

BUSINESS STRATEGY/PERSONAL DEVELOPMENT

STRATEGIC BUSINESS PLANNING

Many organisations fail to optimise business performance by not having clear strategies in place, not recognizing potential future problems thus not enabling pre-emptive action to be identified and taken. This workshop considers the key facets of the business in order to create a planning framework for the future and so capitalize on the strengths of their business.

Who should attend?

All personnel involved in or wishing to gain a better understanding of the planning process.

What will they learn?

How to assess the current position
Why businesses fail or fail to grow
How to identify future strategies
How to plan for the key elements of the business

CONTENT

The need to plan
Planning - processes, people and commitment
Avoiding business failure
Formulating the business plan
History and position of the enterprise to date. Mission statements, objectives, Action plans
Establishing the contingency Plan
An integrated approach to planning
Budgeting for the future - Market Research, Sales, Marketing Products and Services, People, Other Resources
Introducing the Financial Plan
Monitoring against the plans
Action Planning - the way ahead

Course Information

Duration

2 Days

Fee

N 35,950 per person

CREDIT CONTROL – A NON-TECHNICAL APPROACH

Many organizations could improve cash flow by reducing the risks of providing credit to late or non-paying customers/clients and by using well thought out strategies to obtain payment. This two-day workshop identifies ways of minimizing credits and its associated risks. It also identifies procedures and controls to monitor and improve credit control together with an introduction to the use of sophisticated tools to improve cash flows.

Who should attend?

Personnel involved in the assessment of credit or actively involved in the credit control function.

What will they learn?

- Ways of reducing credit and risk
- Assessing customer's/clients credit-worthiness
- Alternatives to legal action 'The legal process 'Ways of enforcing judgment

CONTENT

Defining credit
Ways of minimizing credit risk, Terms and Conditions, Assessing credit-worthiness, Setting and using credit limits, Debt collection procedures, Alternative to legal action, Introducing small payments vs. balloon payments, Enforcing judgment, Action Planning

The course is supported by case studies, which contain worked examples and practical exercises, which combined, provide excellent post-course reference.

Course Information

Duration

2 Days

Fee

N 28,950 per person

BUSINESS STRATEGY & PLANNING

Having keen insight, market sensibilities and the ability to understand environmental influences are key attributes of the competent managers. As the Nigerian economy enters a new phase, crafting appropriate corporate strategy has become more important in order to proactively embrace emerging opportunities and take advantage of the challenges the environment throws up.

Our skill-building programme considers the planning stage through to strategy formulation operational issues and implementation of all plans.

What will they learn?

Participants will:

Learn concepts and necessary tools for crafting appropriate strategy

Know how to organise and implement strategic plans

What will they learn?

- The concept of effective strategic management
- Strategic management systems & tools
- Creating appropriate vision, mission,
- Objectives, values & behaviours
- Analyzing the internal environment, trends and impacts
- Analyzing the external environment trends and impacts
- Pinpointing key success factors
- Identifying strategic options
- Scenario development & analysis
- Choosing appropriate strategy
- Preparing detailed action plans
- The planning organisation
- Strategic performance measurement, - monitoring & control
- Organisation growth & structures.

Who should attend?

Corporate Planning Officers and Managers at all levels who contribute meaningfully to the progress of the Organisation

Fee

N32,500.00 per participant

Duration

3 Days

SETTING PERFORMANCE METRICS FOR BUSINESS

Today, senior management requires performance measures that can assess current positions and predict future performance. Management need to be confident that results are not guess work but a summation of activities and processes given an attainable standard of performance. Appropriate metrics would assist any business to assess its ability to meet customer needs and business objectives.

Learning Objectives

The course will:

- Provide managers with a clear line of sight of corporate objectives by linking measures to the overall business strategy
- Increase the understanding of how the operational success factors drive financial results. Provide a tool to monitor performance using quantitative and qualitative measures.
- Develop reward systems that closely align reward with performance measurements.

Learning Contents

- The critical need for performance measures
- Requirements of performance metrics
- Aligning measurements throughout the organization
- Building functional performance measurements
- Building operational performance measurements
- Building process performance measures
- Measuring customer satisfaction
- Overcoming implementation obstacles and challenges
- Linking reward to performance measurements

Who should attend?

Head of Units, Managers in all functions

Fee:

N 29,500.00 per participant

Duration

3 Days

BUILDING AND IMPLEMENTING BALANCED SCORECARD(S) AS AN ALTERNATIVE MEASURE OF PERFORMANCE

The Balanced Scorecard is a unique management system that focuses an organisation on its strategy as derived from its vision. It is now possible using the balanced scorecard to align every resource and business unit and provide logical architecture for performance management. Indeed, the 'lagging' financial measures for gauging performance are complemented with 'leading' measures set from the perspectives of customer satisfaction, internal business processes and organisation learning and growth. It requires a significant commitment to the concept of improvement in performance across board as opposed to issuing profits or other indices for performance.

What will they learn?

Participants will:

- Understand the balanced scorecard concept
- Build a balanced scorecard for their Department, Units and then company wide
- Use the balanced scorecard as a measurement tool.

Learning Contents

- The origin & evolution of the balanced score card- as conceived by Kaplan and improved upon by other managers
- Principles of the strategy focused organisation.
- Building Corporate and Unit Scorecards.
- Implementation and Periodic Reviews.
- Alignment of the reward system with continuous improvement initiatives.
- The Balanced Scorecard project: Implementation concerns.
- Securing support.
- Setting milestones & schedules.
- Mobilizing for success.

Who should attend?

Executives and managers in technical, operations, administrative and human resources function who have obligation to improve their output to help the company.

Fee:

N28,500.00 per candidate

Duration 3 Days

HOW TO PREPARE BUSINESS PLANS

Whether to prospect a new venture or run an existing business, business plans are indispensable. Organisations with the business planning culture invariably find it easier to succeed, yet the temptation to avoid or run from writing one is ever present. In many cases the written plans themselves are grossly inadequate and the language unfocused. This course makes business plans simple enough for every officer, manager to write and implement.

What will they learn?

Participants will:

- Know how to research their business ideas and gather data
- Know how to reduce ideas to financial information
- Appreciate business risks prevalent in particular sector being operated in
- Carry out business environment scanning
- Produce business plans.

What will they learn?

- Structure of a business plan
- Planning vs. Budgeting
- How did we get here?
- Market situation and forces
- Operations plan
- Management issues
- Making the proposal
- Forecasting techniques
- Financial projections
- Risk analysis
- Confidentiality
- Communicating the plan

Who should attend?

Officers, managers

Fee

N30,500.00 per participant

Duration

3 Days