



**TL FIRST LEADERSHIP ACADEMY**  
**Delivering Tomorrow, Today®**

**Local and International  
Leadership, Management and  
Technical Programmes**

## **TRAINING CALENDAR 2019**



### **GOLD STAR TRAINING AWARD**

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# ABOUT US

## TL FIRST INTEGRATED MANAGEMENT GROUP



***We** are a leading global consulting group of Chartered & Certified Accountants, Productivity & Improvement Advisers, and Leadership & Management Transformation Consultants, with over 40 years of delivering organisational transformation and leadership development across Government, across Businesses, and across the World*

***With** its head office in the UK, we have offices in Nigeria, United States of America, Ghana and United Arab Emirates.*

***Led** by a Nigerian, our Advisers, Consultants and Faculties (of seven nationalities) are proven leaders of reform across the world, and now retained as policy makers and advisers to multinational companies and government.*

# **PROGRAMMES OUTLINE**

- Category 1 Governance, Leadership and Top Management Programmes (Local)**
- Category 2 Middle to Senior Management Programmes (Local)**
- Category 3 Human Resources Management Programme (Local)**
- Category 4 Finance, Accounting and Risk Management Programmes (Local)**
- Category 5 Petroleum, Oil, Gas and Energy Programmes (Local)**
- Category 6 Other Local Programmes**
- Category 7 International Training Programmes**

# **TRAINING METHODOLOGY**

A spiral-bound notebook is shown on the left side of the slide, with its pages slightly fanned out. The notebook is positioned vertically, with the spiral binding on the left edge. The pages are white with faint lines, and the spiral is a dark color. The notebook is set against a background of overlapping, semi-transparent geometric shapes in shades of gray and white.

**Pre Training Reading**

**Classroom Facilitation by our Resource Persons**

**Case Studies and Peer Review of a variety of Scenarios and Organisations**

**Group Work and Role Play**

**Video Presentations ; Ongoing Online Mentoring and Resource**

**Presentations by Participants**

**Evaluation of Participants on Learning and Class Participation**

**Assessment of Candidates and Feedback Report to the Organization.**

**Communiques and Organizational Reports etc.**



# LOCAL AND INTERNATIONAL LEAD FACULTIES

*Our Advisers, Consultants and Programme Facilitators are proven leaders of reform that have delivered major programmes across the world. Most of them are now retained as policy makers and advisers to multinational companies and government.*



**Dr Olu Olasode**  
Lead Faculty



**Professor Richard Scase**  
Economic Globalisation



**Professor Paul Philippe**  
Performance Management



**Sir Peter Westland CBE FRSA**  
The Westminster Experience



**Dr Kurt Ramin**  
Global Standards and Accountability  
Member of IASB Committee UK



**Michael Amoah BSc MSc FCCA**  
Finance and Planning



**Carol Anne Slater RGN MBA FRSA DH Fellow**  
Business Strategy



**Clive Dove Dixon**  
Innovation and Creativity



**Dr Charles Buckman**  
Strategic Alliances & Partnerships



**Stephen Clarke**  
Governance & People



**Dr. Niron Ogunoshun**  
Culture Transformation



**Linda Phipps BA MSc DipTP CMLT CFIM FRSA**  
Organisational Reform

# LOCAL AND INTERNATIONAL OFFICES AND FACILITIES



**Abuja**



**London**



**Lagos**



**Dubai**





# GOVERNANCE, LEADERSHIP AND TOP MANAGEMENT PROGRAMMES

TRAINING COURSES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	<b>CATEGORY 1: GOVERNANCE, LEADERSHIP AND TOP MANAGEMENT PROGRAMMES (N130,000)</b>												
1.1	Leadership, Innovation and Enterprise Skills	29-31 (Lag)			24-26 (Abj)				13-15 (Lag)			27-29 (Abj)	
1.2	Leading and Managing Through Strategic Planning and Innovation			26-28 (Lag)			19-21 (Lag)			18-20 (Abj)		27-29 (Abj)	
1.3	Strategy Excellence-From Strategic Vision to Tactical Execution	29-31 (Lag)				21-23 (Lag)		23-25 (Lag)			21-25 (Abj)		
1.4	Management skills and techniques		5-6 (Lag)		25-26 (Lag)			24-25 (Abj)		19-20 (Abj)		28-29 (Lag)	
1.5	Integrating Strategic, Operational and Tactical Leadership for Outstanding Performance			27-29 (Lag)							28-30 (Abj)		
1.6	Developing Leadership Competencies	28-30 (Lag)			23-25 (Lag)			24-26 (Abj)			29-31 (Lag)		
1.7	Building and Developing Productive People	29-30 (Lag)			23-24 (Abj)			24-25 (Lag)				27-28 (Abj)	
1.8	Change Management for Middle Managers			26-27 (Abj)						17-18 (Lag)			
1.9	Corporate & Financial Governance, and Market Leadership			26-28 (Lag)					13-15 (Lag)				
1.10	Developing and Retaining Workforce Talents					22-23 (Lag)			14-15 (Abj)				
1.11	Executing Reform Programmes						18-19 (Lag)						
1.12	Handling Business Repositioning Challenges	29-30 (Lag)				21-22 (Lag)				17-18 (Abj)		27-28 (Abj)	
1.13	Leadership Beyond Visioning: Delivering Tomorrow Today		4-8 (Lag)							23-27 (Abj)			
1.14	Leadership, Strategy, Transformation and Change		4-8 (Lag)							23-27 (Abj)			
1.15	Managing People, Structure and Organisational DNA					22-24 (Lag)					21-25 (Abj)		
1.16	Public Sector & Economic Governance, and Revenue Generation				24-26 (Lag)						22-24 (Abj)		
1.17	Transforming Top Leaders and Executives	30-31 (Lag)					19-20 (Abj)		15-16 (Lag)				

# MIDDLE TO SENIOR MANAGEMENT PROGRAMMES

TRAINING COURSES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2	<a href="#"><u>CATEGORY 2: MIDDLE - SENIOR MANAGEMENT PROGRAMMES (N130,000)</u></a>												
2.1	Records Management, Information and Institutional Continuity	29-31 (Lag)			24-26 (Lag)				13-15 (Abj)			27-29 (Lag)	
2.2	Project and Programme Management			26-28 (Lag)			19-21 (Abj)			18-20 (Lag)		27-29 (Abj)	
2.3	Information Management for Executives	29-31 (Lag)				21-23 (Abj)		23-25 (Lag)			29-31 (Abj)		
2.4	Management and Business Support Skills for Personal Assistants		5-6 (Lag)		25-26 (Abj)			24-25 (Lag)		19-20 (Abj)		28-29 (Lag)	
2.5	Effective Office Management Skills for Admin Support Staff			27-29 (Lag)							28-30 (Abj)		
2.6	Effective Communication for Better Workplace Efficiency	28-30 (Lag)			23-25 (Lag)			24-26 (Abj)			29-31 (Lag)		
2.7	Workplace Etiquette and Professional Image Management	29-30 (Lag)			23-24 (Abj)			24-25 (Lag)				27-28 (Abj)	
2.8	Strategic Marketing and Business Development			26-27 (Lag)						17-18 (Abj)			
2.9	Corporate Work Ethics & Interpersonal Relationship			26-28 (Abj)					13-15 (Lag)				
2.10	Personal Efficiency Course					22-23 (Lag)			14-15 (Abj)				
2.11	Managing People, Structure & Organisational DNA						18-19 (Lag)						
2.12	Senior Management Development Programme	29-30 (Lag)				21-22 (Abj)				17-18 (Lag)		27-28 (Abj)	
2.13	Change Management for Mid-Level Managers		5-7 (Lag)							24-26 (Abj)			
2.14	Preparatory Leadership		5-7 (Lag)							24-26 (Abj)			
2.15	Leadership Support Programme for Personal Assistant					22-24 (Lag)					23-25 (Abj)		
2.16	Training for Management of RFPs				24-26 (Lag)						22-24 (Abj)		
2.17	Programme Management for Executive Assistants and Secretaries	30-31 (Lag)					19-20 (Abj)		15-16 (Lag)				



# HUMAN RESOURCES MANAGEMENT PROGRAMME

TRAINING COURSES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3	<u><a href="#">CATEGORY 3: HUMAN RESOURCES MANAGEMENT (N70.000)</a></u>												
3.1	People, Culture and Change Management	29-31 (Lag)			24-26 (Abj)				13-15 (Lag)			27-29 (Abj)	
3.2	Performance Management, Developing KPIs and Reports			26-28 (Lag)			19-21 (Lag)			18-20 (Abj)		27-29 (Lag)	
3.3	Records Management, Project Tracking and Institutional Continuity	29-31 (Lag)				21-23 (Lag)		23-25 (Lag)			29-31 (Abj)		
3.4	Developing and Retaining Workforce Talents		5-6 (Lag)		25-26 (Lag)			24-25 (Abj)		19-20 (Lag)		28-29 (Abj)	
3.5	Advanced Management Evaluation			27-29 (Lag)							28-30 (Abj)		
3.6	Effective Performance Management System	28-30 (Lag)			23-25 (Lag)			24-26 (Abj)			29-31 (Lag)		
3.7	Conflict Management, Team Working, Relationship, and Work Ethics	29-30 (Lag)			23-24 (Abj)			24-25 (Lag)				27-28 (Abj)	
3.8	Managing Employee Performance, Behaviour and Attitude			26-27 (Lag)						17-18 (Lag)			
3.9	Management Transition			26-28 (Lag)					13-15 (Abj)				
3.10	Designing and Implementing Competency Framework and Assessment Tools					20-25 (Lag)			12-16 (Abj)				
3.11	Integrating Performance and Progress						18-19 (Lag)						
3.12	Talent Acquisition: The Total Recruitment Process	29-30 (Lag)				21-22 (Lag)				17-18 (Abj)		27-28 (Lag)	
3.13	Human Resource Business Partner		5-7 (Lag)							24-26 (Abj)			
3.14	Transforming Human Capital and Reshaping Culture		5-7 (Lag)							24-26 (Abj)			
3.15	Managing People, Culture and Organisational DNA					22-24 (Lag)					23-25 (Abj)		
3.16	Design, Implementation and Embedding a Balance Scorecard				22-26 (Lag)						22-26 (Lag)		
3.17	Human Capital and Culture Transformation	30-31 (Lag)					19-20 (Lag)		15-16 (Abj)				

# FINANCE, ACCOUNTING AND RISK MANAGEMENT PROGRAMMES

TRAINING COURSES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
4	<u>CATEGORY 4: CORPORATE FINANCE, ACCOUNTING AND RISK MANAGEMENT (N95,000)</u>												
4.1	Financial Resilience, Cost Control and Risk Management	29-31 (Lag)			24-26 (Lag)				13-15 (Abj)			27-29 (Lag)	
4.2	Financial Analysis, Budgetary Control, Financial Reporting and Debt Recovery			26-28 (Lag)			19-21 (Abj)			18-20 (Lag)		27-29 (Abj)	
4.3	Financial Modelling and Planning using Excel	29-31 (Lag)				21-23 (Lag)		23-25 (Abj)			29-31 (Lag)		
4.4	Infrastructure and Joint Venture Financing		5-6 (Lag)		25-26 (Lag)			24-25 (Abj)		19-20 (Lag)		28-29 (Abj)	
4.5	Enterprise Risk Management			25-29 (Lag)							21-25 (Abj)		
4.6	Risk Based Audit and Regulations	28-30 (Lag)			23-25 (Lag)			24-26 (Abj)			29-31 (Abj)		
4.7	Financial Analysis, Budgeting and Financial Regulation	29-30 (Lag)			23-24 (Abj)			24-25 (Lag)				27-28 (Lag)	
4.8	Effective Payroll Management for Large Organisations			26-27 (Lag)						17-18 (Abj)			
4.9	Achieving Tax Compliant Operation			26-28 (Lag)					13-15 (Abj)				
4.10	Dealing with Cost Escalation and Revenue Replication					22-23 (Lag)			14-15 (Abj)				
4.11	Risk Based Audit for Internal Auditors						18-19 (Lag)						
4.12	Enterprise Risk Management	29-30 (Lag)				21-22 (Lag)				17-18 (Abj)		27-28 (Abj)	
4.13	Corporate Recovery and Financial Stress Testing		5-7 (Lag)							24-26 (Abj)			
4.14	Global Trends; Modelling & Forecasting Etc.		5-7 (Lag)							24-26 (Abj)			
4.15	Debt Management; Domestic & Foreign					22-24 (Lag)					23-25 (Abj)		
4.16	Achieving Tax Compliance Operation				24-26 (Lag)						22-24 (Abj)		
4.17	Developing, Improving and Monitoring the Internal Audit Functions	30-31 (Lag)					19-20 (Lag)		15-16 (Abj)				

# PETROLEUM, OIL, GAS AND ENERGY PROGRAMMES

TRAINING COURSES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
5	<b><u>CATEGORY 5: OIL AND GAS N90,000</u></b>												
5.1	Competence for Energy, Oil and Aircraft Risks Insurance	29-31 (Lag)			24-26 (Lag)				13-15 (Abj)			27-29 (Abj)	
5.2	Energy, Oil & Risks Modelling			26-28 (Lag)			19-21 (Lag)			18-20 (Abj)		27-29 (Lag)	
5.3	Oil and Gas Joint Venture Financing & Management	29-31 (Lag)				21-23 (Lag)		23-25 (Abj)			29-31 (Lag)		
5.4	Oil and Gas Contract Management: Successful Negotiations		5-6 (Lag)		25-26 (Lag)			24-25 (Abj)		19-20 (Lag)		28-29 (Abj)	
5.5	Energy Markets and Strategic Financing			27-29 (Lag)							28-30 (Abj)		
5.6	Oil and Gas Financial Risk Analysis	28-30 (Lag)			23-25 (Abj)			24-26 (Lag)			29-31 (Abj)		
5.7	Quality Management and Improvements: Downstream	29-30 (Lag)			23-24 (Lag)			24-25 (Abj)				27-28 (Abj)	
5.8	Transforming Electricity Delivery, Management and Finance			26-27 (Lag)						17-18 (Abj)			
5.9	Fundamentals of Energy Trading and Risk Management			26-28 (Lag)					13-15 (Abj)				
5.10	Financing and Performance Contracting for Energy Efficient Projects					22-23 (Lag)			14-15 (Abj)				
5.11	Strategic Energy Planning for Executives						18-19 (Lag)						
5.12	Fundamentals and Analysis of Independent Power Projects	29-30 (Lag)				21-22 (Lag)				17-18 (Abj)		27-28 (Abj)	
5.13	Managing Utility Services and Energy Efficiency in the Workplace		5-7 (Lag)							24-26 (Abj)			
5.14	Effective Energy Regulation and Monitoring		5-7 (Lag)							24-26 (Abj)			



# OTHER LOCAL PROGRAMMES

TRAINING COURSES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
6	<b><u>CATEGORY 6: OTHER PROGRAMMES (N70,000)</u></b>												
6.1	<b>Cost Minimisation in Demand and Materials Planning</b>	29-31 (Lag)			24-26 (Lag)				13-15 (Abj)			27-29 (Lag)	
6.2	<b>Public Procurement Assessment and Contract Management</b>			26-28 (Abj)			19-21 (Lag)			18-20 (Lag)		27-29 (Abj)	
6.3	<b>Purchasing and Supply Chain Management</b>	29-31 (Lag)				21-23 (Lag)		23-25 (Abj)			29-31 (Abj)		
6.4	<b>Service Delivery and HSEQ</b>		5-6 (Lag)		25-26 (Abj)			24-25 (Abj)		19-20 (Lag)		28-29 (Abj)	
6.5	<b>Advanced Demand &amp; Materials Planning</b>			27-29 (Lag)							28-30 (Abj)		
6.6	<b>Personal Efficiency Course</b>	28-30 (Lag)			23-25 (Abj)			24-26 (Abj)			29-31 (Lag)		
6.7	<b>Microsoft Office Essentials</b>	29-30 (Lag)			23-24 (Lag)			24-25 (Abj)				27-28 (Lag)	
6.8	<b>Workplace Etiquette and Professional Image Management</b>			26-27 (Lag)						17-18 (Abj)			
6.9	<b>Effective Customer Service</b>			26-28 (Lag)					13-15 (Abj)				
6.10	<b>Strategic Marketing &amp; Business Development</b>					22-23 (Lag)			14-15 (Abj)				
6.11	<b>Corporate Work Ethics &amp; Interpersonal Relationship</b>						18-19 (Lag)						
6.12	<b>Personal Efficiency Course</b>	29-30 (Lag)				21-22 (Lag)				17-18 (Abj)		27-28 (Abj)	
6.13	<b>Customer Analytics Skills</b>		5-7 (Lag)							24-26 (Abj)			
6.14	<b>Project Management</b>		5-7 (Lag)							24-26 (Abj)			
6.15	<b>Monitoring, Supervision and Evaluation of Projects</b>					22-24 (Lag)					23-25 (Abj)		
6.16	<b>Customer Service and Stakeholder Relationship Management</b>				24-26 (Lag)						22-24 (Abj)		
6.17	<b>Embedding Balanced Scorecard and Value Maximization</b>	30-31 (Lag)					19-20 (Lag)		15-16 (Abj)				

# INTERNATIONAL TRAINING PROGRAMMES

7.0	INTERNATIONAL TRAINING COURSES (£1,950)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
7.1	Strategic Planning and Implementations of Major Programmes and Reforms												
7.2	Critical Thinking and Decision Making						24-28 (Dubai)		19-23 (Dubai)			11-15 (London)	16-20 (New York)
7.3	Effective Governance & Public Administration						17-21 (London)		19 - 23 (Dubai)			18-22 (London)	
7.4	Risk Management in Challenging Times								19-23 (Dubai)		14-18 (London)		
7.5	Modern Governance and Board Development						17-21 (London)		12-16 (London)				16-20 (New York)
7.6	Corporate Benchmarking, Repositioning and Transformation										14-18 (London)		
7.7	Management People, Structure and Organizational DNA						10-14 (Dubai)						
7.8	Chemical Spillages, Emergency Responses and Disaster Management	28-31 (Accra)				21-24 (London)				16-19 (Toronto)			
7.9	Financial Regulation, Reporting and Revenue Diversification			18-22 (Dubai)				15-19 (Toronto)					
7.10	Accredited Change Masters (ACM) Programme				22-26 (London)					23-27 (Dubai)			
7.11	Technology Enabled Innovation in Businesses						18-22 (London)				22-26 (Dubai)		
7.12	Contemporary Issues in Strategic Management					14-18 (London)				24-28 (Accra)			
7.13	Democratization of Knowledge Intensive Organizations (KIOs)							22-26 (Toronto)			21-25 (London)		
7.14	Digital Disruptions and Opportunities in Sub-Saharan Africa				22-26 (Accra)				12-16 (London)			18-22 (Toronto)	



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