

# 2018 TRAINING PROGRAMS



**JOS BUSINESS SCHOOL**

*JBS BUSINESS SERVICES LTD*

## BUSINESS, LEADERSHIP & MANAGEMENT PROGRAMS

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
1.	<b>Entrepreneurship &amp; Business Management Workshop</b>	This is a one-day program in which students assess the fundamental skills necessary to start and operate their own businesses, and to collaborate with others to identify business opportunities.	<ul style="list-style-type: none"> <li>• Students</li> <li>• Graduates</li> <li>• Business Owners etc.</li> </ul>	One Day	Jos Business School (JBS) Learning Centre, Jos.	Last Saturday of every month	₦5,000
2.	<b>Developing Managerial Competences</b>	This program will help participants learn the basics of setting and achieving performance targets, innovation and creativity in the change management process	<ul style="list-style-type: none"> <li>• Business Professionals</li> <li>• Business Managers</li> <li>• Supervisors</li> <li>• Others senior staff who need to boost their managerial competencies.</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
3.	<b>Leading Teams for Effective Performance</b>	This program will help participants learn essential leadership skills, including how to inspire and motivate individuals, manage talent, influence without authority, and lead teams.	<ul style="list-style-type: none"> <li>• Top, Middle &amp; Low Level Managers.</li> <li>• Business Entrepreneurs</li> <li>• Supervisors, etc.</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

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4.	<b>Critical Thinking &amp; Problem Solving Skills</b>	This course presents a structured approach of tackling problems, opportunities and decisions that will ultimately help participants get better result-whether you are innovating, managing crises or planning for the future.	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Heads of Departments</li> <li>• Human Resource Managers</li> <li>• Team leaders Supervisors</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
5.	<b>Human Resource Management: Working with People for Success</b>	Human resources remain the most vital assets in any organization and their performance is a critical factor in organizational success. The Course has been designed to impart appropriate skills, techniques and concepts that will assist managers sharpen their abilities to effectively lead and manage their personnel, and also enable them harness individual attributes, talents and strengths for the overall success of the organization	<ul style="list-style-type: none"> <li>• Human Resource Managers</li> <li>• Managers</li> <li>• Entrepreneurs</li> <li>• In addition, anyone interested in the fundamental principles of HR Management.</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
6.	<b>Project Management Principles &amp; Practices</b>	This intensive and hands-on program gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect.	<ul style="list-style-type: none"> <li>• Project Managers</li> <li>• Project Teams</li> <li>• Business Managers</li> <li>• Team Leaders</li> <li>• Entrepreneurs, etc.</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

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7.	<b>Leading with Emotional Intelligence</b>	This program links emotional intelligence to practical leadership behaviour.	<ul style="list-style-type: none"> <li>• Heads of Departments</li> <li>• Managers</li> <li>• Team Leaders</li> <li>• Team Members</li> <li>• Entrepreneurs, etc.</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
8.	<b>Achieving More with Less</b>	Participants will develop a thorough knowledge and understanding of Executive leadership and also strengthen their skills for setting priorities and identify performance gaps.	<ul style="list-style-type: none"> <li>• Managers</li> <li>• Deputy Managers</li> <li>• Assistant Managers</li> <li>• Senior Officers</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
9.	<b>Inspirational Leadership: Leading with Sense</b>	This program will help participants switch from a <b>top-down leadership</b> , with the emphasis on authority, to an open leadership based on trust and sense.	<ul style="list-style-type: none"> <li>• Top Executives</li> <li>• Managers</li> <li>• Team Leaders</li> <li>• Others</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
10.	<b>Innovation &amp; Creativity as Driver of Organizational Success</b>	Participants can learn proven creative thinking techniques to generate new ideas and get a blueprint for establishing a climate of innovation.	<ul style="list-style-type: none"> <li>• Managers</li> <li>• Team Leaders</li> <li>• Project Managers</li> <li>• Supervisors</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
11.	<b>Modern Effective Negotiations in the Procurement Process</b>	Participants will understand the principles and dynamics of the negotiation process and how to avoid the common traps in negotiations as well as to develop a win-win strategies based on analysis of the other parties needs.	<ul style="list-style-type: none"> <li>• Procurement Practitioners</li> <li>• Managers at all levels</li> <li>• Programme and Project staff</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
12.	<b>Effective Negotiation Skills</b>	This program will enable participants to get the best results using a persuasive but collaborative negotiation style.	Those who wish to build a good understanding of how to structure and run a high quality negotiation or who have to negotiate with customers either formally or informally.	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
13.	<b>Leading and Managing Change</b>	Participants will undergo change readiness assessments and a number of exercises related to resisting change, to understand change related implications and how to deal with them.	<ul style="list-style-type: none"> <li>• Executives</li> <li>• Managers</li> <li>• Team Heads</li> <li>• Team Members</li> <li>• Implementers of Organisational change</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

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14.	<b>Performance Management: Setting Objectives &amp; Conducting Appraisals</b>	This program takes an in-depth view at setting the right measures to manage employees, measures that are primarily objective in nature. Participants will learn how to conduct effective performance appraisal meetings and emphasizes the importance of tutoring as a means of improving performance.	<ul style="list-style-type: none"> <li>• Managers</li> <li>• Team Leaders</li> <li>• Business Partners</li> <li>• Line Managers</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
15.	<b>Organisational Crisis Management</b>	This program is designed to provide participants with the ability to tackle a diverse range of crises, from natural disasters to economic adversities that can affect continuity in the workplace.	<ul style="list-style-type: none"> <li>• Senior Managers</li> <li>• Operational Managers</li> <li>• Business Managers</li> <li>• Team Personnels</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
16.	<b>Strategic Thinking &amp; Planning</b>	This program will cover the 7 steps of the strategy management process, starting with the 'thinking' components of strategy, moving into the 'planning' components and ending with 'execution'.	<ul style="list-style-type: none"> <li>• All Managers</li> <li>• Senior Professionals</li> <li>• Business Analysts</li> <li>• Performance Management Professionals</li> <li>• Dept. Managers</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
17.	<b>Strategic Decision Making in Competitive Environments</b>	This program increases participants' awareness of operating a company from a general management perspective.	<ul style="list-style-type: none"> <li>• Executives</li> <li>• Project Managers</li> <li>• Senior Managers</li> <li>• Dept. Heads</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

## SALES/ MARKETING AND CUSTOMER SERVICES PROGRAMS

1.	<b>Fundamentals of Marketing</b>	This program highlights the growing importance of marketing in organisations today.	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Marketing managers</li> <li>• New Staff in Marketing Depts.</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
2.	<b>Innovative Product &amp; Service Development</b>	This program will help participants with a systematic approach, used by leading innovators, which they can apply to find and exploit growth opportunities for their own organisations.	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Marketing managers</li> <li>• Sales Reps.</li> <li>• Heads of Finance, Operations, IT Depts &amp; Others</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
3.	<b>Marketing for Non-Marketers</b>	Participants will be made to understand the value of marketing and the marketing function.	Anyone who interfaces with marketing and would like to understand the role of	Three Days	Jos Business School Learning Centre or any other venue to	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
			marketing, and have a better understanding on marketing decisions or aspires to join the marketing depts.		be determined.		
4.	<b>Customer Service &amp; Customer Care</b>	This program will ensure that participants always project the correct image to your potential customers and clients to make your company stand out from the crowd.	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Marketing &amp; Sales Managers</li> <li>• Marketing Team</li> <li>• Organisation Staff.</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
5.	<b>Marketing Communications &amp; Media Planning Workshop</b>	This program is designed to provide training in the theoretical and practical aspects of modern marketing communications.	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Marketing &amp; Sales Managers</li> <li>• Marketing Team</li> <li>• Organisation Staff.</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
6.	<b>The Strategic Marketing Plan</b>	This program covers everything from preparation and implementation of the marketing plan to measuring and evaluating the results of the organizational marketing efforts.	<ul style="list-style-type: none"> <li>• Marketing &amp; Sales Managers</li> <li>• Marketing Team</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****



S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
<b>ACCOUNTING/FINANCE AND PROCUREMENT PROGRAMS</b>							
1.	<b>Accounting &amp; Finance (Policies &amp; Procedures)</b>	In this program, participants will be encouraged to think of risk-based processes, a suitable control to write and implement operational policies and procedures.	<ul style="list-style-type: none"> <li>• Professionals in accounting and finance.</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
2.	<b>Advanced Budgeting Workshop</b>	The course highlights some of the main forecasting models and the detailed evaluation of capital budgeting techniques, all of which are applied in Microsoft Excel and put into practice	<ul style="list-style-type: none"> <li>• Professionals in Accounting and Finance.</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
3.	<b>Corporate Governance: Principles, Policies &amp; Best Practices</b>	This program covers the reasons why Board membership may be one tier or two tiers, and includes discussions about Board structure, committees, their functions and duties, especially the audit committee and the appointment and remuneration committee.	<ul style="list-style-type: none"> <li>• Board Members</li> <li>• CFOs</li> <li>• Senior Mgt.</li> <li>• Directors</li> <li>• Finance Managers,</li> <li>• Financial Controllers,</li> <li>• Accounting &amp; Finance Personnel</li> <li>• Legal Counsel,</li> <li>• Corporate Legal Advisors</li> <li>• Corporate Secretaries,</li> <li>• Lawyers</li> <li>• External &amp; Internal</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
			Auditors • HR Managers • Department Heads				
4.	<b>Effective Budgeting &amp; Cost Control</b>	This program covers the concept of budgeting as a planning tool, a financial device, and a control mechanism. In addition, it provides the necessary application of a long and short-term planning decision.	• Managers • Supervisors • Analysts who prepare or use management budgets.	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
5.	<b>Internal Control: Compliance, Operational &amp; Financial</b>	This program tackles controls at board and senior management level and into the business and reporting cycles.	• Professionals in the field of finance • Accounting, • Accountants at all levels	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
6.	<b>Leading &amp; Managing the Procurement Process</b>	This program is designed to explore areas of leading and managing the procurement organization toward procurement best practices.	• General Managers • Directors • Managers • Professionals in Purchasing, Procurement, Materials & Supply Chain	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
<b>ADMINISTRATIVE / SECRETARIAL AND HUMAN RESOURCE PROGRAMS</b>							
1.	<b>Administration &amp; Office Management: Best Practices</b>	This program tackles all these behavioral skills while focusing on areas related to the use of technology to get things done effectively and successfully.	<ul style="list-style-type: none"> <li>• Admin. Managers</li> <li>• Secretarial Staff</li> <li>• Office Assistants</li> <li>• Supervisors</li> <li>• Clerks</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
2.	<b>Document Control &amp; Records Management</b>	This program delivers practical methods for identifying and developing the systems of records management and document control that an organization needs.	<ul style="list-style-type: none"> <li>• Admin. Managers</li> <li>• Secretarial Staff</li> <li>• Office Assistants</li> <li>• Supervisors</li> <li>• Clerks</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
3.	<b>Advanced Workshop on Executive/Personal Assistant Development</b>	This program will convey any executive or personal assistant with the competence needed to excel on the job.	<ul style="list-style-type: none"> <li>• Executive Assts.</li> <li>• Personal Assistants</li> <li>• Secretaries</li> <li>• Administrators</li> <li>• Senior Clerks</li> <li>• Others</li> </ul>	Four Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

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4.	<b>Career Development &amp; Succession Planning</b>	This interactive program will enable participants to consider the latest methodologies and strategies related to successful engagement, career development, and succession planning.	<ul style="list-style-type: none"> <li>• HR Managers</li> <li>• Line Managers</li> <li>• HR Business Partners</li> <li>• Team Leaders</li> <li>• Specialists.</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
5.	<b>Human Resources KPIs: Benchmarking HR Performance</b>	This program demonstrates that by measuring your HR results, benchmarking them and taking action to improve them, you will be playing the four fundamental roles of an HR business partner.	<ul style="list-style-type: none"> <li>• HR Managers</li> <li>• HR Professionals</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
6.	<b>Creative Thinking &amp; Innovation Techniques</b>	This program will examine the conditions necessary to build a nurturing environment.	<ul style="list-style-type: none"> <li>• Project Leaders</li> <li>• Team Leaders</li> <li>• Supervisors</li> <li>• Others</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
7.	<b>Project Management for Personal Assistants</b>	Participants will gain a clear understanding of how best to maximise the numerous transferable skills from their careers as PAs, EAs or Office Managers which will increase their confidence base, in order to successfully work efficiently in Projects.	<ul style="list-style-type: none"> <li>• Personal Assistants</li> <li>• Executive Assistants</li> <li>• Office Managers</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
8.	<b>Masterclass for Executive Secretaries</b>	The program offers a comprehensive overview of the role of an executive secretary, allowing participants to master its various elements, at speed.	<ul style="list-style-type: none"> <li>• Executive Secretaries</li> <li>• Personal Assistants</li> <li>• Executive Assistants</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
9.	<b>Excellence in the Work of Modern Secretariat &amp; Advanced Office Management</b>	The course offers a comprehensive overview of the role of an executive secretary in providing excellent service in a professional way, allowing participants to master its various elements, at speed.	<ul style="list-style-type: none"> <li>• Executive Secretaries</li> <li>• Personal Assistants to Management</li> <li>• Office Managers</li> <li>• Office Administrators</li> <li>• Office Managers</li> <li>• Supervisors</li> <li>• Clerical Staff</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
10.	<b>Modern Office Etiquette &amp; Admin Skills</b>	The way employees behave in an office, including mannerisms like dressing, talking, etc., goes a long way in affecting the work environment which by extension impacts productivity and performance.	<ul style="list-style-type: none"> <li>• Middle Level</li> <li>• Managers</li> <li>• Senior Staff</li> <li>• Office Assistance</li> <li>• Supervisors</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
<b>INTERPERSONAL SKILLS AND SELF DEVELOPMENT PROGRAMS</b>							
1.	<b>Advanced Communication Skills</b>	This program will help you fine-tune the way you interact with others, which can be the key to your workplace and overall success.	<ul style="list-style-type: none"> <li>• Employers</li> <li>• Employees</li> <li>• Supervisors</li> <li>• Middle &amp; Senior Managers</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
2.	<b>Creative Problem Solving &amp; Decision Making</b>	This program will help you fine-tune the way you interact with others, which can be the key to your workplace and overall success.	<ul style="list-style-type: none"> <li>• Managers</li> <li>• Supervisors</li> <li>• Administrators</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
3.	<b>Emotional Intelligence Workshop</b>	The overall aim of this workshop is to provide participants with the competencies required to improve their Emotional Intelligence (EQ).	<ul style="list-style-type: none"> <li>• Managers</li> <li>• Business Professionals</li> <li>• Others</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
4.	<b>High Performance Teams Masterclass</b>	This program helps team members and team leaders understand how to create and be part of a cohesive unit aligned to achieving results.	<ul style="list-style-type: none"> <li>• Managers</li> <li>• Supervisors</li> <li>• Employees</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
5.	<b>Leadership &amp; Communication</b>	Participants will learn how a great leader enhances communication flow within his organization, wins the hearts and minds of his followers, builds consensus and gets results even when faced with resistance.	<ul style="list-style-type: none"> <li>• Executives</li> <li>• Directors</li> <li>• Team leaders</li> <li>• Managers</li> </ul>	Three Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
6.	<b>Time Management &amp; Stress Control</b>	The aim of this program is to help participants become more efficient and effective in managing their life.	<ul style="list-style-type: none"> <li>• Executives</li> <li>• Managers</li> <li>• HODs</li> <li>• Supervisors</li> <li>• Others</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
7.	<b>Work-Life Balance: Maximizing Productivity and Quality of Life</b>	The aim of this program will demonstrate how achieving a work-life balance is a journey filled with a combination of discipline, determination, and commitment.	<ul style="list-style-type: none"> <li>• This program is ideal for anyone who works in environments, which are mentally and physically demanding.</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
8.	<b>The Essentials of Business Etiquette &amp; Protocol</b>	The aim of this program will introduce participants to international rules of protocol that needs to be implemented during formal occasions and visits and enlighten them on understanding other various protocol standards.	<ul style="list-style-type: none"> <li>• Personnel officers</li> <li>• Public relations professionals</li> <li>• Event organisers</li> <li>• Personal assistants</li> <li>• Employees in the hospitality business</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
			<ul style="list-style-type: none"> <li>Personnel's in government &amp; private sectors</li> </ul>				
9.	<b>Presentation Design &amp; Delivery</b>	The aim of this program is to introduce participants on how to use every resource at their disposal to elevate their speeches and presentations from mundane to captivating.	<ul style="list-style-type: none"> <li>Sales Personnel</li> <li>Trainers</li> <li>Secretaries</li> <li>PAs</li> <li>EAs</li> <li>Others</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
10.	<b>Conflict Management Training</b>	This training is designed to demonstrate and teach correct conflict management principles.	<ul style="list-style-type: none"> <li>PAs</li> <li>EAs</li> <li>Employees</li> <li>Others</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
11.	<b>Effective Anger Management</b>	This program gives participants valuable ways to help themselves and others to understand the causes, triggers and behaviour patterns of anger, and to learn effective techniques for diffusing and coping with aggressive situations.	<ul style="list-style-type: none"> <li>Management Staff</li> <li>Employees</li> <li>Business Professionals</li> <li>Others</li> </ul>	One Day	Jos Business School Learning Centre or any other venue to be determined.	****	****

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12.	<b>Assertiveness Training for Managers</b>	Assertiveness Training for Managers gives you the opportunity to learn how your behaviour style affects your overall performance as a manager.	<ul style="list-style-type: none"> <li>• Executives</li> <li>• Heads of Departments</li> <li>• Senior Managers</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
13.	<b>Advanced &amp; Intensive Data Filing, &amp; Record Keeping</b>	The training will explore modern techniques of data filing and Record keeping. It will be advanced and intensive exposing participants to essential rudiments in modern filing and Record keeping	<ul style="list-style-type: none"> <li>• All Secretaries</li> <li>• Personal Assistants</li> <li>• Clerks</li> <li>• Admin Officers</li> <li>• All those whose job functions include Filing and Record Keeping.</li> </ul>	Five Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

## MAINTENANCE PLANNING AND ASSET MANAGEMENT PROGRAMS

1.	<b>Facility Planning &amp; Management</b>	This overall aim of this training is designed to provide participants with the knowledge, the skills and the techniques needed to perform all the essential tasks required to manage a facility.	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Others</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
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S/N	PROGRAM TITLE	SYNOPSIS	WHO TO ATTEND	DURATION	VENUE	DATES	FEE
<b>DRIVER TRAINING AND DEVELOPMENT PROGRAMS</b>							
1.	<b>Drivers Development Skills</b>	Since nobody is born a great driver – behind-the-wheel skills need to be learnt and then perfected. It is important that drivers are competent to carry out their tasks and duties, which is the purpose of this program.	<ul style="list-style-type: none"> <li>• Private Drivers</li> <li>• Public Drivers</li> <li>• Head Drivers</li> <li>• Supervisors</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****
2.	<b>Effective Anger Management for Drivers</b>	Managing anger on the road is important for drivers	<ul style="list-style-type: none"> <li>• Private Drivers</li> <li>• Public Drivers</li> <li>• Head Drivers</li> <li>• Supervisors</li> </ul>	Two Days	Jos Business School Learning Centre or any other venue to be determined.	****	****

**NB.**

1. For dates and venue kindly call **08039679930** or **08035991696**
2. There are number of other courses and workshops not included above which can be designed and developed for specific functions and or organizations. Similarly the dates can be arranged (to suit your convenience) especially if a specific workshop has to be customized for a particular organization or if the number of participants from that organization exceed eight.

Furthermore, JBS offers discounts to organizations that sponsor seven or more participants.

## **BACKGROUND INFORMATION ON JOS BUSINESS SCHOOL**

The Jos Business School (JBS) was incorporated in August 2004 as an integrated learning and resource center designed to encourage the growth and application of business management and leadership skills, as well as practical entrepreneurial techniques aimed at equipping participants to face national and global challenges. JBS commenced activities in September 2005 with the vision of creating a new generation of business leaders, managers and public sector executives that are empowered to tackle the unfolding challenges in our dynamic and knowledge – driven world.

### **GOALS AND OBJECTIVES**

In pursuance of this mission, JBS has set for itself the following broad goals and objectives:

- Design and deliver executive programmes that will address specific management, business and financial problems facing corporate entities or individuals in public and private sector organisations in today's dynamic world.
- Undertake consultancy services for the private and public sectors on manpower development and human capital issues.
- Provide a platform for executives to address significant leadership challenges that confront them in the course of their work through lively, stimulating and engaging debates, seminars and workshops.
- Assist in the promotion of good governance in Nigeria's public service and entrenchment of professionalism, and high corporate standards in the conduct of business in Nigeria.
- Encourage the growth of a new generation of entrepreneurs especially among women and youth.

### **STRUCTURE AND MANAGEMENT**

Jos Business School is not a formal school, but an executive education institution, structured with fast paced curricula or courses executed through seminars, workshops and retreats designed to deliver on its defined mandate.

- The day to day activities of JBS are coordinated by the Executive Director , Mr. Ezekiel Gomos, OFR who is also the team Leader of the faculty.He was the pioneer MD/CEO of Plateau Investment Property Development Company (PIPDC) Jos, (1992-97) before that he had worked at the Nigerian Agricultural Development Bank Kaduna, and West African Examination Council, Lagos. He also had a distinguished career at the NNDC group Kaduna spanning over 15 years rising to the rank of General Manager(Investment Supervision), and later served as the Secretary to the Plateau State Government between 1999 and 2003. Mr. Gomos, who is a Hubert Humphrey Fellow of the University of Minnesota USA, (where he studied Leadership and Public Policy in 1991 - 92) and a British Chevening Fellow in 1994, is an alumnus of ABU Zaria, (1979) University of East Anglia, UK (1994) and Harvard University Executive Programmes in USA (2002). He also attended the Durham University Business School UK. (1994) and has worked as an intern at the US Security and Exchange Commission and at the IFC – World Bank, USA.

Mr. Gomos is also a Fellow of the Academy of Entrepreneurial Studies, Nigeria and has facilitated at top level training Programmes in Nigeria and is a Resource Person at the Prestigious National Institute for Policy and Strategic Studies, (NIPSS).

The policy framework and content development of the school is guided by an Advisory Board composed of eminent Nigerians who have distinguished themselves in various spheres of human endeavours.

**Members of this Advisory Board include:**

- Chief (Mrs) Loretta Aniagolu, B.Sc, MBA – A versatile economist and finance specialist with significant experience in enterprise development including being a consultant to the World Bank and the UNDP, Mrs. Aniagolu brings to JBS value added exposure that is leveraged for training and other purposes.She attended universities in Nigeria and the USA and worked as a banker in the United States for over a decade before returning to Nigeria.
- Mallam Lamis Dikko B.Sc, MBA – He is an accomplished banker with over 25 years experience in successful institutions like Habib Bank and Intercity Bank where he rose to become the Managing Director/CEO before being consolidated into Unity Bank PLC where he is now Executive Director.

- Senator A. A. Ibrahim, B. Engr, MBA – Senator Ibrahim represented Taraba Central in the Senate of the Federal Republic of Nigeria 1999 to 2007, but before then he had cut his teeth as an investment and management expert in NNDC Kaduna and later as the Managing Director of the defunct Gongola Investment Company, the pioneer CEO of the Taraba State Investment Company and the Highland Tea Company in Mambilla. He also established the Tiddo Securities Ltd, the first stock – broking firm in the North East region of the country and was for several years a Director on the Board of Afribank PLC. Senator Ibrahim studied Chemical Engineering and MBA at ABU, Zaria.

In conducting its courses, workshops and programmes, the School deploys its rich faculty which is composed of personalities who have proven and acclaimed authorities in various areas of competenceies such as finance and accounts, strategic and general administration and management, entrepreneurship development, leadership, communication, business strategy, organisational effectiveness, amongst others.

JBS also draws additional facilitators from the huge pool of skills, talents, and competencies of external resources from the public and private sectors and the academia in Nigeria and beyond.

### **EXPERIENCE AND COMPETENCY STATEMENT**

Jos Business School has successfully organized training workshops in several areas of management and leadership competency for many organizations both in Nigeria and outside the country; some of which include:

- National Metallurgical Development Center, Jos
- Jos University Teaching Hospital, ( JUTH)
- Central Bank of Nigeria (CBN)
- Nigerian Film Corporation
- Bureau for Privatization of Enterprises (BPE)
- SWAN
- NASCO Group, Jos
- Grand Cereal Oil Mills, Jos
- Industrial Training Fund (ITF)
- PPMC-NNPC, Abuja
- NIMASA, Lagos
- Nigerian Shippers Council, Lagos

- Bureau for Public Service Reforms (BPSR)
- National Judicial Council (NJC), Abuja
- Supreme Court, Abuja
- FCT Judiciary, Abuja
- Federal Ministry of Information and Orientation, Abuja
- Federal Ministry of Power, Abuja
- Federal Ministry of Transport
- State House, Abuja
- GIS-SURE-P, Federal Ministry of Finance, Abuja
- YOUWIN- Federal Ministry of Finance, Abuja
- Plateau State Government
- Nasarawa State Government
- GIZ- German Cooperation Agency
- Center for International Private Enterprise (CIPE)-USAID

## **LOCATION AND FACILITIES**

JBS is located at 4 Miri Drive, Gold & Base Layout, adjacent Bethel Christian Academy, off Rayfield Road, Plateau State in a beautiful environment that provides a conducive atmosphere for learning.

JBS has modern seminar rooms and discussion rooms fully equipped with relevant instruction and multimedia equipment. *The Food Place*, a division of JBS offers top class refreshments including lunch within the same learning environment and premises.

The entire JBS premises is Wi-Fi enabled via a 2.4 metre VSAT that provides fast speed wireless internet connectivity that deepens our learning process.

## **TRAINING METHODOLOGY AND PHILOSOPHY**

The focus of **JBS** training activities are anchored on our core values which include integrity, credibility and result – oriented knowledge transfer based on the 3As – acquire, adapt and apply. We focus on providing our participants with practical tools and knowledge insights that will assist them enhance their capacity to do their work more productively or tackle life challenges more effectively.

Our training programmes are flexible and vibrant while our curricula is fast paced, enabling participants to share in new ideas and practical experiences that can impact their work.

Our teaching styles are innovative and easy to follow, recognizing that most of our participants are busy executives who require new approaches to handle challenges and not so much of theoretical analysis.

Most of our facilitators are individuals who have experienced much of what they teach; thereby enabling participants to connect better with the knowledge acquired. **JBS** uses the case study method as a veritable teaching tool, recognizing that as participants analyse live cases, they can identify challenges, ideas, concepts and practices that they can relate to in their work.

### **TRAINING VENUES & DATES**

We are flexible and willing to hold any of the following courses or workshops in any city in Nigeria or any country. We are equally willing to organize workshops or courses outside Nigeria, subject to proper arrangements or agreements. Some of the dates indicated in the calendar may change due to unforeseen circumstances. JBS remains flexible on such matters especially where the convenience of our clients is concerned

**For Further details and enquiry, please below are our contact details:**

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Jos, Plateau State

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**MANAGEMENT**



*JBS BUSINESS SERVICES LTD*