



FLAME ACADEMY & CONSULTING LIMITED

+Training +Consulting +HR +Strategy

COURSE OUTLINES AND SCHEDULES OF OUR 1ST QUARTER 2018 OPEN TRAINING PROGRAMMES

1. Strategic Finance Skills For Non-Finance Managers (Lagos)

Overview

No matter the industry or sector of an economy, every business manager or leader (especially those who have grown or are growing into senior management positions) requires a good knowledge of basic accounting, finance, and financial analysis in order to succeed in the critical role of strategically managing and growing the firm's business.

This programme is designed to sharpen and strengthen the accounting and finance skills of participants necessary for promoting strategic financial decisions for business success; interpreting financial statements for investment and management decisions; presenting sound business reports and performance analysis; making intelligent credit decisions; enhancing better management of relationships with creditors, borrowers, suppliers, distributors, shareholders, etc.; as well as achieving overall career and business growth and success.

To enable every participant (no matter his/her background) gain value from this course, a proper foundation would be laid in basic accounting and finance concepts as well as in the understanding of every item in a company's financial statement/ annual reports (statement of financial position, statement of comprehensive income, and the statement of cash flow, etc). The various financial ratios required for making strategic investment, credit and management decisions on any company would be analyzed in a clear and simplified manner.

Key Expected Outcomes:

At the end of this programme, participants should be able to:

- Gain a working understanding of basic accounting concepts in business.
- Understand and apply key concepts in finance.

- Properly assimilate all information in any company's annual report.
- Analyze corporate financial statements using relevant ratios.
- Take business and investment decisions by applying the concepts of capital budgeting decisions.

Course Content

- ✚ Introduction to Basic Accounting
- ✚ The Nature Of Finance And Finance Functions
- ✚ Key Concepts In Finance
- ✚ Sources Of Finance (Debt Versus Equity)
- ✚ Understanding A Firm's Asset Conversion Cycle (ACC)
- ✚ Overview Of Corporate Financial Statements
- ✚ Understanding The Balance Sheet And Income Statements
- ✚ Common-Size Financial Statements
- ✚ Understanding Cashflow Statements
- ✚ Financial Ratios Analysis
- ✚ Cash Budgeting & Projections
- ✚ Some Issues and Concepts in Corporate Finance – Debt Restructuring; Capital Restructuring; Mergers & Acquisitions; Venture Capital And Private Equity; Wealth Management; Project Finance And Public Private Partnerships;

For Whom

- ❖ Executives with Non-Finance Background
- ❖ Managers and Group Heads
- ❖ Project Managers & Team Leads
- ❖ Sales Managers
- ❖ HR Managers
- ❖ Entrepreneurs

Duration: 3 days

Date: February 6 – 8, 2018

Time: 8.30am – 5pm Daily

Venue: Canton Concourse, 12 Landbridge Avenue, Oniru Estate, Near Shoprite, Victoria Island, Lagos.

Course Fees: N105,000.00 Per Participant.

2. Self-Leadership For Exceptional Performance In Organizations (Lagos)

Overview

A talented, skilled, and self-driven workforce is the lifeblood of every great organization. And in today's tough and competitive business environment, every private and public institution must groom and develop leaders who have a strong

sense of purpose, self-confidence, self-drive, and commitment towards the achievement of organizational goals.

The ability to lead oneself is a critical element in driving organizational performance and success. Self-leaders are self-motivated and driven to take purposeful actions, in line with their organization's core values, that enable the achievement of short-term and long-term goals of their organizations. They not only align totally with the organization's vision and mission, but they are also better able to influence and inspire others to buy into the vision as well as take purposeful actions towards their achievement.

In fact, great organizations are built through the vision and actions of men and women who are inspired to effect positive change, and leave legacies that outlast their stewardship in the organizations. This is important in the overall leadership development in an organization.

This programme is specially designed to encourage participants to embrace self-leadership as a critical element for their overall career and life success. Participants would be challenged and motivated to pursue continuous improvement; become better team members; imbibe positive attitudes; connect better with their organization's vision and mission; pursue excellence in their daily assignments; learn strategies for setting and achieving organizational goals and direction; as well as develop critical skills required for leadership development in the organization.

Objectives

The key objectives of this training intervention include the following:

- To promote excellence in every aspect of the organization's business.
- To equip participants with the skills and attributes they require to be effective in their roles.
- To engender extra-ordinary commitment and devotion to organizational vision and mission by all participants.
- Champion transformational and courageous leadership at all levels to drive the growth and development of the organization.
- To foster employee engagement, and hence improve productivity amongst the participants.

Topics To Be Covered:

- 🚩 Understanding Leadership
- 🚩 Management Vs Leadership: Knowing The Difference
- 🚩 Defining Self-leadership
- 🚩 Leading Yourself
- 🚩 Achieving Alignment With Your Organizational
- 🚩 Building High Performing Teams
- 🚩 Goal Setting and Performance Management
- 🚩 Emotional Intelligence and Winning Attitude For Leaders

- ✚ Critical Skills for Leadership Development
- ✚ Beyond The Job: Achieving Work-Life Balance
- ✚ Parting Shots.

Who Should Attend?

- ❖ Business Professionals
- ❖ Corporate Employees
- ❖ Team Leaders/ Supervisors
- ❖ HR Officers
- ❖ Entrepreneurs/ Business Leaders

Duration: 2 days

Date: February 15 - 16, 2018

Time: 8.30am – 5pm Daily

Venue: Canton Concourse, 12 Landbridge Avenue, Oniru Estate, Near Shoprite, Victoria Island, Lagos.

Course Fees: N65,000.00 Per Participant.

3. Effective Business Writing & Communication Skills (Port Harcourt)

Overview

The quality of written communication materials and correspondences as well as oral presentations emanating from an organization is very critical in projecting the corporate image and brand. Organizations and individuals need to establish strong credibility with their written and oral communication - memos, letters, e-mails, flyers, presentations, business proposals, and other vital resources.

This business writing and communication skills training course provides participants with immediate and practical guidance on how to communicate more effectively and professionally in order to properly position their organization in marketplace with a view to achieving overall corporate objectives.

Participants would be equipped with the desired skills to communicate and present policies, programmes, and reports to all stakeholders in the most effective and result-oriented manner in order to ensure improved buy-in and participation.

Course Content

- ✚ Business Communication in Today's World
- ✚ The Essentials of Effective Communication
- ✚ Verbal and Non-Verbal Communication Skills
- ✚ The Art of Listening

- ✚ Overcoming Barriers to Effective Communication
- ✚ Fundamentals of Writing Business Messages
- ✚ Letters & Memos Writing
- ✚ E-Mails & Instant Messages
- ✚ Using the Telephones and Voice Mail
- ✚ Issues in Team Communication
- ✚ Making Powerful Business Presentations
- ✚ Business Reports & Proposals
- ✚ Making a Difference in Your Business with Communication Skills

For Whom

- ❖ Officers, Middle & Senior Management Staff
- ❖ Team Leaders and Business Development Managers
- ❖ Corporate Affairs and Public Relations Staff

Duration: 2 days

Date: February 22 - 23, 2018

Time: 8.30am – 5pm Daily

Venue: Aldgate Hotels, Abacha Road, GRA, Port Harcourt

Course Fees: N75,000.00 Per Participant.

4. Strategic Customer Service and Relationship Management Excellence (Enugu)

Overview

In today's business landscape, the type of experience customers have in every interface with an organisation has become a major differentiating factor for customer acquisition and retention; and hence, business profitability and growth.

Successful firms or organisations in the 21st Century business environment pay special attention to their service culture and practices as well as relationship management systems in order to ensure the acquisition and retention of profitable relationships.

This programme would train participants to imbibe the skills required to manage customer expectations in the changing world. It is designed to move customer experience with the organization to "enjoyable experience". The service quality and customer loyalty in all aspects of the firm's operations are bound to improve significantly with this programme

Course Content

- ✚ The Business Environment: Macroeconomic & Industry Overview.
- ✚ Product Knowledge Essentials
- ✚ Understanding Customer Service
- ✚ Building Quality Service Systems
- ✚ Personal Leadership for Service Managers
- ✚ Verbal and Non-Verbal Communication Skills
- ✚ Handling Difficult Service Situations
- ✚ Market Segmentation and Customer Profiling
- ✚ Selling and Marketing Skills Development
- ✚ Customer Relationship Management: Keeping Customers for Life.

For Whom

- ❖ Customer Service Officers
- ❖ Service Managers & Team Leaders
- ❖ Business Development Managers
- ❖ Relationship Managers

Duration: 2 days

Date: March 15 - 16, 2018

Time: 8.30am – 5pm Daily

Venue: Roban Hotels (Near Roban Stores), 11 Ukwu Street,
Independence Layout, Enugu.

Course Fees: N65,000.00 Per Participant.

5. Basic Credit Risk Analysis & Management Workshop – For Financial Institutions (Lagos)

Overview

Lending activities constitute the most prominent and primary source of earnings for lending/financial institutions as intermediaries in the financial market. Credit risk assets also pose the greatest danger to the survival or existence of any lending institution. It is therefore imperative that all lending officers and risk managers in the institution are equipped with the technical and analytical skills required to analyze credit risks (identify, quantify, mitigate, and manage risks).

This training and mentoring programme is comprehensively designed to strengthen the capacity of all participants to understand credit policy issues, appraise credit requests, analyze various credit risks, package and process loans, and effectively manage the bank's loan portfolio in their assigned business areas.

It is also guaranteed to deepen and widen the skills and capabilities of participants to understand and analyze the inherent and imminent risks posed by activities or events or changes in the macro-economy (global, regional, and national), and the industry environment on borrowing firms; and hence, be better able to mitigate and manage such risks. Critical topics in environmental and business-specific analyses, loan structuring, financial ratios analysis, loan monitoring, among others would be clearly treated.

Participants would find this programme very useful for maintaining healthy and high-performing risk asset portfolios for the bank under the current uncertainties.

Course Outline:

The general outline of the programme would be as follows:

- ✚ Bank Lending and the Related Risks
- ✚ Overview of Credit Risk Analysis
- ✚ Understanding Credit Policy Guides (With a Study Of The Bank's Credit Policy Guide).
- ✚ Macroeconomic, Industry, and Business Specific Risks Analysis for Lenders
- ✚ Evaluating Management Capacity
- ✚ Analyzing Customer Banking Relationships
- ✚ Financial Risks Analysis – Cracking the Ratios.
- ✚ Working Capital Analysis
- ✚ Mastering Loan Structuring
- ✚ Loan Types and Appropriate Collateral Types.
- ✚ Credit Administration, Processing, and Disbursement
- ✚ Loan Monitoring and Post-Disbursement Tips
- ✚ Parting Shots!

For Whom

- ❖ Account/ Relationship Officers
- ❖ Credit Analysts and Administrators
- ❖ Credit Approval Officers
- ❖ Relationship Managers
- ❖ Business Leaders

Duration: 3 days

Date: March 21 – 23, 2018

Time: 8.30am – 5pm Daily

Venue: Canton Concourse, 12 Landbridge Avenue, Oniru Estate, Near Shoprite, Victoria Island, Lagos.

Course Fees: N125,000.00 Per Participant.

OUR METHODOLOGY

We adopt appropriate methodology for each of our programmes to ensure quality learning takes place. These programmes would be conducted through slide presentations, class exercises, quizzes, video plays, role plays, case studies, and practical group sessions.

HOW TO REGISTER

✚ For Nigerian training events, please make payments (cash, cheques, transfers) IFO Flame Academy & Consulting Limited to the following accounts:

- ✓ GTBank; Account No. 0175519711.
- ✓ Fidelity Bank: Account No.: 5600273361.

✚ For non-Nigerian events, please pay into our partner's account as would be appropriately advised.

✚ Upon payment, please send an email to flameconsultinglimited@gmail.com stating NAME; COMPANY; ADDRESS; PHONE NUMBER; AMOUNT PAID; PROGRAMME PAID FOR; and any other relevant information.

OTHER INFORMATION:

- ✚ All course fees cover training materials and facilitation; tea breaks; 2-course lunch; and certificate per participant.
- ✚ Group Discounts apply – depending on the number of participants from an organization. Please call us to discuss.

CUSTOMIZE THESE PROGRAMMES

✚ We can specially design any of our programmes to suit the peculiar needs of your organization. It may also be more cost-effective to your organization to invite us in-plant to conduct these programmes – especially where you have a good number of participants to train.

ENQUIRIES:

For further enquiries or information, you may please call +234 708 927 1155 or +234 802 312 6011. OR send us an email to info@flameconsultinglimited.com or flameconsultinglimited@gmail.com .

Also visit our website (www.flameconsultinglimited.com) for detailed information about our services and operations.

APPRECIATIONS

We deeply appreciate all our clients who have participated in our previous training events, including (but not limited to):

Asset Management Corporation of Nigeria (AMCON); Federal Mortgage Bank of Nigeria (FMBN); GTBank PLC; Guaranty Trust Bank (Uganda) Limited; Guaranty Trust Bank (Rwanda) Limited; Fidelity Bank PLC; Heritage Bank Limited; Bank of Industry (BOI MFB); Alpha Morgan Capital Managers Limited; Eko Electricity Distribution PLC; Danahriq Nigeria Limited; Mutual Benefit Micro-Finance Bank Limited; Capital Bancorp PLC; Dofas Technical Nigeria Limited; Il Bagno Limited; Engineering Automation Technology Limited (EATECH); Jocaró Nigeria Limited; Brass Fertilizer & Petrochemical Company Limited; Imperial Mortgage Bank Limited; Morning Star Hospital; A.E. Moneke Nigeria Limited; Demech Engineering Limited; ALCON Nigeria Limited; ENIKKOM Nigeria Limited; Exulted Eagles Nigeria Limited; Keves Global Leasing Limited; among others.

FLAME Academy & Consulting Limited, 10 Adebo Close, Off Wilmer Street, Town Planning Way, Ilupeju. Tel: +234 708 927 1155, +2348023126011..

...Igniting the power in people and organizations.
www.flameconsultinglimited.com