3 Days**

WHO SHOULD ATTEND

IT professionals, system administrators, network engineers, developers, business analysts, and anyone preparing for cloud certification exams.

INTRODUCTION

Introduces Python — one of the most popular and versatile programming languages used in web development, data analysis, automation, and AI. Participants will learn the basics of writing Python code and solving real-world problems.

WHAT WILL SET YOU APART

- Build a strong foundation in Python syntax and logic
- Gain practical coding experience with real-world examples
- Write simple programs, automate tasks, and debug code
- Develop readiness to pursue data science, web development, or AI
- Build confidence to continue into intermediate and advanced Python courses

COURSE CURRICULUM

- Python Setup and IDEs (Jupyter, VS Code)
- Data Types, Variables, and Operators
- Loops, Conditionals, and Functions
- Lists, Tuples, Dictionaries, and Sets
- File Handling and Basic Automation
- Mini-Project: Build a Simple Python App

 3 Days

WHO SHOULD ATTEND

Complete beginners, NYSC members, undergraduates, fresh graduates, entrepreneurs, and anyone looking to explore tech.

INTRODUCTION

Introduces Flutter and Dart — Google's tools for building mobile apps. Designed for beginners, this course teaches participants how to create beautiful, functional apps that run on both Android and iOS using a single codebase.

WHAT WILL SET YOU APART

- Gain hands-on knowledge of mobile app development
- Ability to build and test a basic mobile app
- Introduction to Dart, Flutter widgets, and layouts
- Understand how mobile interfaces work
- Leave with a portfolio-ready app to showcase your skills

COURSE CURRICULUM

- Installing Flutter and Dart
- Understanding Widgets, UI Layouts, and Navigation
- Handling Forms and Input Fields
- State Management Basics
- Deploying to Android Emulator
- Mini App Project: Personal Expense Tracker

 4 Days

WHO SHOULD ATTEND

Beginners with interest in mobile apps, tech enthusiasts, designers, entrepreneurs, graduates and students.

INTRODUCTION

Breaks down how modern websites and applications are built. Participants will learn what happens on the frontend (user interface) and backend (server-side logic), and build their first basic full-stack web application.

WHAT WILL SET YOU APART

- Clear understanding of the roles frontend and backend play in web apps
- Basic experience writing HTML, CSS, and JavaScript
- Introduction to backend development with Node.js
- Hands-on project connecting form data to a simple server
- A holistic view of how web applications work end-to-end

COURSE CURRICULUM

- Frontend: HTML, CSS, JavaScript Overview
- Backend: Introduction to Node.js and Express
- Building a Simple API and Connecting to a Database
- Sending and Receiving Form Data
- Final Project: Basic Web App with Frontend + Backend

 4 Days

WHO SHOULD ATTEND

Absolute beginners, students, product managers, non-tech professionals wanting to understand how websites are built.

INTRODUCTION

Bridges the gap between basic and intermediate Python skills. Perfect for beginners who have completed an introductory course, it dives into object-oriented programming, error handling, APIs, and automation.

WHAT WILL SET YOU APART

- Deeper understanding of Python's advanced features
- Build reusable code using classes and functions
- Practical automation with file handling and data fetching
- Hands-on capstone project to showcase your skills
- Strong base to move into software engineering or data roles

COURSE CURRICULUM

- Object-Oriented Programming: Classes, Objects, Inheritance
- Exception Handling and Debugging Techniques
- Working with APIs and JSON Data
- File Operations and Automation Scripts
- Structuring and Documenting Larger Python Projects
- Capstone Project: API-Driven Python Application

 4 Days

WHO SHOULD ATTEND

Beginners who have completed Python for Beginners, self-taught coders, junior developers, tech interns, students.

INTRODUCTION

Cybersecurity encompasses 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

- Understand and utilise cybersecurity concepts and principles
- Establish and maintain a cybersecurity management programme
- Protect an organisation's data and systems against cyber threats
- Manage cybersecurity risks based on best practices
- Ensure prompt response and efficient recovery in the event of an incident

COURSE CURRICULUM

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

 4 Days

WHO SHOULD ATTEND

Cybersecurity Managers, IT Security Professionals, Risk Managers, compliance teams, and professionals seeking to fortify their organisation.



C O N T A C T U S

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Train 1000 Public Sector Initiative

Strengthening Nigeria's public service through professional development — 9 priority tracks

Jake Riley Academy's Train 1000 Initiative is an ambitious programme designed to strengthen Nigeria's public service through professional development and capacity building. Each year, 1,000 officers are trained across 9 priority tracks aligned with Nigeria's reform agenda and international standards.

1,000			9			Federal & State		
Officers Trained Per Cycle			Priority Training Tracks			MDAs Covered		
01	Project Management	PMP® & PRINCE2® certified delivery	02	Leadership & Innovation in Governance	Strategic leadership for MDAs	03	Leadership & Innovation in Public Procurement	Efficient, ethical procurement
04	Public Financial Management	Budgeting, accountability & reporting	05	Cybersecurity	Protecting public sector data & systems	06	Digital Skills	Digital literacy & e-government tools
07	Human Resource Management	People management & HR systems	08	Customer Service Excellence	Citizen-centric public service delivery	09	Ethics & Integrity	Anti-corruption values & governance

WHY TRAIN 1000 MATTERS

Professionalises the civil service

Builds competence, professionalism and integrity in Nigeria's public service for improved governance outcomes.

Supports national reform agenda

Aligned with the administration's public sector reform, digital transformation and anti-corruption priorities.

Aligns with donor programmes

Compatible with World Bank, USAID, EU and other development partner capacity building frameworks.

Improves service delivery

Equips public servants to deliver efficient, transparent and citizen-centric government services.

TARGET AGENCIES & REGULATORS

NUPRC — Nigerian Upstream Petroleum Regulatory Commission

NNPC Limited — Nigerian National Petroleum Company

NCDMB — Nigerian Content Development & Monitoring Board

OGFZA — Oil & Gas Free Zones Authority

FIRS — Federal Inland Revenue Service

Head of Service of the Federation

State MDAs — Ministries, Departments & Agencies

CBN — Central Bank of Nigeria

Ministry of Finance / Budget & National Planning

Contact us to nominate officers from your MDA

INTRODUCTION

Equips public sector professionals with internationally recognised project management competencies. Participants learn to plan, execute and close government projects on time, within budget and to specification.

WHAT WILL SET YOU APART

- Apply PMI® and PRINCE2® project management methodologies to government projects
- Develop project charters, work breakdown structures and schedules
- Manage project risks, stakeholders and communications effectively
- Prepare for PMP® or PRINCE2® certification examinations
- Improve government project success rates and accountability

COURSE CURRICULUM

- Introduction to Project Management Methodologies (PMI® and PRINCE2®)
- Project Initiation: Business Case, Charter and Stakeholder Register
- Planning: Scope, Schedule (Gantt), Budget and Risk Register
- Execution, Monitoring and Controlling Techniques
- Project Closeout, Lessons Learned and Government Reporting
- Exam Preparation: PMP® / PRINCE2® Foundation

 **5 Days**

WHO SHOULD ATTEND

Government project officers, programme managers, MDA directors and anyone managing public sector projects.

INTRODUCTION

Develops strategic leadership capability in public sector professionals. Participants explore modern governance frameworks, policy implementation, change management and citizen engagement to drive institutional reform.

WHAT WILL SET YOU APART

- Understand and apply strategic leadership principles in government contexts
- Drive innovation and reform within public sector institutions
- Communicate vision and inspire teams in MDA environments
- Navigate political and bureaucratic complexity with confidence
- Apply change management frameworks to government transformation initiatives

COURSE CURRICULUM

- Strategic Leadership in the Public Sector
- Policy Design, Implementation and Evaluation
- Change Management in Government (Prosci/ADKAR Framework)
- Innovation in Governance: E-Government and Digital Transformation
- Stakeholder Engagement, Citizen-Centred Leadership
- Ethics, Accountability and Transformational Governance

 **4 Days**

WHO SHOULD ATTEND

Directors, Deputy Directors, Senior Special Assistants, Permanent Secretaries and high-potential government officers.

INTRODUCTION

Addresses systemic weaknesses in public procurement through training aligned with the Public Procurement Act, CIPS standards and global best practice. Participants gain skills to conduct fair, transparent and value-for-money procurement.

WHAT WILL SET YOU APART

- Apply Nigeria's Public Procurement Act and Bureau of Public Procurement guidelines
- Conduct needs assessment, market analysis and tender evaluation
- Develop and manage contracts for goods, services and works
- Embed ethical leadership and anti-corruption principles in procurement
- Reduce leakages and improve value-for-money in public spending

COURSE CURRICULUM

- Overview of Nigeria's Public Procurement Framework and BPP Guidelines
- Procurement Planning: Needs Assessment and Market Research
- Tendering Processes: Open, Restricted and Single-Source Methods
- Contract Management: Performance, Variations and Disputes
- Ethics, Integrity and Anti-Corruption in Procurement
- CIPS Standards and International Best Practice

 **4 Days**

WHO SHOULD ATTEND

Procurement officers, tenders board members, contract managers and finance officers across all MDAs.

INTRODUCTION

Strengthens financial governance in the public sector by equipping officers with skills in budgeting, expenditure management, internal controls, reporting and compliance with the Financial Regulations and IPSAS standards.

WHAT WILL SET YOU APART

- Prepare and manage government budgets aligned with national objectives
- Apply the Government Integrated Financial Management System (GIFMIS)
- Understand internal controls, audit requirements and financial regulations
- Produce accurate and timely financial reports for MDAs
- Prevent and detect financial irregularities and revenue leakages

COURSE CURRICULUM

- Nigeria's Public Financial Management Framework and Financial Regulations
- Budget Preparation, Monitoring and Performance Reporting
- Government Accounting and IPSAS Standards
- GIFMIS/IPPIS: Integrated Financial Management Systems
- Internal Controls, Internal Audit and Risk Management
- Procurement, Expenditure and Revenue Management

 **4 Days**

WHO SHOULD ATTEND

Finance officers, accounts officers, budget analysts, internal auditors and heads of finance across MDAs.

INTRODUCTION

Provides public sector professionals with essential cybersecurity knowledge to protect government data, systems and infrastructure. Participants learn to identify threats, respond to incidents and establish a culture of cyber hygiene across their institutions.

WHAT WILL SET YOU APART

- Understand the cybersecurity threat landscape facing Nigerian government agencies
- Identify vulnerabilities in government IT systems and networks
- Apply cybersecurity policies, frameworks and best practices (ISO 27001, NIST)
- Respond effectively to cybersecurity incidents and breaches
- Build a culture of cybersecurity awareness across MDA teams

COURSE CURRICULUM

- Introduction to Cybersecurity for Government: Threats and Frameworks
- Data Protection and Privacy in the Public Sector
- Network Security, Access Controls and Identity Management
- Incident Response and Crisis Management
- Cybersecurity Governance: Policies, Procedures and Compliance
- Social Engineering, Phishing Awareness and Endpoint Security

 **3 Days**

WHO SHOULD ATTEND

IT officers, system administrators, records managers, directors and senior officers handling government data.

INTRODUCTION

Accelerates digital literacy across the Nigerian civil service. Participants gain hands-on proficiency in productivity tools, data analysis, digital communication and e-government platforms that improve service delivery and administrative efficiency.

WHAT WILL SET YOU APART

- Proficiently use Microsoft Office 365 tools (Word, Excel, PowerPoint, Teams)
- Analyse data and produce reports using Excel and basic data visualisation
- Use government e-portals, IPPIS, GIFMIS and digital workflows
- Apply digital communication tools for stakeholder engagement
- Navigate digital transformation initiatives and e-government services

COURSE CURRICULUM

- Microsoft 365 Essentials: Word, Excel, PowerPoint, Outlook, Teams
- Data Management and Analysis with Excel
- Digital Communication: Email Protocols, Virtual Meetings and Collaboration
- E-Government Platforms: IPPIS, GIFMIS, BudgIT, Open Treasury
- Introduction to Artificial Intelligence Tools for Public Service
- Digital Security, Safe Browsing and Data Protection Practices

 **3 Days**

WHO SHOULD ATTEND

All civil servants and public officers at any grade level seeking to improve digital proficiency.

INTRODUCTION

Equips HR practitioners and line managers in the public sector with modern HRM competencies. Participants learn to manage talent effectively, address performance challenges and align HR strategy with public sector reform objectives.

WHAT WILL SET YOU APART

- Apply HR planning, recruitment and selection best practices in MDAs
- Manage employee performance through the APER and modern frameworks
- Develop and implement staff training and development plans
- Handle disciplinary matters, grievances and industrial relations correctly
- Align HR strategy with government workforce reform and CIPM standards

COURSE CURRICULUM

- Strategic HRM in the Nigerian Public Sector
- Workforce Planning, Recruitment and Selection Procedures
- Performance Management: APER, SMART Goals and Feedback
- Staff Development: Training Needs Analysis and Learning Plans
- Employee Relations, Discipline and Grievance Management
- HR Analytics, IPPIS and Digital HR Tools

 **4 Days**

WHO SHOULD ATTEND

HR directors, personnel officers, heads of administration and line managers across MDAs.

INTRODUCTION

Transforms public sector service delivery by embedding citizen-centric principles across MDAs. Based on proven ITIL 4 and service management frameworks, participants learn to design, deliver and continuously improve government services.

WHAT WILL SET YOU APART

- Apply citizen-centric service design principles to government service delivery
- Use the RATER model to meet and exceed citizen expectations
- Handle complaints, escalations and difficult interactions professionally
- Map and streamline service delivery processes to reduce bottlenecks
- Build a culture of service excellence and continuous improvement in MDAs

COURSE CURRICULUM

- The Citizen as Customer: Principles of Public Sector Service Excellence
- Service Design and the RATER Model
- Complaint Management, Escalation and Resolution Protocols
- Service Level Agreements and Performance Measurement in MDAs
- Digitalising Service Delivery: Portals, Helpdesks and Self-Service
- Building a Service Culture: Change Management for Service Teams

 **3 Days**

WHO SHOULD ATTEND

Customer-facing public servants, service desk officers, complaints teams and MDA directors.

INTRODUCTION

Addresses the root causes of corruption and misconduct in government by building a culture of ethics, accountability and integrity. Aligned with Nigeria's anti-corruption agenda and the ICPC/EFCC frameworks, this track equips officers to make ethical decisions under pressure.

WHAT WILL SET YOU APART

- Understand Nigeria's legal and institutional anti-corruption framework (ICPC, EFCC, CCB)
- Identify and manage conflicts of interest and ethical dilemmas in the workplace
- Apply ethical decision-making models in complex public sector scenarios
- Promote a culture of transparency, accountability and zero tolerance for corruption
- Report misconduct confidently through appropriate channels and whistleblower frameworks

COURSE CURRICULUM

- Ethics, Accountability and the Nigerian Legal Framework (ICPC, EFCC, CCB, Code of Conduct)
- Conflicts of Interest: Identification, Disclosure and Management
- Ethical Decision-Making Models and Case Studies
- Anti-Bribery and Anti-Corruption: ISO 37001 and Public Sector Application
- Whistleblowing Frameworks and Protection for Public Officers
- Building an Integrity Culture: Tone at the Top and Institutional Reform

 **3 Days**

WHO SHOULD ATTEND

All civil servants and public officers; mandatory for officers in procurement, finance, HR and leadership positions.



ITIL 4-Based Customer Service Training

Citizen-centric and customer-focused service delivery — proven with Bank of Industry

INTRODUCTION

This course applies the ITIL 4 service management framework to customer service delivery, helping organisations transform how they interact with customers and citizens. Delivered across Osun, Lagos and Abuja for the Bank of Industry, this programme builds practical, measurable service improvement capability.

WHAT WILL SET YOU APART

- Understand the ITIL 4 framework and its application to customer service delivery
- Map and improve customer journey touchpoints and service workflows
- Apply service level management to set, measure and meet customer expectations
- Handle escalations, complaints and difficult interactions using structured frameworks
- Build a continuous improvement culture using the ITIL 4 Service Value System
- Implement digital service tools including helpdesks, ticketing and self-service portals

COURSE CURRICULUM

- Module 1: Introduction to ITIL 4 and the Service Value System (SVS)
- Module 2: The Four Dimensions of Service Management
- Module 3: Customer Journey Mapping and Service Design
- Module 4: Service Desk, Helpdesk and Incident Management
- Module 5: Service Level Management — SLAs, OLAs and KPIs
- Module 6: Complaint Handling, Escalation and Problem Management
- Module 7: Continual Improvement Practice (CIP) in Customer Environments
- Module 8: Digital Service Delivery — Portals, Ticketing Systems and Self-Service

 4 Days

WHO SHOULD ATTEND

Customer service managers, service desk teams, frontline officers, branch managers and anyone responsible for designing or delivering customer-facing services. Suitable for banking, financial services, government agencies and regulated industries.

The programme is built on the ITIL 4 Service Value System, adapted for customer-facing service environments.

Guiding Principles

- Focus on value
- Start where you are
- Progress iteratively
- Collaborate & promote visibility
- Think & work holistically

Service Value Chain

- Plan → Engage
- Design & Transition
- Obtain/Build
- Deliver & Support
- Improve

Practices (34)

- Incident Management
- Service Desk
- Service Level Mgmt
- Problem Management
- Continual Improvement
- Change Enablement

Delivered for Bank of Industry across Lagos, Osun & Abuja • Adaptable for Banking, Insurance, Government & Regulated Industries



Youth Development Courses

Practical skills for employment and entrepreneurship — vocational, digital and business training

Jake Riley Academy's Youth Development Programme equips young Nigerians (ages 18–35) with practical, market-ready competencies for employment and entrepreneurship. Delivered in partnership with NCDMB and other development partners, the programme combines foundation business skills with specialist vocational training tracks.

PHASE 1 — FOUNDATION COURSES (All Participants)

Business Scaling & Entrepreneurship

Turn skills into sustainable income-generating businesses

Digital Skills & ICT

Digital literacy, online tools and social media for business

Financial Literacy & Savings

Budgeting, savings, microcredit and basic bookkeeping

Customer Service Excellence

Serving customers professionally to build loyal clientele

PHASE 2 — TECHNICAL SPECIALISATION TRACKS (Choose One)

01

Solar PV Installation

Clean energy technician

02

Fashion Design & Garment Making

Tailoring & fashion business

03

Catering & Food Business

Culinary & food entrepreneurship

04

Digital Skills & Freelancing

Online income & tech services

05

Textile Design & Adire Making

Fabric art & cultural textiles

06

Electrical Installation

Wiring, safety & contracting

07

GSM & Phone Repair

Mobile tech diagnostics & repair

INTRODUCTION

Equips all youth programme participants with the entrepreneurship mindset and practical business skills needed to convert their technical skills into sustainable income. Every graduate leaves with a personal business plan.

WHAT WILL SET YOU APART

- Identify profitable business opportunities aligned with their technical skills
- Develop a simple business model and value proposition
- Apply basic marketing, pricing and sales strategies
- Understand startup costs, breakeven and basic financial planning
- Register a small business and understand compliance requirements

COURSE CURRICULUM

- Introduction to Entrepreneurship: Mindset and Opportunities
- The Business Model Canvas for Small Enterprises
- Marketing Your Skills: Pricing, Promotion and Sales
- Financial Basics: Startup Costs, Profit Margins and Breakeven
- CAC Registration, Tax Basics and Regulatory Compliance
- Business Plan Development and Pitch Practice

 **3 Days**

WHO SHOULD ATTEND

All youth programme participants as part of Phase 1 foundation training.

INTRODUCTION

Builds essential digital literacy for young Nigerians entering the workforce or starting businesses. Participants gain hands-on proficiency in productivity tools, social media for business and online platforms for earning and learning.

WHAT WILL SET YOU APART

- Use computers, smartphones and the internet confidently for business purposes
- Create and manage social media accounts for marketing and customer engagement
- Use digital tools for communication, productivity and financial transactions
- Access online freelancing platforms and create service profiles
- Understand digital safety, data protection and responsible online behaviour

COURSE CURRICULUM

- Computer and Smartphone Basics: Files, Apps and Internet Navigation
- Microsoft Office Basics: Word, Excel and PowerPoint for Business
- Social Media for Business: Instagram, WhatsApp Business and Facebook
- Online Payments: Mobile Banking, POS, PayStack and Mobile Money
- Introduction to Freelancing: Fiverr, Upwork and Online Marketplaces
- Digital Safety: Passwords, Scams and Protecting Your Data

 **3 Days**

WHO SHOULD ATTEND

All youth programme participants as part of Phase 1 foundation training.

INTRODUCTION

Provides young entrepreneurs and workers with the financial management knowledge to avoid common money mistakes, grow savings and access finance. Participants learn to manage personal and business finances effectively.

WHAT WILL SET YOU APART

- Distinguish between personal and business finances
- Create a simple budget and track income and expenses
- Open and use a business bank account effectively
- Access microcredit, cooperative societies and development finance (e.g. BOI, LAPO)
- Understand savings, interest, insurance and basic investment concepts

COURSE CURRICULUM

- Personal vs Business Finance: Keeping Them Separate
- Budgeting for Small Businesses: Income, Expenses and Profit
- Savings Strategies: How to Save on a Small Income
- Accessing Finance: Microloans, Cooperatives and Development Banks
- Introduction to Bookkeeping: Cash Book and Basic Records
- Insurance and Risk Management for Small Businesses

 **2 Days**

WHO SHOULD ATTEND

All youth programme participants as part of Phase 1 foundation training.

INTRODUCTION

Trains participants as competent solar photovoltaic (PV) installation technicians. Aligned with GIZ/NESP clean energy qualifications, this course produces field-ready solar installers capable of designing, installing and maintaining residential and commercial solar systems.

WHAT WILL SET YOU APART

- Understand solar energy fundamentals and photovoltaic principles
- Size, design and specify solar PV systems for residential and commercial use
- Safely install solar panels, inverters, batteries and charge controllers
- Test, commission and troubleshoot solar installations
- Start a solar installation business or gain employment with solar companies

COURSE CURRICULUM

- Solar Energy Fundamentals and the Photovoltaic Effect
- Solar PV System Components: Panels, Inverters, Batteries, Controllers
- Site Assessment and System Sizing Calculations
- Installation Safety: Electrical Safety, PPE and Working at Heights
- Practical Installation: Mounting, Wiring and Connection
- System Testing, Commissioning and Fault Diagnosis
- Maintenance, Warranty and After-Sales Service
- Business of Solar: Pricing, Marketing and Customer Acquisition

 **2 Weeks**

WHO SHOULD ATTEND

Young Nigerians aged 18–35 with SSCE minimum qualification interested in the renewable energy sector.

INTRODUCTION

Produces skilled fashion designers and garment makers capable of creating quality clothing for the Nigerian and export markets. Participants develop technical sewing skills, pattern drafting, design creativity and fashion business acumen.

WHAT WILL SET YOU APART

- Draft patterns and cut fabric accurately for a range of garment styles
- Use industrial and domestic sewing machines proficiently and safely
- Design, construct and finish garments to professional standards
- Understand Nigerian and global fashion trends and client needs
- Market, price and sell fashion products as a self-employed designer

COURSE CURRICULUM

- Introduction to Fashion Design: Tools, Materials and Fabric Types
- Pattern Drafting: Body Measurements and Block Patterns
- Cutting Techniques: Layout, Grain Lines and Fabric Efficiency
- Sewing Machine Operation: Domestic and Industrial Machines
- Garment Construction: Tops, Trousers, Dresses and Traditional Wear
- Finishing Techniques: Hems, Zips, Buttonholes and Embellishments
- Fitting, Alterations and Quality Control
- Fashion Business: Pricing, Branding, Social Media Marketing

 **2 Weeks**

WHO SHOULD ATTEND

Young Nigerians aged 18–35 with interest in fashion, textiles and creative entrepreneurship.

INTRODUCTION

Develops skilled caterers and food entrepreneurs capable of delivering quality food services for events, corporate clients and retail customers. Participants learn food preparation, food safety, event catering and how to build a profitable food business.

WHAT WILL SET YOU APART

- Prepare a range of Nigerian and continental dishes to professional standards
- Apply food safety, hygiene and HACCP principles in food preparation
- Plan menus, cost recipes and price catering services competitively
- Set up, operate and market a small catering business
- Manage food business operations including procurement, staffing and customer service

COURSE CURRICULUM

- Food Safety, Hygiene and NAFDAC Compliance
- Nigerian Cuisine Masterclass: Soups, Rice Dishes and Stews
- Continental and Event Catering: Buffets, Canapes and Corporate Menus
- Baking and Pastry: Cakes, Pastries and Confectionery
- Menu Planning, Recipe Costing and Pricing for Profit
- Event Catering Operations: Setup, Service and Breakdown
- Packaging, Branding and Food Delivery Business Models
- Social Media Marketing for Food Businesses

 **2 Weeks**

WHO SHOULD ATTEND

Young Nigerians aged 18–35 with interest in food, hospitality and catering entrepreneurship.

INTRODUCTION

Produces income-ready digital freelancers capable of earning on global platforms from day one. Participants build high-demand skills in graphics design, social media management, video editing and content creation, and leave with live profiles on freelancing platforms.

WHAT WILL SET YOU APART

- Create professional-quality graphics using Canva and Adobe tools
- Manage social media accounts for businesses as a paid service
- Edit short-form video content for Instagram Reels, TikTok and YouTube
- Build optimised profiles on Fiverr, Upwork and Freelancer
- Win and deliver freelance projects and get paid internationally

COURSE CURRICULUM

- Graphics Design for Business: Canva, Adobe Express and Logos
- Social Media Management as a Service: Content Calendars and Analytics
- Short-Form Video Editing: CapCut, DaVinci Resolve and Reels
- Freelance Platform Mastery: Fiverr Profile Setup and Gig Creation
- Content Writing: Blog Posts, Captions and Copywriting for Clients
- Getting Paid Internationally: Payoneer, PayPal, Flutterwave
- Building Your Portfolio: Sample Projects and Client Testimonials
- Growing Your Freelance Business to ₦500K/month

 **2 Weeks**

WHO SHOULD ATTEND

Young Nigerians aged 18–35 with smartphones or computers who want to earn income online.

INTRODUCTION

Revives and modernises Nigeria's rich textile heritage by training skilled Adire and textile designers. Participants master traditional tie-dye and batik techniques while developing contemporary product lines for the domestic and export markets.

WHAT WILL SET YOU APART

- Apply tie-dye (Adire Oniko) and batik (Adire Eleko) techniques to professional standards
- Create original patterns and colour combinations for fabric designs
- Produce a range of textile products: scarves, garments, home décor and accessories
- Price, package and market Adire products domestically and internationally
- Build a sustainable textile design business leveraging Nigerian cultural heritage

COURSE CURRICULUM

- History and Cultural Significance of Adire and Nigerian Textiles
- Fabric Preparation: Washing, Treating and Pre-soaking
- Adire Oniko (Tie-Dye): Tying Techniques, Binding and Folding
- Dyeing Process: Indigo, Colour Mixing and Multi-Layer Dyeing
- Adire Eleko (Batik): Cassava Paste Application and Wax Resist
- Advanced Pattern Development and Signature Designs
- Product Development: Garments, Accessories and Home Décor
- Textile Business: Costing, Packaging, Online Sales and Export

 **2 Weeks**

WHO SHOULD ATTEND

Young Nigerians aged 18–35 with interest in textile arts, fashion, cultural heritage and creative enterprise.

INTRODUCTION

Produces competent electrical installation technicians capable of safely wiring residential and commercial buildings. The course emphasises safety above all else and prepares participants for employment with electrical contractors or self-employment.

WHAT WILL SET YOU APART

- Understand electrical theory, Ohm's Law and basic circuit principles
- Read and interpret basic electrical wiring diagrams and schematics
- Safely install wiring, sockets, switches, distribution boards and lighting circuits
- Test and commission electrical installations to SON/NEC standards
- Comply with Nigerian Electricity Regulatory Commission (NERC) safety requirements

COURSE CURRICULUM

- Electrical Theory: Voltage, Current, Resistance and Safety Fundamentals
- Electrical Tools and Test Equipment: Safe Use and Maintenance
- Wiring Systems: Surface, Conduit and Trunking Installation
- Switches, Sockets and Light Fittings: Installation and Testing
- Distribution Boards: MCBs, RCDs and Earthing Systems
- Three-Phase Systems: Introduction and Commercial Applications
- Testing and Commissioning: Continuity, Insulation and Earth Tests
- Starting an Electrical Business: Certification, Quoting and Contracts

 **2 Weeks**

WHO SHOULD ATTEND

Young Nigerians aged 18–35 with technical aptitude and willingness to follow strict safety protocols.

INTRODUCTION

Trains skilled mobile phone technicians capable of diagnosing and repairing the full range of smartphone and feature phone faults. With over 200 million mobile subscribers in Nigeria, demand for skilled phone repair technicians vastly outstrips supply.

WHAT WILL SET YOU APART

- Identify and use phone repair tools and diagnostic equipment safely
- Diagnose hardware and software faults across Android and iOS devices
- Replace screens (LCD and OLED), batteries, charging ports and cameras
- Flash, update and restore mobile operating systems
- Set up and run a profitable phone repair workshop

COURSE CURRICULUM

- Mobile Phone Components: Motherboard, Battery, Screen, Camera and Ports
- Repair Tools and Workstation Setup: Soldering Iron, Hot Air Station, Multimeter
- Phone Disassembly and Reassembly Techniques (Samsung, Tecno, iPhone)
- Screen Replacement: LCD and OLED Digitiser Removal and Installation
- Battery and Charging Port Replacement
- Software Repairs: Flashing, Factory Reset, IMEI Repair
- Water Damage Diagnosis and Ultrasonic Cleaning
- Business of Phone Repair: Pricing, Spares Procurement and Customer Service

 **2 Weeks**

WHO SHOULD ATTEND

Young Nigerians aged 18–35 with technical curiosity and good hand dexterity.



Oil & Gas Technical Training

Industry-grade programmes aligned with NCDMB top 10 skills — upstream, midstream and marine

Jake Riley Academy delivers a suite of technical oil and gas training programmes aligned with NCDMB's top 10 high-demand skills. These programmes combine classroom instruction, simulator-based learning, OEM platform training, and structured on-the-job placements — producing graduates who are truly field-ready.

01

Control & Automation Field Readiness

NCDMB FLAGSHIP

Duration: 12 Months

ISA CCST + OEM Cert

02

LNG & Gas Processing Operator Development

UPSTREAM / MIDSTREAM

Duration: 8 Weeks

Foundation Cert in LNG Ops

03

Asset Takeover & Production Optimisation

INDEPENDENT OPERATORS

Duration: 7 Days

Jake Riley Academy Certificate

04

Marine Operations & Seamanship

NIMASA / STCW ALIGNED

Duration: 16 Weeks

NIMASA / STCW Certificate

05

Underwater Welding & Diving Operations

OFFSHORE / SUBSEA

Duration: 24 Weeks

IMCA / ADCI Aligned Cert

06

Sub-sea Engineering Fundamentals

DEEPWATER

Duration: 12 Weeks

Sub-sea Engineering Certificate

INTRODUCTION

Nigeria's most comprehensive control and automation training programme. Graduates emerge with an internationally recognised ISA CCST Level I certification plus a vendor-specific OEM platform certification — a combination no other training provider in Nigeria offers. Built for NCDMB's field readiness agenda.

WHAT WILL SET YOU APART

- Earn ISA CCST Level I — the globally recognised vendor-neutral automation credential
- Gain platform-specific OEM certification (Emerson DeltaV, Honeywell Experion, or Yokogawa CENTUM VP)
- Complete 6 months of OEM-supervised on-the-job training with placement target of ≥70% within 6 months
- Receive PMI project management fundamentals — Jake Riley's unique differentiator
- Qualify for roles as Control Systems Technician, DCS Engineer or Automation Engineer across FPSOs, refineries, and gas plants

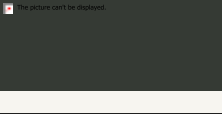
COURSE CURRICULUM

- Phase 1 (Months 1–4): Classroom Foundation — Process measurement, instrumentation, control theory, PLC/DCS/SCADA basics, IEC 61511 safety systems, ISA CCST Level I exam prep
- Phase 2 (Months 5–6): OEM Platform Lab — Cohort A: Emerson DeltaV | Cohort B: Honeywell Experion PKS | Cohort C: Yokogawa CENTUM VP
- Phase 3 (Months 7–12): OJT with OEM partners — OEMs lead placements, operators provide field exposure
- Throughout: PMI project management fundamentals, BOSIET/HUET safety, laptop provided per participant

 **12 Months**

WHO SHOULD ATTEND

STEM graduates (Electrical, Instrument, Chemical, Mechanical Engineering) aged 21–35. NOGIC JQS sourcing. Rigorous 5-stage selection process.



75 total participants | 3 OEM cohorts of 25 each | Per-person rate: ₦14,750,000 (incl. ₦300K/month stipend & laptop)

COHORT A Emerson DeltaV	COHORT B Honeywell Experion PKS	COHORT C Yokogawa CENTUM VP
- DeltaV DCS architecture & hardware config - Control strategy & HMI development - SIS configuration (SIL-rated) - Advanced diagnostics & PredictPro - Emerson Certified DeltaV Professional exam	- Experion PKS architecture & C300 controller - HMI design & Safety Manager config - UniSim process simulation - Network troubleshooting & cybersecurity - Honeywell Certified Engineer exam	- CENTUM VP engineering & FBD programming - Operator interface & alarm management - ProSafe-RS SIS configuration - STARDOM PLC & plant info management - Yokogawa Certified Engineer exam

CERTIFICATION PATHWAY

ISA CCST Level I Vendor-neutral international credential — awarded after Phase 1	OEM Platform Cert Emerson / Honeywell / Yokogawa specific — awarded after Phase 2	BOSIET / HUET Offshore safety certification — delivered during programme	PMI Fundamentals Jake Riley exclusive add-on — project management basics
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INTRODUCTION

Prepares entry-level operators for safe and effective participation in LNG and gas processing operations. Delivered using Operator Training Simulators (OTS), this programme produces console-ready operators capable of managing normal operations, upsets, and emergency shutdowns.

WHAT WILL SET YOU APART

- Operate DCS consoles under normal, upset, and emergency conditions using industry-standard simulators
- Execute safe start-up, shutdown, and emergency shutdown (ESD) procedures
- Manage process alarms and implement corrective actions using structured protocols
- Conduct professional shift handovers using the SEEPUR/STAR method
- Understand LNG refrigeration cycles, acid gas removal, dehydration, and fractionation processes

COURSE CURRICULUM

- Module 1: Natural Gas Fundamentals and LNG Technology Overview
- Module 2: Process Operations — Liquefaction, Dehydration, Acid Gas Removal
- Module 3: Control Room Operations — DCS Console Familiarisation and Normal Operations
- Module 4: Abnormal Situation Management — Alarms, Upsets, and Emergency Response
- Module 5: LNG Marine Operations — Ship-Shore Interface, Loading, and Marine Terminal Safety (NIMASA)
- Module 6: HSE in LNG Operations — Process Safety, PTW, and Environmental Compliance
- Module 7: Simulator Exercises and Competency Assessment

 **8 Weeks**

WHO SHOULD ATTEND

Entry-level plant operators, technicians transitioning into LNG/gas processing, new recruits in LNG operations, and junior engineers requiring operational awareness.

INTRODUCTION

Designed exclusively for Nigeria's growing class of independent operators taking over divested IOC assets. This intensive 7-day immersive programme teaches the operational, financial, and strategic realities of running brownfield oil and gas assets profitably — covering what IOC data rooms don't tell you.

WHAT WILL SET YOU APART

- Conduct rigorous due diligence on distressed or acquired oil and gas assets
- Develop a practical 100-day turnaround plan for acquired brownfield fields
- Restart shut-in wells and implement production optimisation strategies
- Build lean operating models that achieve viable economics at marginal field cost structures
- Navigate NUPRC/NCDMB regulatory requirements specific to indigenous and independent operators

COURSE CURRICULUM

- Day 1: The Independent Operator Reality — IOC divestments, debt management, regulatory landscape, cost models
- Day 2: Asset Due Diligence & Takeover — Well integrity, pipeline surveys, reservoir evaluation, surface facility condition
- Day 3: Well Optimisation — Workover planning, ESP/gas lift optimisation, production chemistry
- Day 4: Facility & Surface Operations — Ageing infrastructure, HSE, lean maintenance on a budget
- Day 5: Niger Delta Realities — Security, community relations, supply chain localisation
- Day 6: Field Visit — Operational brownfield facility
- Day 7: Financial Modelling & Strategy — Production targets, loan covenant management, board reporting

 **7 Days**

WHO SHOULD ATTEND

Operations Managers, Asset Managers, Field Superintendents, General Managers of acquired assets, Technical Directors evaluating acquisitions, and Production Engineers transitioning from IOCs.

Jake Riley Academy's marine and offshore training programmes are delivered in strategic partnership with Chairborne Global Services Limited. All programmes are aligned with NCDMB's top 10 high-demand skills, comply with NIMASA regulations, and meet STCW (Standards of Training, Certification and Watchkeeping) conventions.

01

Marine Operations & Seamanship

Offshore marine operations, seamanship, vessel mechanical/electrical systems, cargo handling, GMDSS communications, and maritime security.

16 Weeks

NIMASA/STCW Certificate

02

Underwater Welding & Diving Operations

Commercial diving fundamentals, wet and dry hyperbaric welding, underwater inspection and NDT, diving safety systems, and emergency procedures.

24 Weeks

IMCA/ADCI Aligned Certificate

03

Sub-sea Engineering Fundamentals

Sub-sea trees, wellheads, flowlines, umbilicals and manifolds, installation operations, ROV operations awareness, and integrity management.

12 Weeks

Sub-sea Engineering Certificate

NCDMB Approved • NIMASA Compliant • STCW Aligned • OGTAN Registered • Chairborne GSL Partnership

INTRODUCTION

Delivered in partnership with Chairborne Global Services Limited, this programme trains Nigerian maritime professionals for offshore support vessel operations and seamanship roles. Aligned with NCDMB's high-demand skills for Seamen, Sailors, and Vessel Mechanics, it meets NIMASA and STCW requirements.

WHAT WILL SET YOU APART

- Demonstrate proficiency in offshore marine operations and seamanship to STCW standards
- Operate and maintain vessel mechanical and electrical systems safely
- Apply GMDSS communications protocols and emergency procedures
- Handle cargo, anchor operations, and mooring on offshore support vessels
- Comply with NIMASA Cabotage Act requirements and ISPS maritime security protocols

COURSE CURRICULUM

- Module 1: Introduction to Maritime Operations — STCW framework, NIMASA regulations, cabotage compliance
- Module 2: Seamanship — Navigation principles, watchkeeping duties, Rules of the Road (COLREGS)
- Module 3: Vessel Systems — Marine diesel engines, electrical systems, firefighting and life-saving appliances
- Module 4: Cargo Operations — Deck cargo handling, crane operations, anchor handling and mooring
- Module 5: GMDSS & Emergency Communications — VHF/MF/HF radio, EPIRB, SART, distress procedures
- Module 6: Maritime Security — ISPS Code, anti-piracy measures, security awareness
- Module 7: Practical Assessment — Vessel familiarisation and sea time (Chairborne partner vessels)

 **16 Weeks**

WHO SHOULD ATTEND

Aspiring seamen, deckhands, vessel mechanics, engine room ratings, and marine engineering graduates seeking offshore employment.

INTRODUCTION

One of the highest-value skills in Nigeria's offshore sector, underwater welding commands premium rates and is chronically undersupplied with indigenous talent. This 24-week programme builds certified commercial divers proficient in wet welding, NDT, and underwater inspection to IMCA and ADCI standards.

WHAT WILL SET YOU APART

- Qualify as a commercial diver to IMCA/ADCI standards with recognised international certification
- Perform wet welding and cutting operations on offshore structures and pipelines
- Conduct underwater inspection using visual, NDT, and remotely assisted methods
- Operate safely in the diving bell, mixed gas, and saturation diving environments
- Respond to diving emergencies including decompression illness and equipment failures

COURSE CURRICULUM

- Phase 1 (Weeks 1–4): Commercial Diving Fundamentals — Physics, physiology, dive planning, SCUBA and SSBA
- Phase 2 (Weeks 5–10): Diving Equipment and Systems — Surface-supply equipment, dive bell, mixed gas systems, decompression tables
- Phase 3 (Weeks 11–16): Underwater Welding Theory — Wet welding processes, metallurgy, weld quality underwater
- Phase 4 (Weeks 17–20): Underwater Inspection & NDT — Visual inspection, MPI, ultrasonic testing, rope access
- Phase 5 (Weeks 21–24): Practical Assessment & Certification — Open-water dives, welding trials, IMCA/ADCI assessments

 **24 Weeks**

WHO SHOULD ATTEND

STEM graduates and skilled tradespeople (welders, fabricators, plumbers) willing to undergo demanding physical and psychological assessment. Strong swimming ability required.

INTRODUCTION

Addresses the critical shortage of indigenous sub-sea engineers in Nigeria's deepwater sector. As deepwater production from assets like Bonga, Egina, Agbami, and the HI Field Gas project expands, demand for qualified Nigerian sub-sea engineers continues to vastly exceed supply.

WHAT WILL SET YOU APART

- Describe sub-sea production systems from wellhead tree to host facility
- Explain the design, function, and maintenance of sub-sea flowlines, umbilicals, and manifolds
- Understand installation operations, commissioning procedures, and testing
- Apply integrity management principles to sub-sea systems across the asset lifecycle
- Interpret engineering drawings, P&IDs, and interface control documents for sub-sea projects

COURSE CURRICULUM

- Module 1: Introduction to Sub-sea Systems — Architecture, components, and deepwater field configurations
- Module 2: Sub-sea Trees & Wellheads — Design variants, functions, installation, and well intervention
- Module 3: Flowlines, Risers & Umbilicals — Materials, design, thermal management, flow assurance
- Module 4: Sub-sea Manifolds & Control Systems — Architecture, hydraulic and electrical control, chemical injection
- Module 5: Installation Operations — Vessel selection, pipelay methods, J-lay, S-lay, reel lay
- Module 6: ROV Operations Awareness — Vehicle types, tooling, intervention operations
- Module 7: Sub-sea Integrity Management — Inspection, monitoring, life extension, corrosion management

 **12 Weeks**

WHO SHOULD ATTEND

Graduate engineers (Mechanical, Petroleum, Chemical, Civil/Structural), project engineers moving into sub-sea roles, and offshore technicians seeking career advancement.