

# 2017 LEARNING AND DEVELOPMENT PROGRAMMES



## ENTERPRISE-BASED PROGRAMMES 2017

- Promoting Industrial Relations in the Workplace-Capacity Building for Branch Unions 2 Days
- Marketing for Effective Market Penetration and Brand Repositioning 2 Days
- Delivering Results through Teams 2 Days
- Human Resources Business Partnering: Managing the HR Function 2 Days
- Reviewing Corporate Personnel Policies for Effectiveness & Productivity 2 Days
- Coaching, Counseling and Mentoring Skills Development Course for Managers 3 Days
- Managing Personality in the Workplace Using Insights Discovery 3 Days
- 360 Degrees Feedback Appraisal System 3 Days
- Administering Training for Better Outcomes: Planning, Design, Delivery and Evaluation 2 Days
- Fire Fighting Techniques: Management, Prevention and Control 2 Days
- Safe-Work Practices: Enhancing Employees Safety and Health at Work 2 Days
- Sales Effectiveness for Impact in the Competitive Market Place: Strategies for Gaining Market Share 2 Days
- Facility Management: Fundamentals & Zero Tolerance for Service Gaps 2 Days
- Aligning Business Model to Mitigate Corporate Finance and Tax Management Challenges 2 Days
- Outsourcing: Maximizing the Benefits from Service Companies 2 Days
- Basic and Advanced Excel Course for Executives 2-3 Days
- Compensation and Benefits Management for Organisational Sustainability 2 Days
- Fundamentals of Warehousing and Inventory Management 2 Days
- Human Resource for Non HR Managers 3 Days
- Safe-Work Practices: Enhancing the Safety and Health of Employees At Work 2 Days
- Managing Organisational Performance: HR Metrics and Analytics 2 Days

For further details please contact:

### DIRECTOR, LEARNING & DEVELOPMENT, NIGERIA EMPLOYERS' CONSULTATIVE ASSOCIATION (NECA)

**NECA HOUSE**  
Plot A2, Hakeem Balogun Way,  
Central Business District,  
Alausa, Ikeja, Lagos.  
**Tel:** Tel: 234-1-3422356, 01-3422857,  
08064716927, 08069720364,  
09-8703414, 09092757148  
**Fax:** 234-1-7912941

**Email:** celine@neca.org.ng  
adewale@neca.org.ng  
learning@neca.org.ng  
neca@neca.org.ng

**Website:** www.neca.org.ng  
**Facebook:** www.facebook.com/Nigeria  
EmployersConsultativeAssociationNECA  
**Twitter:** @necadotorg

**Abuja Liaison Office**  
Edo House  
4th Floor, RM 4-11  
75, Ralph Shodeinde Street  
Opp. Ministry of Finance,  
Central Area, Abuja  
**Tel:** 09-870 3414, 08181841815  
**Email:** adenike@neca.org.ng

**Port-Harcourt/  
Delta Geographical Zone:**  
MAN House  
Plot 26, Danjuma Drive  
Trans Amadi Industrial Layout  
Port-Harcourt, Rivers State  
**Tel:** 09092757148, 08138918960  
**Email:** paul@neca.org.ng

1-4

### FEBRUARY

**9th**  
**LEARNING & DEVELOPMENT EXPERTS FORUM: THE FUTURE OF LEARNING: PREPARING FOR THE DIGITAL REVOLUTION**  
Member: Free  
Non Member: N5,500  
Venue: NECA House  
Duration: 1/2 Day

1-4

### APRIL

**19th -20th**  
**EMOTIONAL INTELLIGENCE FOR BUSINESS ADVANTAGE: FOR TEAM LEADERS, MANAGERS**  
Member: N82,500  
Non Member: N87,500  
Venue: NECA House  
Duration: 2 Days

1-4

### JUNE

**20th -21st**  
**CURRENT TRENDS IN THE PROCUREMENT AND COMPLETION OF DOCUMENTS FOR EFFECTIVE MANAGEMENT OF EXPATRIATE/S IN ORGANISATIONS.**  
Member: N82,500  
Non Member: N87,500  
Venue: NECA House  
Duration: 2 Days

1-4

### AUGUST

**15th-17th**  
**ENTREPRENEURSHIP DEVELOPMENT WORKSHOP FOR MANAGERS AND POTENTIAL RETIREES**  
Member: N115,500  
Non Member: N120,000  
Venue: NECA House  
Duration: 3 Days

1-4

### NOVEMBER

**7th-9th**  
**NIGERIAN LABOUR, EMPLOYMENT & CURRENT SOCIAL LAWS: KNOWLEDGE & APPLICATION**  
Member: N115,500  
Non Member: N120,000  
Venue: NECA House  
Duration: 3 Days

1-4

### MAY

**16th-18th**  
**NIGERIAN LABOUR, EMPLOYMENT & CURRENT SOCIAL LAWS: KNOWLEDGE & APPLICATION**  
Member: N115,500  
Non Member: N120,000  
Venue: TBA  
Duration: 3 Days

### MARCH

**16th-17th**  
**MANAGEMENT SKILLS DEVELOPMENT FOR NEW MANAGERS**  
Member: N82,500  
Non Member: N87,500  
Venue: NECA House  
Duration: 2 Days

**26th -28th**  
**NIGERIAN LABOUR, EMPLOYMENT AND CURRENT SOCIAL LAWS: KNOWLEDGE & APPLICATION**  
Member: N115,500  
Non Member: N120,000  
Venue: NECA House  
Duration: 3 Days

**27th-29th**  
**REAL ESTATE DEVELOPMENT COURSE**  
Member: N115,500  
Non Member: N120,000  
Venue: NECA House  
Duration: 3 Days

### SEPTEMBER

**18th-22nd**  
**51ST ADVANCED COURSE (RESIDENTIAL) ON HUMAN RESOURCES MANAGEMENT, EMPLOYMENT & LABOUR RELATIONS**  
Member: N225,500  
Non Member: N235,000  
Venue: TBA  
Duration: 5 Days

**15th-16th**  
**NEGOTIATION: STRATEGY FOR BUSINESS TRANSACTION AND RELATIONSHIP**  
Member: N82,500  
Non Member: N87,500  
Venue: NECA House  
Duration: 2 Days

### JUNE

**18th-22nd**  
**51st Advanced Course (Residential) on Human Resources Management, Employment & Labour Relations**  
Member: N225,500  
Non Member: N235,000  
Venue: TBA  
Duration: 5 Days

### MAY

**23rd-24th**  
**NECA RETREAT OF TECHNICAL COMMITTEES**  
Member: N85,000  
Non Member: N90,000  
Venue: TBA  
Duration: 2 Days

**10th-12th**  
**PLANNING FOR GOLDEN YEARS IN RETIREMENT: CONNECTING TO A QUALITATIVE FUTURE AFTER WORK LIFE**  
Member: N115,500  
Non Member: N120,000  
Venue: NECA House  
Duration: 3 Days

### JULY

**19th-21st**  
**BUSINESS COMMUNICATION, REPORT WRITING & PRESENTATION**  
Member: N115,500  
Non Member: N120,000  
Venue: NECA House  
Duration: 3 Days

### OCTOBER

**18th-20th**  
**PLANNING FOR GOLDEN YEARS IN RETIREMENT: CONNECTING TO A QUALITATIVE FUTURE AFTER WORK LIFE**  
Member: N115,500  
Non Member: N120,000  
Venue: TBA  
Duration: 3 Days



- Available Discounts for Early Payment.
- Discounts for 3 participants and above.
- Register to confirm nomination and a place on the programme
- TBA – To Be Announced

**(On Site & E-Learning)**