



**AEI CONSULTING &
SERVICES LTD**

**LEARNING AND
DEVELOPMENT
COURSES FOR 2023.**



CMD Certified Management Trainer.



**LEADERSHIP, GENERAL
MANAGEMENT, SALES, MARKETING
& FINANCE COURSES**

Leadership Courses for Whom: Dates: 2022 Page

LD1	Leadership Effectiveness for Young Leaders.	Executives, Directors, Managers & Team Leaders.	6-9 Mar.	17-21 July	4
LD2	Leading through crisis and uncertainty	Executives, Directors, Managers & Team Leaders.	13-16 Mar.	24-28 July	4
LD3	Leadership Intelligence for the Digital Age	Executives, Directors, Managers & Team Leaders.	20-23 Mar.	28 Aug-1 sept	5
LD4	Strategic Decision Making & Implementation	Executives, Directors, Managers & Team Leaders.	17-20 Apr	4-8 Sept	5
LD5	Leadership Competencies	Executives, Directors, Managers & Team Leaders.	15-18 May	9-13 oct	6
LD6	Building & Leading a High-Performance Team.	Executives, Directors, Managers & Team Leaders.	19-23 June	23-27 oct	6
General Management Courses					
GM1	Advanced supervisory skills	Directors, Managers, supervisors, team members	6-9 Mar	17-21 July	7
GM2	Personal Effectiveness & Time Management skills	Directors, Managers, supervisors, team members	13-16 Mar.	24-27 July	7
GM3	Analytical Reporting Skills	Directors, Managers, supervisors, team members	20-23 Mar.	7-10 Aug	8
GM4	Soft Skills for Engineers	Directors, Managers, supervisors, team members	27-30 Mar	14-17 Aug	8
GM5	Work Ethics & Attitudinal Change	Directors, Managers, supervisors, team members	17-20 Apr	14-17 Aug	9
GM6	Managing Millenium in the workplace	Directors, Managers, supervisors, team members	17-20 Apr	21-24 Aug	9
GM7	Managing virtual teams	Directors, Managers, supervisors,	17-20 Apr	28-31 Aug	10

		team members			
GM8	Workplace Communication	Directors, Managers, supervisors, team members	17-20 Apr	4-7 Sept	10
GM9	Critical Thinking Skills	Directors, Managers, supervisors, team members	8-11 May	11-14 Sept	11
GM10	Analytical skills	Directors, Managers, supervisors, team members	15-18 May	18-21 Sept	11
GM11	Working with Others	Directors, Managers, supervisors, team members	22-25 May	18-21 Sept	12
GM12	Managing People and Projects	Directors, Managers, supervisors, team members	29 May-1 June	2-5 oct	12
GM13	High Performance Team	Directors, Managers, supervisors, team members	5-8 June	9-12 oct	13
GM14	Attention to Details Skills	Directors, Managers, supervisors, team members	19-22 June	16-19 oct	13
GM15	Emotional Intelligence	Directors, Managers, supervisors, team members	19-22 June	23-26 oct	14
GM16	Developing Business Acumen	Directors, Managers, supervisors, team members	19-22 June	6-9 Nov	14
GM17	Project Management	Directors, Managers, supervisors, team members	3-6 July	6-9 Nov	15
GM18	HR for Non-HR Managers	Directors, Managers, supervisors, team members	10-13 July	13-16 Nov	15
Sales & Marketing					
SM1	Advanced sales Managers	Directors, Managers, supervisors,	27-30 Mar.	14-17 Aug	16

		team members			
SM2	Sales Associates Skills	Directors, Managers, supervisors, team members	3-6 Apr	21-24 Aug	16
SM3	Marketing Associates Skills	Directors, Managers, supervisors, team members	15-18 May	18-21 Sept	17
SM4	Customer Care Customers	Directors, Managers, supervisors, team members	22-25 May	2-5 oct	17
Finance & Audit					
FA1	Inventory & Stock Management	Directors, Managers, supervisors, team members	17-20 Apr	7-10 Aug	18
FA2	Budgeting and Budgetary control	Directors, Managers, supervisors, team members	24-27 Apr	7-10 Aug	18
FA3	Strategic Financial Analysis & Evaluation	Directors, Managers, supervisors, team members	29 May-1 June	18-21 Sept	19
FA4	Managing Internal Audit	Directors, Managers, supervisors, team members	5-8 June	18-21 Sept	19
FA5	Internal Audit- Professional Approaches	Directors, Managers, supervisors, team members	19-22 June	9-12 oct	20
FA6	Financial Intelligence for Non - Finance professionals	Directors, Managers, supervisors, team members	10-13 July	16-19 oct	20

Training Methodology/Other Information-21

LD1: LEADERSHIP EFFECTIVENESS FOR YOUNG LEADERS



Contemporary leadership skills are needed for both personal and professional growth. This course is designed to equip young leaders with tools for tomorrow leadership challenge.

What you will learn:

- You will learn about various leadership styles, your personal leadership style, and competencies for meeting tomorrow leadership challenge.
- Building a competitive Team
- Communicating for Results
- Productive Use of Power and Influence
- Ethical Dilemmas and its implications

**LD2: LEADING THROUGH CRISIS
AND UNCERTAINTY**



Today, we live and operate in a world of crisis-health crisis, economic crisis, and political crisis- no thanks to the current global pandemic. This course is designed to equip leaders and potential leaders with skills for responding, intervening, and successfully leading the organization out crisis and uncertainty

What you will learn:

- The Nature of crisis
- Leading in time of VUCA (Volatility, Uncertainty, Complexity, Ambiguity)
- How people and leaders respond to crises
- Leaders' interventions in keeping the team motivated and productive
- How to lead and work with remote teams - tools and best practices

**LD3: LEADERSHIP INTELLIGENCE
FOR THE DIGITAL AGE.**



Leading in the digital age requires a great of new skills as many of the skills are exiting, eroding and new skills emerging. This course is to equip leaders with what it takes to be a strong leader in the digital economy

What you will learn:

- Key challenges impacting corporate leaders of today
- Mega trends shaping the future of leadership
- Skill sets/mindsets that leaders should acquire and let go
- 3E's of Leadership skills
 - Existing skills
 - Eroding skills
 - Emerging skills
- 4 Mindsets of leaders
 - Producers' mindsets
 - Investor's mindsets
 - Connector's mindsets
 - Explore's mindsets
- Examine future leadership models
- C-suite action Plan
- Building a community of leaders

LD5: LEADERSHIP COMPETENCIES



We operate in a changed workplace of a changed world. There is uncertainty in the air and many organizations have been forced to change their working or operating styles, including working from home. Organisations must fashion new strategies to address the current challenges to stay competitive and productive.

What you will learn:

- Understand strategy and its management process
- Understand the new decision-making process
- Understand Individuals personal Decision-making behavior
- Formulate strategies to address the new challenges.
- Strategy implementation: what managers need to know.
- Developing a strategic mindset
- 4 disciplines of Execution

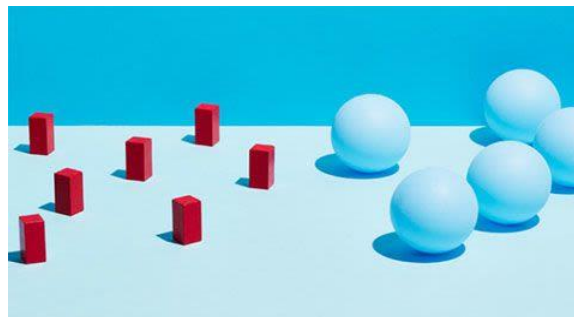
LD4: STRATEGIC DECISION MAKING AND IMPLEMENTATION



In today's global economy, a company's long-term success is determined by the ability of its senior executives to lead effectively through periods of economic uncertainty. Designed to equip leaders with knowledge to achieve their corporate agenda, this executive leadership course prepares you to navigate adversity, foster a culture of leadership, build productive teams, and drive sustainable growth.

What you will learn:

- Leadership competencies and styles
- The 3E's of leadership competencies-exiting, eroding, emerging competencies
- Determine your leadership styles using the 3E's model
- The 3 dimensions of motivating people and inspiring performance.
- Navigate adversity and resolve conflicts,
- Create a culture of leadership and ownership among employees.



Building teams can be challenging because it requires bringing together and managing different kinds of people. Skilled managers use a variety of tools and techniques for building high performance teams.

This course is designed to equip participants with modern tool building a team and identifying team player types, brain writing, management of disagreements, analysing tools, self-assessment and more.

What you will learn:

- Identify different types of teams
- Recognize and interpret the five stages of team development
- Establish team norms, Inspire, and motivate team members
- Build teamwork by applying the twelve characteristics of an effective team
- Recognize the key elements that move a team from involvement to empowerment, and give these elements to your team
- Develop strategies for dealing with team conflict and common problems

LD6: BUILDING AND LEADING

**GM1: ADVANCED
SUPERVISORY SKILLS.**



This course is designed to equip participants with supervisory and leadership skills to improve their level of efficiency and effectiveness.

What you will learn:

- Setting Objectives and Targets
- Leadership skills for supervisors
- Leading a successful team
- The 3 Ds of Motivation
- Time and stress management
- Develop problem solving skills
- Use verbal communication skills to influence team members.



Personal effectiveness and time management is at the core of Organisational Productivity. This course is designed to equip participants with 21st century proven tools for personal effectiveness and time management for improving productivity in the workplace.

What you will learn:

- Setting SMARTER goals
- Setting priorities
- Personal time management styles
- The 4 quadrant and productivity
- Managing and influencing your team
- Winning, managing, and retaining your clients.

CM2- PERSONAL EFFECTIVENESS

ANALYTICAL REPORTING SKILLS.

GM3: ANALYTICAL REPORTING SKILLS



Analytical Reporting has become a vital part of business intelligence for every forward-looking Organisation. This course is designed to equip participants with insight into the world of data sources, data analysis, data presentation, data interpretation and analytical report writing skills for making informed business decisions.

What you will learn:

- Understand how to create an analytical report for a business
- How and where to source for data for analysis
- How to analyse data
- Present information easy to understand and interpret
- Draw findings, conclusions and make recommendation for business decisions.

GM4: SOFT SKILLS FOR ENGINEERS



Good specifications will always improve programmer productivity far better than any programming tool or technique says Milt Bryce.

This course is designed for software, mechanical, civil, electrical, structural, electronic, marine, petroleum engineers, computer, and other engineers to equip them with tools for collaboration, adaptability, leadership, and more.....

What you will learn:

- Verbal and non-verbal communication tools for managing stakeholders
- Creative in problem solving
- Adapt to challenging situations
- Collaborate with team members for team success
- Being emotionally intelligent
- Financial intelligence for engineers.

GM5: WORK ETHICS AND ATTITUDINAL CHANGE



A positive attitude and work ethics are pivotal for individual and organizational productivity. The course is designed to help employees build positive work attitudes and work ethics for attainment of personal and organisational objectives.

What you will learn:

- About behaviors that enhance productivity in the workplace.
- Break habits that contribute to negativity.
- Good work ethics are for the work environment
- Develop the right attitude to work
- Importance of attendance and punctuality to work
- Character traits job performance and productivity.



Millennials possess unique characteristics that need to be embraced and harnessed in the workplace if you want to breed loyalty. This course is designed to equip managers on how to identify, understand their needs, and collaborate to harness their skills for maximum productivity.

What you will learn:

- Who are the millennials?
- Understand their unique characteristics
- How a manager can motivate them and
- Inspire them in the workplace
- Coaching, mentoring, and counseling skills for millennials

GM7: MANAGING VIRTUAL TEAMS

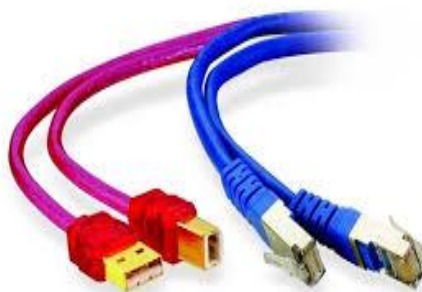
**GM6: MANAGING MILLENNIUM
IN THE WORKPLACE**



The idea of a Virtual team had been in existence, but it became very popular in the year 2020, when the world was forced to, almost, shut down because of the covid-19 pandemic. This course is designed to equip participants with tools for working in and managing virtual teams.

What you will learn:

- The definition of virtual team
- The most common types of virtual teams
- The main benefits of virtual teams
- Virtual Team challenges & resolving them
- Critical Success Factors for Managing a successful virtual team.
-



This course is designed to connect with different types of people when you need to communicate a new idea to senior managers, influence your colleagues to support your proposal or inspire direct reports to make a change. Participants will be equipped with specific tools and strategies to project confidence, creditability, trust-wardness, and understandings when communicating with different audiences.

What you will learn:

- Understand communication and its role in improving productivity
- Develop competencies in connecting with different audiences
- How to influence others throughout the organization
- How to motivate others throughout the organization
- Develop self-confidence and deliver impactful presentations

GM9: DEVELOPING CRITICAL THINKING SKILLS

GM8: WORKPLACE COMMUNICATION



This course will enable participants to demonstrate clearer and more effective critical thinking skills for business. Effective Critical thinking skill is necessary for individual and team's problem solving, decision making and help resolve conflict resolution in the workplace.

What you will learn:

- The Mindset for Critical Thinking
- Clarifying Problems Using Critical Thinking Techniques
- Developing Solutions and Solving Problems with Critical Thinking Skills
- Understanding Your Mindset for Critical Thinking
- Organizational Context and Awareness for Critical Thinking
- Implementing Your New Knowledge and Skills



The importance of developing Your Analytical Skills in for workplace effectiveness cannot be over emphasized. In this era of information revolution, to make effective decisions will require you to assess the credibility of information, conduct research, gather data methodically, or act on instinct and follow the latest trends. In this course, you'll learn the basics to implement a process for data analysis that ensures you're focusing on the most critical information, involving the right people, and conveying your message in terms your audiences will understand.

What you will learn:

- Analytical Skills and Data Analysis
- The Planning Phase
- The Analysis Phase
- The Conclusion and Reporting Process
- Telling Your Story

GM11: WORKING WITH OTHERS

SKILLS



Working with others to get things done require a great level of interpersonal relationship skills your position or title in the organization notwithstanding. You will be equipped with simple techniques that will help you get the job done more effectively and efficiently, whether you need the assistance and cooperation of coworkers, people in other departments, or even managers.

What you will learn:

- Identify situation in which you may need to get things done without authority.
- Communicate your way to cooperation.
- Work with the organization up and down to reach goals.
- Use influence effectively.
- Build effective alliance that encourage others to work with you.
- Rally people through teamwork and positive energy.



Are you ready to develop a **high-performance team** and get more done? **Resolve team conflict** using emotional intelligence and **get more from your team** by adapting your management style to every situation? You'll learn how to:

Motivate every member of your team – even if they don't share your values
Use positive and corrective feedback to turn problem employees around and maximize productivity. Apply the most relevant conflict resolution style to eliminate friction

What you will learn:

- Understand the manager's role
- Motivate teams and individuals
- Communicate goals and objectives
- Delegate effectively
- Develop their teams
- Deal with poor performance issues
- Manage change



Developing the high performing team takes time and effort. But above all, it requires an understanding of the dynamics of high performing teams. This programme helps managers and leaders understand what high performing teams do and how they do it.

What you will learn:

- The concept of 'team building; The difference between a team and a high performing team;
- The team environment, Setting the scene, building rapport; Active listening; Team goals and role profiling
- Effective team meetings and influencing in team meetings
- Effective communication techniques; Giving and receiving feedback
- How to manage conflict; Team skills; Motivating team members

GM15: EMOTIONAL INTELLIGENCE

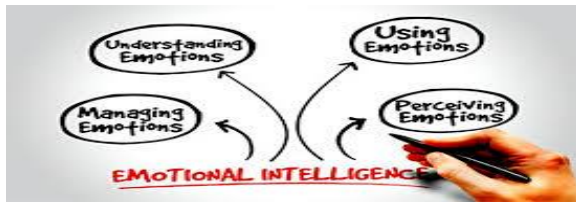


Attention to detail skills and tools is a necessity for all professionals if we are to avoid mistakes, errors and improve quality, success rate, productivity and maximize the wealth of the stakeholders. This course is designed to help participants become more detail-oriented and effective in management.

What you will learn:

- Overview of Attention to details
- Types and aspects of attention
- Fundamental elements of attention to detail
- Observation Skills
- Active Listening Skills

**GM14: ATTENTION TO DETAILS
SKILLS**



Emotional Intelligence (EI) competencies are at the heart of effective workplace relationships and productivity. Through this course, you will learn and practice the EI skills that are the core of achieving personal awareness, connecting with others, managing stress, engaging healthy conflict and collaboration, and exhibiting resilience and optimism.

What you will learn:

- Gained an insight into emotional intelligence, what it is and how you can use it
- Developed self-awareness and self-management of personal emotions
- Explored ways to advance personal emotional intelligence
- Recognised emotions in others, responding to those emotions to inspire high performance
- Understood the consequences of behaviour and weigh decisions before action



Developing Business Acumen for Personal Effectiveness is designed to acquaint participants with modern business tools for managing a business and the need for them to align their efforts to organisational business goals and improve effectiveness on their work.

What you will learn:

- Understand the vision, mission, and core values of the organization.
- Learn and demonstrate confidence in financial terms
- Understand and support new processes that align with corporate strategy
- Better communicate corporate strategy
- Align personal priorities with organisational goals
- Develop effectiveness in handling information overload
- Be more customer focused by handling problem customers effectively



Covering the entire project life cycle, this course is based on the best practices found in the Project Management

What you will learn:

- Align project objectives to your organization's strategic objectives
- Utilise tried and proven project management tools to get the job done on time, within budget, and in accordance with requirements
- A proactive approach to qualitative and quantitative risk analysis.



This course introduces human resource issues to managers and supervisors who are expected to deal with human resource issues as part of their deliverables. Participants will be introduced to HR concepts including performance reviews, discipline, termination, absenteeism, diversity, and benefits.

What you will learn:

- Human Resource Definitions
- Evolution Of HRM
- Recruitment and Selection
- Training and Development
- Functions and Challenges of Training and Development
- Modern Role of HR
- Skills for Managing Human Resources

**GM18: HUMAN RESOURCES FOR
NON-HUMAN RESOURCE**



This course is designed to equip participants with fundamental skills required to manage, influence, and motivate a highly productive sales team.

What you will learn:

- Manage a highly motivated sales team
- Use of technological tools to enhance team productivity
- Conduct effective sales training meetings
- Develop strategic and exceptional customer service plan for winning and retaining customers.
- Develop effective strategies for new business opportunities, including price penetration strategy.
- Incorporate social media marketing best practices to increase sales



Selling is a fundamental skill in today's progressively complicated market. Many new methods and techniques have been developed to prepare salespeople in facing the new challenges of the market, however not all of them are successful in their approach. This course has been designed to equip participants with a portfolio sales solution for different environment.

What you will learn:

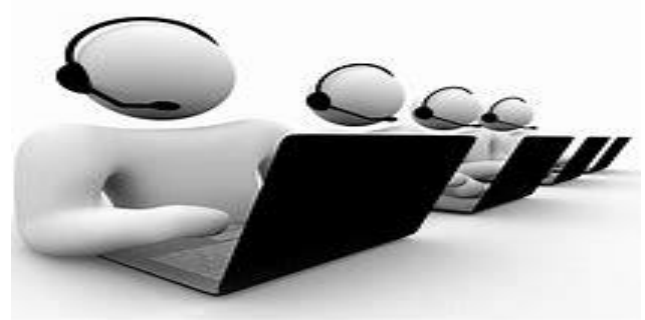
- Understanding Buying Motive
- Framework for Selling
- Developing product Knowledge
- Strategies to follow in selling
- Structuring Your Sales Pitch
- Modern Approaches of Selling
- The Art of Selling
- Improving your active Listening Skills
- Improving your selling communication skills



Marketing covers many areas, and this course is designed to cover a variety of topics. This course is useful for people who have little exposure to marketing and its significance in promoting the products and services of an organisation.

What you will learn:

- Introduction to Marketing
- Understanding Customers
- Marketing Strategy
- Marketing Mix: Product
- Marketing Mix: Place/Distribution, promotion
- Marketing Analysis



This course is designed for improving customer satisfaction by Call Centre employees and Managers. Participants will be empowered with tools to deliver high quality customer service and sales support over the telephone, making a great first impression using verbal and non-verbal communications, build rapport with customers, and manage emotional customers

What you will learn:

- Overview of customer service
- Effectively question and listen to callers
- Importance of Body language in service delivery
- Verbal and non-verbal communication
- Handling the Big Momentum and Objections
- Techniques for dealing with difficult calls
- Emotional Intelligence

Target Audience: All call centers employees including team leaders, sales, and marketing representatives.



Inventory and Stock Control Management is critical to an organization as it is a measure of an organization's ability to manage liquidity effectively and efficiently. This course is designed to equip participants with techniques to manage and control inventory levels, the cost and the risk associated with inventories to improve the bottom line.

What you will learn:

- Elements and classifications of inventory
- Inventory and supply chain management
- Inventory control system
- Inventory and stock management best practices.

FA2: BUDGET AND BUDGETARY CONTROL



Budgeting is a core planning function. The budget is a tool that helps managers and supervisors to direct effort, streamline, control and evaluate activities. This course is designed to equip participants with the competencies required to effectively carry out budgeting and budgetary control functions in organisations.

What you will learn:

- How to link budget with the overall strategy of the organization
- Learn costing and budgeting terminology used in business
- Understand the importance of a well-defined costing and budgeting process
- Master traditional techniques and recent best practices
- Link finance and operation for budgeting purposes and strategy execution
- Using excel tools for budget preparation

FA3: STRATEGIC FINANCIAL ANALYSIS AND EVALUATION



Assessing past performance, current financial position and making predictions about the future financial performance of an organisation is essential to evaluating the effectiveness and efficiency of management. Strategic financial analysis is a tool for making complex treasury, financial, investment, management, and credit decisions. This course is designed to equip participants with model tools for assessing the financial health of an organisation.

What you will learn:

- Gain wider exposure to financial analysis tools and business applications
- Interpret trends shown in each financial statement
- Comment on their own and competitor's liquidity, efficiency, and funding
- Assess the influential role of all stakeholders
- Exploit the growing strategic role in developing competitive advantage



This course is designed to equip the participants with an in-depth knowledge of the processes, policies, procedures, and systems required for effective management of Internal Audit.

What you will learn:

- Types of internal control
- Internal Audit Management
- Assessment of Internal Audit Functions
- Risks Identification
- Risk management methodology
- Internal audit and corporate governance
- Fraud Assessment, fraud management and control
- Soft skills for Internal Audit

FA5: INTERNAL AUDIT PROFESSIONAL APPROACHES



This course is designed to equip participants knowledge of the core principles and techniques required for the professional conduct of Internal Auditing. They will be exposed to the significance of the internal audit functions and the disciplined approaches to examining the internal control environment and audit governance within an organisation

What you will learn:

- Knowledge of Internal Audit functions and methodology
- Recognize specific risk issues in Business Processes.
- Developing audit observations and findings
- Defining audit scope and key activities
- About the roles and responsibilities of internal auditors within an organization
- Develop audit report writing skills.
- Soft skills for Auditors

FA6: DEVELOPING FINANCIAL INTELLIGENCE



Financial awareness is an essential requirement for every role and at every level in organisations. In this course participants will be equipped with financial and management tools necessary to navigate the murky waters of contemporary business management.

What you will learn:

- Analyse financial statements and use ratios to interpret corporate performance.
- Appreciate the significant importance of cash flow (rather than profit) and discounted cash flow (DCF) in creating shareholder value.
- Appreciate the role of managers in the budget process.
- Determine the cost of capital to evaluate alternative sources of financing and optimal financial structure (gearing).
- Effectively manage cash and working capital to reduce costs and improve cash flow

TRAINING METHODOLOGIES



- **Terms: Our terms are excellent and negotiable for all Programmes, including *INPLANTS*.**

Why You Should Use Us

- In the Past few years, we have made an inroad into the Oil and Gas, Marine as well as manufacturing sectors. Today, we have Major oil firms, Marine agencies and some manufacturing companies some of our clients. These clients are a testament to the calibre of the Organisation's that we are currently working with.
- **Also, in each of our training programmes, participants will get to listen to some notable world speakers on subject area like JOHN MAXWELL, BRAIN TRACY, JACK CANFIELD, ETC VIA AUDIO VISUAL MECHANISM.**

OTHER INFORMATION:

- **Course duration: 4 days (Abridged 2 days). Available as In-House, Online, & Physical.**
- **Fee: #190,000.00 per participant. Negotiable depending on number of participants.**