

YOUR PARTNER IN HR EXCELLENCE!

At HR On Deck Services Ltd. (HR-OD), we offer a range of courses and bootcamps designed to provide impactful, practical knowledge that enhances career growth and development. Recognising the essential role of career advancement, we leverage technology to deliver effective training solutions.

TRAINING BROCHURE

...Your partner in HR excellence

At HR ON DECK SERVICES (HR-OD), we specialize in creating people-centered solutions that drive organizational success. With a deep understanding of the complexities of human resources, we are committed to empowering businesses to unlock their full potential by transforming HR practices into strategic assets. Whether you're a **growing startup** or an **established enterprise**, our tailored HR consulting services are designed to meet your unique needs and elevate your team's performance.

Partner with HR-OD for your business to thrive with people. People are the most important asset in any organisation. Explore our range of people management services.

We are your partner in HR excellence!

HR Services

- **HR Consulting:** For one-time support, our HR consultancy services offer clients the flexibility they need. Many clients return to us for various projects as needs arise, making it a valuable resource. For larger organizations, our consultancy provides an ideal way to supplement and strengthen your in-house HR team.
- **Outsourced HR Services:** We offer a variety of HR outsourcing packages tailored to fit organizations of all sizes, needs, and budgets. There is a model perfectly suited for you.

Whether you're a large enterprise or a small business, we take the time to understand your specific needs and recommend the ideal HR package to help you meet your goals. From basic support services to fully outsourced HR delivery models, our range of practical solutions ensures you get the support you need.

Benefits:

- Access to a diverse pool of experienced HR specialists and generalists
- Rapid mobilization to support immediate operational needs, including acquisitions, redundancies, grievances, and disciplinary actions
- Specialized expertise for one-off project requirements
- Flexible delivery model to complement your existing team during peak times or provide independent support on sensitive matters like complex grievances
- Pay-as-you-go options for convenience and flexibility
- Tailored HR solutions for small businesses, large enterprises, and startups alike

HR-OD Academy

We offer a range of courses and bootcamps designed to provide impactful, practical knowledge that enhances career growth and development. Recognizing the essential role of career advancement, we

...Your partner in HR excellence

leverage technology to deliver effective training solutions. Download our [training brochure](#) and enroll in HR-OD Academy to take a positive step forward in your career journey.

For all our courses, you can choose between self-paced learning option or a virtual live session.

Our training calendar at a glance:

2025 Schedule for Virtual Live Training Programs													
S/N Training Program	Duration (Days)	January	February	March	April	May	June	July	August	September	October	November	December
1 Effective Business Writing	3						23-25						
2 Technical Writing Credential Program	10						9-13	7-11					
3 Mastering Professional Writing	3					12-14							
4 Corporate Wellness Bootcamp	2							7-8					
5 Effective Corporate Communications	2								9-11				
6 Emotional Intelligence and Resilience	2								28-29				
7 Effective Team Building and Social Wellness	2						26-27						
8 Retirement Planning Bootcamp	2											6-7	
9 Performance Management Training for Managers	2							15-16					
10 Career Planning and Development Training	2									24-25			
11 Key Performance Indicators Training	2											12-13	
12 Personal Effectiveness Training	2									3-4			
13 Mastering Human Resources Management Bootcamp	3								20-22				
14 Effective Volunteer Management Bootcamp	3					21-23							
15 HR Metrics and Analytics	2											19-20	
16 Effective Workforce Planning	2							30-31					
17 Change Management: Guiding Organisations through Transitions	2						17-18						
18 Inclusive Recruitment Strategies to Build a Diverse Workforce	2							22-23					
19 Employer Branding: Enhancing the Reputation of an Organisation as an Employer of Choice	2								13-14				
20 Recruitment Process Optimization for Attracting and Retaining Top Talents	2					27-28							
21 Reward Management: Compensation and Benefit Strategies and Administration	2											29-30	
22 Learning and Development to Build Institutional Capability Bootcamp	2											9-10	
23 Effective Human Capacity Development	2									18-19			

NB: All courses are also available as self-paced e-learning course. Request a call today

1. Effective Business Writing Training Program

Program Overview

In today's professional landscape, clear and compelling business writing is essential for success. Whether you're drafting emails, reports, proposals, or presentations, effective communication can significantly impact your business outcomes. The Effective Business Writing Training Program equips professionals with the skills needed to write with clarity, precision, and influence, ensuring messages are conveyed confidently and persuasively across all business levels.

Program Objectives

By the end of this program, participants will:

- Master the fundamentals of effective business writing.
- Learn techniques to improve clarity, structure, and impact in writing.
- Develop the ability to tailor writing for various business audiences.
- Enhance proofreading and editing skills to ensure error-free communication.
- Gain practical strategies for persuasive and influential writing.

...Your partner in HR excellence

Who Should Attend:

This program is designed for:

- Business professionals looking to improve their written communication skills.
- Team leaders and managers who need to communicate clearly and concisely.
- Sales and marketing personnel aiming to craft persuasive proposals and presentations.
- Anyone who wants to refine their writing style for business contexts.

Course Outline:**Module 1: Foundations of Business Writing**

- Importance of clear communication in business
- Key principles of effective writing: clarity, conciseness, and coherence
- Identifying the purpose and audience for effective messaging

Module 2: Structuring Business Documents

- Structuring emails, reports, and proposals for maximum impact
- Creating outlines and using templates for consistency
- Techniques for organizing information logically

Module 3: Writing Persuasively and Confidently

- Crafting compelling arguments with supporting evidence
- Techniques for persuasive language and calls-to-action
- Adapting tone and style to influence readers effectively

Module 4: Editing and Proofreading

- Common business writing errors and how to avoid them
- Effective proofreading techniques for error-free documents
- Tips for concise and powerful language

Module 5: Advanced Business Writing Skills

- Writing for different business formats (presentations, memos, executive summaries)
- Communicating with empathy in sensitive situations
- Using visuals and data in writing to support your message

Delivery Format

This program is offered in two formats:

Virtual Live Sessions: Interactive, instructor-led sessions held online, allowing participants to engage and collaborate in real time.

Self-Paced E-Learning: For flexible learning, participants can complete the program at their own pace with access to resources, exercises, and assessments.

Course Materials

Participants will receive:

- A comprehensive training manual covering all modules.
- Writing templates and checklists for practical application.
- Access to online resources, including recorded sessions and supplementary reading materials.

Program Duration

The training program spans 3 days for Virtual Live Sessions, with access to the Learning Management System for 4 weeks. The Self-Paced E-Learning option allows participants to complete the course at their convenience within an 8weeks access period.

Certification

Upon completion, participants will receive a Certificate of Completion in Effective Business Writing, recognizing their mastery of essential business communication skills.

Enrollment and Fees

Program Fee: NGN455,000 (Virtual Live Sessions) | NGN385,925 (Self-Paced E-Learning)

For group registrations or corporate training inquiries, please contact our admissions team at info@hrondeckservices.com or call +2349044642114.

2. Technical Writing Credential Course

Program Overview:

As industries grow more complex and technology becomes increasingly sophisticated, the need for clear, precise, and well-organized technical documentation has never been greater. The Technical Writing Credential Course is designed to equip professionals with essential skills in technical writing, helping them communicate complex information effectively to diverse audiences. This program covers the full range of technical writing competencies, from structuring technical documents to mastering the language and tools required for success in today's technical fields.

Program Objectives:

Upon completing this course, participants will:

- Gain proficiency in the fundamentals of technical writing, including clarity, conciseness, and coherence.
- Develop the ability to create well-organized documents that cater to specific user needs and knowledge levels.
- Master techniques for translating complex information into clear, accessible language.

...Your partner in HR excellence

- Learn to use essential tools and software for technical documentation.
- Build a portfolio of technical writing samples to demonstrate their expertise to potential employers.

Who Should Attend

This course is ideal for:

- Professionals transitioning into technical writing roles from other fields.
- Engineers, developers, and other technical professionals seeking to enhance their communication skills.
- Individuals looking to enter the technical writing field with a credential to validate their skills.
- Content creators and writers aiming to specialize in technical documentation.

Program Content

Module 1: Introduction to Technical Writing

- Purpose and scope of technical writing in various industries
- Key principles of effective technical communication: accuracy, clarity, and usability
- Audience analysis and user-focused writing

Module 2: Document Structure and Organization

- Structuring technical documents: reports, manuals, guides, and FAQs
- Techniques for organizing complex information logically
- Best practices for creating clear headings, subheadings, and flow

Module 3: Writing and Language Techniques

- Writing with precision, simplicity, and consistency
- Avoiding jargon, ambiguity, and unnecessary complexity
- Tips for writing step-by-step instructions and process explanations

Module 4: Visuals and Information Design

- Incorporating graphics, tables, and charts to enhance comprehension
- Using layout and design principles for readability and usability
- Techniques for collaborating with designers and subject matter experts

Module 5: Tools and Software for Technical Writers

- Overview of popular tools like Microsoft Word, Google Docs, Adobe FrameMaker, and MadCap Flare
- Introduction to version control, content management, and collaborative platforms
- Basics of working with markup languages (e.g., HTML, XML) and technical illustration tools

Module 6: Editing and Reviewing Technical Documents

- Self-editing and peer-review techniques for clarity and accuracy

- Proofreading strategies to ensure error-free documentation
- Managing feedback and revisions effectively

Module 7: Advanced Technical Writing and Special Topics

- Writing for software, hardware, and scientific documentation
- Basics of API documentation and software development lifecycle (SDLC) writing
- Addressing legal and compliance aspects in technical documentation

Module 8: Portfolio Development

- Developing a portfolio of sample technical documents
- Guidance on compiling and presenting a professional technical writing portfolio
- Certification exam preparation and completion

Delivery Format:

This credential course is offered in two formats:

Virtual Live Sessions: Interactive, instructor-led sessions held online, enabling real-time feedback and group collaboration.

Self-Paced E-Learning: Flexible online modules allowing participants to complete the course at their own pace with access to resources and assessments.

Course Materials:

Participants will receive:

- A comprehensive course workbook covering all modules.
- Access to writing templates, style guides, and sample documents.
- Online resources, including recorded sessions, tutorials, and supplementary readings.

Program Duration:

Virtual Live Sessions: 10 days of interactive classes over a month

Self-Paced E-Learning: Flexible access for up to 3 months to complete the course.

Certification:

Upon successful completion of the course and final assessments, participants will earn a Technical Writing Credential Certificate, validating their skills and knowledge in technical writing and documentation.

Enrollment and Fees

Course Fee: NGN 1,455,000 for Virtual Live Sessions | NGN 985,925 for Self-Paced E-Learning

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

3. Mastering Professional Writing Course

Program Overview

Effective professional writing is a cornerstone of success in any industry. The Mastering Professional Writing Course is designed to equip professionals with the skills needed to communicate ideas, instructions, and information with clarity, precision, and influence. From emails and reports to proposals and presentations, this course covers the essentials of professional communication that resonates and achieves results.

Program Objectives

Upon completion of this course, participants will:

- Master foundational principles of clear, effective, and purposeful writing.
- Develop skills to adapt tone, style, and structure to various professional contexts.
- Improve editing and proofreading techniques for error-free communication.
- Enhance their ability to write persuasively and convey information confidently.
- Build a toolkit of templates, strategies, and best practices for efficient, impactful writing.

Who Should Attend

This course is ideal for:

- Professionals seeking to enhance their writing skills for workplace success.
- Managers and team leaders responsible for communicating with diverse audiences.
- Sales, marketing, and business development personnel looking to improve persuasive writing.
- Anyone aiming to sharpen their communication skills to achieve greater impact in their role.

Program Content

Module 1: Foundations of Professional Writing

- Importance of clear communication in the workplace
- Key principles of effective writing: clarity, conciseness, and coherence
- Understanding audience needs and writing with purpose

Module 2: Structuring Professional Documents

- Organizing reports, proposals, memos, and presentations for maximum impact
- Best practices for creating outlines and structuring information logically
- Using headings, lists, and visual aids for readability

Module 3: Writing for Influence and Persuasion

- Techniques for persuasive language and building strong arguments
- Crafting calls-to-action that prompt responses
- Adapting tone and style to influence diverse audiences effectively

Module 4: Email and Digital Communication Mastery

- Writing effective and concise emails for clarity and professionalism
- Communicating complex information simply in digital formats
- Best practices for email etiquette, tone, and responsiveness

Module 5: Editing and Proofreading Skills

- Self-editing techniques for clear, error-free writing
- Proofreading tips to ensure professionalism and precision
- Streamlining content for brevity and impact

Module 6: Advanced Writing for Professional Contexts

- Writing for presentations and public speaking
- Crafting executive summaries and strategic reports
- Techniques for communicating in high-stakes or sensitive situations

Module 7: Building a Personal Writing Style

- Developing a consistent, professional tone and style
- Balancing formality with approachability
- Reflecting personal or company branding in written communication

Delivery Format:

The course is available in two flexible formats:

Virtual Live Sessions: Interactive, instructor-led classes held online, enabling real-time feedback and collaborative exercises.

Self-Paced E-Learning: Complete the course at your own pace with access to resources, exercises, and assessments.

Course Materials

Participants will receive:

- A comprehensive course workbook covering all modules.
- Access to writing templates, checklists, and style guides.
- Online resources, including recorded sessions, tutorials, and supplementary readings.

Program Duration

Virtual Live Sessions: 3 days of interactive classes with 2 weeks access to the Learning Management System.

Self-Paced E-Learning: 2-month access to complete the course at your convenience.

Certification

Upon successful completion of the course, participants will receive a Certificate in Professional Writing Excellence, recognizing their mastery of essential professional writing skills.

Enrollment and Fees

Course Fee: NGN655,000 (Virtual Live Sessions) | NGN485,925 (Self-Paced E-Learning)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

4. Corporate Wellness Bootcamp

Program Overview:

A healthy, balanced workforce is essential to achieving organizational success. The Corporate Wellness Bootcamp is an intensive, results-driven program designed to equip employees with tools and strategies for enhancing physical, mental, and emotional well-being. By focusing on holistic wellness, this bootcamp empowers employees to perform at their best, helping organizations improve productivity, engagement, and overall workplace satisfaction.

This bootcamp is more than a training; it's a pathway to a healthier, more engaged, and resilient workforce, driving success for your organization from within.

Program Objectives:

By the end of the bootcamp, participants will:

- Understand the fundamentals of holistic wellness, including physical, mental, and emotional health.
- Develop personalized wellness routines that fit into their daily work and life.
- Learn strategies for stress management, resilience, and mental clarity.
- Gain insights into nutrition, fitness, and sleep that support sustained energy and productivity.
- Enhance workplace relationships and teamwork through improved communication and empathy.

Who Should Attend

This bootcamp is ideal for:

- Employees at all levels who want to enhance their health and well-being.
- Managers seeking to improve team morale, productivity, and resilience.
- HR and wellness officers interested in promoting a healthier, more engaged workforce.
- Organizations aiming to reduce absenteeism, burnout, and healthcare costs.

Program Content

...Your partner in HR excellence

Module 1: Foundations of Corporate Wellness

- The impact of wellness on productivity and morale
- Core pillars of wellness: physical, mental, and emotional health
- Setting achievable wellness goals that align with personal and professional life

Module 2: Physical Health and Fitness

- Incorporating movement into a busy workday
- Desk exercises, stretching, and posture for office workers
- Tips for creating a sustainable fitness routine outside of work

Module 3: Nutrition and Energy Management

- Building balanced meals for sustained energy
- Hydration and healthy snacking habits
- Meal planning tips and quick, nutritious recipes

Module 4: Mental Health and Resilience

- Techniques for managing stress and building resilience
- Introduction to mindfulness and meditation practices
- Strategies for mental clarity and focus during the workday

Module 5: Work-Life Balance and Emotional Wellness

- Time management strategies for a healthier work-life balance
- Setting boundaries and avoiding burnout
- Developing empathy, active listening, and communication skills for improved workplace relationships

Module 6: Sleep Hygiene and Restorative Practices

- The importance of quality sleep for health and performance
- Tips for better sleep and restorative rest
- Incorporating relaxation practices into daily routines

Module 7: Building a Wellness Culture in the Workplace

- Encouraging healthy habits within teams
- Supporting each other in wellness journeys
- Planning wellness initiatives and challenges for long-term engagement

Delivery Format:

The Corporate Wellness Bootcamp is offered in multiple formats to accommodate diverse schedules and preferences:

In-Person Workshop: A series of interactive sessions conducted on-site, encouraging team-building and real-time engagement.

...Your partner in HR excellence

Virtual Live Sessions: Instructor-led online sessions for remote teams, allowing employees to participate from anywhere.

Self-Paced E-learning.

Program Duration:

The bootcamp spans 2 days with sessions designed to integrate seamlessly into the work schedule and 2 weeks Learning Management System Access. Sessions include a mix of interactive workshops, guided activities, and hands-on practice.

Course Materials

Participants will receive:

- A comprehensive wellness workbook and resources for each module.
- Access to exercise videos, mindfulness recordings, and meal plans.
- Tools for tracking wellness goals and monitoring progress.
- Recommended reading and access to supplementary resources.

Certification

Participants who complete the bootcamp will receive a Certificate of Completion in Corporate Wellness, recognizing their commitment to improving personal and professional well-being.

Enrollment and Fees

Program Fee: NGN 475,000 per participant (In-Person and Virtual Live Sessions) | Group discounts available

NGN385,925 per participant for self-paced E-learning

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

5. Effective Corporate Communication Course

Program Overview

In today's fast-paced business environment, effective communication is essential for success at every level of an organization. The Effective Corporate Communication Course is designed to provide professionals with the skills and strategies needed to communicate clearly, confidently, and persuasively. This program covers all aspects of corporate communication, from day-to-day interactions and written correspondence to presenting ideas with impact and managing challenging conversations. Participants will learn to engage diverse audiences, foster stronger relationships, and drive positive business outcomes through effective communication.

Program Objectives

Upon completion of this course, participants will:

...Your partner in HR excellence

- Master key principles of effective corporate communication, including clarity, coherence, and professionalism.
- Develop the ability to tailor communication style to different audiences and contexts.
- Enhance skills for written and verbal communication in various business settings.
- Learn strategies for managing challenging conversations and delivering feedback constructively.
- Build confidence in presenting ideas and engaging with colleagues, clients, and stakeholders.

Who Should Attend

This course is ideal for:

- Managers, team leaders, and executives looking to improve communication within their teams.
- Professionals who want to enhance their written and verbal communication skills for career growth.
- Customer service and sales professionals who interact with clients and stakeholders.
- Anyone interested in developing stronger communication skills for more effective collaboration and influence.

Program Content

Module 1: Foundations of Corporate Communication

- Understanding the impact of effective communication on business success
- Key principles of clarity, consistency, and professionalism
- Analyzing audience needs and crafting messages with purpose

Module 2: Verbal Communication Skills

- Techniques for confident and concise verbal communication
- Active listening and responding effectively
- Communicating assertively and empathetically in various workplace scenarios

Module 3: Written Communication Essentials

- Writing clear and compelling emails, reports, and memos
- Organizing information for maximum impact
- Editing and proofreading for error-free communication

Module 4: Presenting Ideas with Impact

- Structuring presentations for clarity and engagement
- Techniques for captivating an audience and delivering with confidence
- Using visual aids effectively to enhance message delivery

Module 5: Managing Challenging Conversations

- Approaches for difficult conversations with colleagues, clients, or stakeholders
- Techniques for constructive feedback and conflict resolution
- Balancing assertiveness with empathy to reach positive outcomes

Module 6: Cross-Cultural and Remote Communication

- Adapting communication styles for diverse cultural backgrounds
- Best practices for remote communication and virtual meetings
- Overcoming barriers to effective communication in global and virtual teams

Module 7: Building a Corporate Communication Strategy

- Developing a consistent communication style and tone for your organization
- Strategies for fostering open communication within teams
- Planning internal communication initiatives for greater engagement

Delivery Format

This course is offered in two flexible formats:

Virtual Live Sessions: Interactive online sessions with real-time engagement, group exercises, and instructor feedback.

Self-Paced E-Learning: Comprehensive online modules, allowing participants to complete the course at their own pace.

Course Materials

Participants will receive:

- A course workbook with all key concepts, techniques, and exercises.
- Access to templates, communication checklists, and sample documents.
- Recorded sessions, practice materials, and recommended resources for further learning.

Program Duration

- Virtual Live Sessions: 3 days, interactive session with a 2-week access to the Learning Management System.
- Self-Paced E-Learning: 2-month access period to complete the course flexibly.

Certification

Participants who complete the course will receive a Certificate in Corporate Communication Excellence, validating their expertise in professional communication skills.

Enrollment and Fees

Course Fee: NGN675,000 (Virtual Live Sessions) | NGN 485,925 (Self-Paced E-Learning)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

6. Emotional Intelligence and Resilience Training Program

Program Overview

In an ever-evolving and high-pressure work environment, emotional intelligence and resilience are critical skills for personal and professional success. The Emotional Intelligence and Resilience Training Program equips professionals with practical tools to manage emotions, build resilience, and handle stress constructively. By enhancing these skills, participants will improve their interactions with colleagues, increase productivity, and foster a positive, resilient workplace culture.

Program Objectives

By the end of this program, participants will:

- Understand the principles of emotional intelligence and its impact on personal and professional relationships.
- Develop techniques to manage emotions in challenging situations and reduce stress.
- Strengthen resilience to bounce back from setbacks with a positive mindset.
- Improve communication and interpersonal skills through greater self-awareness and empathy.
- Build practical strategies for maintaining mental well-being and fostering a supportive work environment.

Who Should Attend

This program is designed for:

- Managers, team leaders, and executives aiming to enhance their leadership skills through emotional intelligence.
- Professionals seeking to improve interpersonal relationships and reduce workplace stress.
- Customer service, sales, and frontline employees who regularly interact with clients and need tools for managing high-pressure situations.
- Anyone interested in developing greater resilience and emotional awareness to succeed in both personal and professional realms.

Program Content

Module 1: Introduction to Emotional Intelligence

- Definition and components of emotional intelligence (self-awareness, self-regulation, motivation, empathy, and social skills)
- The importance of emotional intelligence in the workplace
- Assessing your emotional intelligence level and identifying areas for growth

Module 2: Building Self-Awareness and Self-Regulation

- Techniques for understanding and managing your emotions
- Strategies to respond calmly under pressure
- Developing habits for self-regulation and emotional control

Module 3: Empathy and Effective Communication

- Practicing active listening and empathic responses
- Building rapport and understanding diverse perspectives
- Enhancing interpersonal relationships through emotional intelligence

Module 4: Developing Resilience

- Understanding resilience and its role in coping with stress
- Techniques for building resilience in challenging environments
- Strategies for reframing negative experiences and overcoming setbacks

Module 5: Stress Management and Mental Well-being

- Identifying stress triggers and learning effective coping mechanisms
- Practicing mindfulness and relaxation techniques
- Creating a personal mental well-being plan for sustained resilience

Module 6: Emotional Intelligence in Leadership

- Leveraging emotional intelligence to lead and inspire others
- Building a resilient and emotionally aware team culture
- Conflict resolution techniques for effective leadership

Module 7: Practical Applications and Real-World Scenarios

- Applying emotional intelligence and resilience strategies to common workplace situations
- Group exercises and role-playing for experiential learning
- Case studies of emotionally intelligent and resilient leaders

Delivery Format

The program is available in two formats:

Virtual Live Sessions: Interactive, instructor-led online sessions that include group activities, breakout discussions, and real-time feedback.

Self-Paced E-Learning: Comprehensive modules and exercises that allow participants to learn at their own pace, with access to recorded sessions and resources.

Course Materials

Participants will receive:

- A detailed course workbook covering all modules.
- Access to emotional intelligence and resilience self-assessment tools.

- Worksheets and guides for self-reflection and goal-setting.
- Recommended reading materials and online resources for continued learning.

Program Duration

Virtual Live Sessions: 2 days of interactive learning.

Self-Paced E-Learning: 2-month access to complete modules and assessments at your own pace.

Certification

Upon successful completion of the program, participants will receive a Certificate in Emotional Intelligence and Resilience, signifying their mastery of essential skills for workplace success.

Enrollment and Fees

Course Fee: NGN575,000 (Virtual Live Sessions) | NGN385,000 (Self-Paced E-Learning)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

7. Effective Team Building and Social Wellness Training Program

Program Overview

Creating cohesive teams and promoting social wellness are vital for a productive and positive workplace. The Effective Team Building and Social Wellness Training Program empowers participants with tools and strategies to build strong team dynamics, foster trust, and enhance collaboration. This program covers essential aspects of team building, from improving communication and conflict resolution to promoting a culture of support and social well-being. Participants will leave equipped to contribute to a more engaged, resilient, and socially healthy work environment.

Program Objectives

By the end of this program, participants will:

- Understand the key principles of effective team building and social wellness.
- Develop skills to improve team communication, trust, and mutual respect.
- Learn strategies for resolving conflicts and creating a supportive team environment.
- Gain insights into promoting social wellness within the workplace.
- Build practical approaches for fostering a positive, collaborative culture that enhances team morale and productivity.

Who Should Attend

This program is designed for:

...Your partner in HR excellence

- Managers, team leaders, and HR professionals focused on improving team dynamics and well-being.
- Employees looking to enhance their teamwork skills and contribute positively to their team's culture.
- Organizations aiming to create a socially supportive workplace that prioritizes employee wellness.
- Anyone interested in building stronger, more connected teams for better performance and morale.

Program Content

Module 1: Foundations of Team Building

- Understanding the importance of teamwork in achieving organizational goals
- Characteristics of high-performing teams and common challenges
- Core principles of trust, respect, and shared purpose in team building

Module 2: Enhancing Communication and Collaboration

- Techniques for open and effective communication within teams
- Building active listening and constructive feedback skills
- Strategies for fostering collaboration and encouraging idea-sharing

Module 3: Conflict Resolution and Problem-Solving

- Identifying sources of team conflict and common resolution techniques
- Approaches to mediation and finding common ground
- Practical exercises in handling difficult conversations and resolving disputes constructively

Module 4: Promoting Social Wellness

- The importance of social wellness and its impact on team morale
- Techniques for promoting inclusivity and belonging within teams
- Social wellness activities and strategies for building a supportive culture

Module 5: Building Empathy and Emotional Intelligence

- Developing empathy and understanding in workplace relationships
- Emotional intelligence as a tool for improving team dynamics
- Exercises for building emotional awareness and supportive interactions

Module 6: Team Building Activities and Practical Exercises

- Group exercises and activities to enhance teamwork and trust
- Team-building scenarios that simulate real workplace challenges
- Developing action plans to implement effective team practices

Module 7: Creating a Culture of Social Wellness and Team Support

- Strategies for fostering long-term social wellness in the workplace
- Implementing team-building practices that are sustainable and impactful
- Planning ongoing social wellness initiatives to maintain team cohesion and morale

Delivery Format

This program is offered in two flexible formats:

In-Person Workshop: An interactive on-site experience that includes hands-on activities, team exercises, and group discussions.

Virtual Live Sessions: Instructor-led online sessions for remote teams, featuring real-time engagement and collaborative exercises.

Self-pace E-learning

Course Materials

Participants will receive:

- A comprehensive workbook covering all training modules.
- Access to communication and team-building templates, checklists, and resources.
- Practical guides for implementing team-building and social wellness activities.
- Suggested reading materials and online resources for continued development.

Program Duration

In-Person Workshop: 2-day intensive workshop with interactive team exercises.

Virtual Live Sessions: 2-day program with 2-month learning management system access for immersive learning.

Certification

Upon successful completion of the program, participants will receive a Certificate in Effective Team Building and Social Wellness, recognizing their enhanced skills in fostering a cohesive and socially supportive team environment.

Enrollment and Fees

Program Fee: NGN575,000 (In-Person Workshop) | NGN575,000(Virtual Live Sessions) | NGN385,925 (Self-paced E-learning)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

8. Retirement Planning Bootcamp

Program Overview

Planning for retirement is a critical step toward financial security and peace of mind. The Retirement Planning Bootcamp is an intensive program designed to help individuals at any stage of their career take control of their financial future. This bootcamp covers essential retirement planning concepts, from setting retirement goals and understanding investment options to managing taxes and creating a sustainable income plan. Participants will leave with the knowledge and tools needed to build a solid foundation for a secure and fulfilling retirement.

Program Objectives

By the end of the bootcamp, participants will:

- Understand the key components of retirement planning and their importance.
- Learn to set realistic retirement goals and calculate the income needed to achieve them.
- Explore various retirement savings and investment options.
- Gain insight into tax strategies that optimize retirement savings.
- Develop a personalized retirement plan to guide future financial decisions.

Who Should Attend

This bootcamp is ideal for:

- Individuals in the early or mid-career stages looking to build a strong retirement plan.
- Employees approaching retirement who want to finalize their plans for financial security.
- HR professionals and benefits managers who wish to support employees in their retirement planning.
- Anyone interested in gaining a comprehensive understanding of retirement planning and financial preparedness.

Program Content

Module 1: Foundations of Retirement Planning

- Importance of retirement planning and its impact on long-term financial security
- Setting retirement goals and assessing your current financial situation
- Factors influencing retirement savings, such as inflation and cost of living

Module 2: Retirement Savings Vehicles

- Overview of retirement accounts
- Employer-sponsored plans and maximizing company contributions
- Benefits of early saving and compound interest

Module 3: Investment Strategies for Retirement

- Understanding investment options: stocks, bonds, mutual funds, and ETFs
- Risk tolerance and asset allocation strategies by age and retirement goals
- Adjusting investment strategies as retirement approaches

...Your partner in HR excellence

Module 4: Creating a Sustainable Income Plan

- Calculating retirement income needs based on lifestyle goals
- Creating a withdrawal strategy for retirement accounts

Module 6: Healthcare and Insurance in Retirement

- Planning for healthcare costs, including Medicare and supplemental insurance
- Long-term care insurance and other protections
- Estimating healthcare expenses and incorporating them into your plan

Module 7: Estate Planning Essentials

- Importance of wills, trusts, and beneficiary designations
- Power of attorney and healthcare directives
- Legacy planning and transferring wealth to heirs

Delivery Format

The Retirement Planning Bootcamp is offered in the following formats:

In-Person Workshop: A focused on-site program that includes interactive sessions, group discussions, and hands-on activities.

Virtual Live Sessions: Instructor-led online sessions, allowing for real-time engagement and collaboration.

Self-Paced Online Modules: Flexible learning modules for participants who prefer to study at their own pace.

Materials

Participants will receive:

- A comprehensive workbook covering each module's content.
- Access to retirement planning calculators and budgeting tools.
- Worksheets for setting goals, tracking progress, and organizing retirement documents.
- Supplementary reading materials and resources for further learning.

Program Duration

In-Person Workshop: 2-day intensive bootcamp with hands-on activities and discussions.

Virtual Live Sessions: 2 day program with one month access to the learning management system

Self-Paced Online Modules: 2-month access to complete the course at your convenience.

Certification

Upon successful completion, participants will receive a Certificate in Retirement Planning, recognizing their commitment to securing their financial future and expertise in retirement planning strategies.

Enrollment and Fees

Program Fee: NGN 675,000 per participant (In-Person and Virtual Live Sessions) | NGN 485,925(Self-Paced Online Modules)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

9. Performance Management for Managers Training Program

Program Overview

Effective performance management is key to driving employee success and organizational growth. The Performance Management for Managers Training Program is designed to equip managers with the skills and strategies needed to inspire high performance, provide constructive feedback, set clear goals, and foster a culture of accountability. This program covers all essential aspects of performance management, from planning and goal-setting to coaching and addressing performance issues, enabling managers to lead their teams with confidence and impact.

Program Objectives

By the end of the program, participants will:

- Understand the fundamentals and importance of performance management.
- Learn to set clear, measurable goals that align with organizational objectives.
- Develop skills to provide constructive feedback and conduct effective performance reviews.
- Master techniques for coaching employees to reach their full potential.
- Gain strategies to handle underperformance and address challenging performance issues.

Who Should Attend

This program is ideal for:

- New and experienced managers seeking to strengthen their performance management skills.
- Team leaders responsible for driving team productivity and engagement.
- HR professionals supporting managers in the performance management process.
- Supervisors looking to foster a culture of continuous improvement and accountability.

Program Content

Module 1: Foundations of Performance Management

- The role of performance management in organizational success
- Key components of an effective performance management cycle
- Setting expectations and establishing a culture of accountability

Module 2: Goal Setting and Alignment

- Techniques for setting SMART goals that align with organizational objectives
- Communicating clear performance expectations
- Aligning individual goals with team and company priorities

Module 3: Providing Constructive Feedback

- Frameworks for delivering feedback in a positive, constructive manner
- Strategies to make feedback continuous and effective
- Building trust and encouraging open communication in feedback discussions

Module 4: Performance Reviews and Appraisals

- Preparing for and conducting meaningful performance reviews
- Structuring appraisal meetings for balanced, actionable outcomes
- Documenting performance and setting future development goals

Module 5: Coaching for High Performance

- Principles of effective coaching and mentoring
- Identifying strengths and areas for growth in employees
- Techniques to motivate, inspire, and empower team members

Module 6: Managing Underperformance

- Identifying and addressing the root causes of underperformance
- Strategies for having difficult conversations with empathy and clarity
- Developing improvement plans and following up effectively

Module 7: Building a Continuous Improvement Culture

- Encouraging a growth mindset and fostering a feedback-rich environment
- Recognizing and celebrating high performance
- Tools for tracking progress and measuring the impact of performance management

Delivery Format

The program is offered in two flexible formats to suit participants' needs:

In-Person Workshop: Interactive on-site sessions with real-time feedback, role-playing exercises, and group discussions.

Virtual Live Sessions: Instructor-led online sessions, allowing remote participants to engage and collaborate in real-time.

Self-paced e-learning

Course Materials

Participants will receive:

- A comprehensive workbook covering all modules.

- Performance management templates, tools, and checklists.
- Access to self-assessment tools and performance planning resources.
- Supplementary reading materials for deeper learning.

Program Duration

In-Person Workshop: 2-day intensive workshop with hands-on practice.

Virtual Live Sessions: 2 day immersive learning with 4 weeks access to the learning management system.

Certification

Upon successful completion, participants will receive a Certificate in Performance Management for Managers, validating their expertise in driving high performance and managing teams effectively.

Enrollment and Fees

Program Fee: NGN785,000 per participant (In-Person and Virtual Live Sessions) | NGN485,925 (Self-paced E-learning)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

.....

10. Career Planning and Development Training Program

Program Overview

The Career Planning and Development Training Program is designed to help professionals take charge of their career paths, set achievable goals, and acquire the skills necessary for long-term success. This program provides participants with essential tools and strategies for self-assessment, goal setting, skill development, and navigating career transitions. By fostering a proactive approach to career growth, this program empowers individuals to maximize their potential and thrive in an evolving workplace.

Program Objectives

Upon completing the program, participants will:

- Understand the principles of effective career planning and goal setting.
- Develop skills for self-assessment, identifying strengths, and recognizing growth areas.
- Learn to set actionable short- and long-term career goals.
- Gain insights into skill-building, networking, and career development strategies.
- Build resilience and adaptability to navigate career transitions successfully.

Who Should Attend

This program is ideal for:

- Professionals seeking to take a proactive approach to career growth and development.

...Your partner in HR excellence

- Individuals at any career stage, looking to set and achieve career goals.
- Managers and team leaders wanting to support their team's career development.
- HR professionals and career coaches who assist others in career planning.

Program Content

Module 1: Foundations of Career Planning

- The importance of proactive career planning and personal growth
- Understanding career stages and setting a clear direction
- Key factors influencing career satisfaction and success

Module 2: Self-Assessment and Identifying Career Strengths

- Conducting a personal skills inventory and identifying strengths
- Understanding areas for development and setting priorities
- Tools for self-reflection and career alignment

Module 3: Setting Career Goals and Developing a Plan

- Goal-setting techniques for both short- and long-term objectives
- Creating actionable career roadmaps for measurable progress
- Balancing ambition with realistic, achievable goals

Module 4: Building and Developing Key Skills

- Identifying skills essential to career growth in various fields
- Techniques for continuous learning and skill enhancement
- Resources for self-directed learning and professional development

Module 5: Networking and Relationship Building

- Strategies for building a strong professional network
- Techniques for establishing mentorship and seeking guidance
- Leveraging connections for career opportunities and growth

Module 6: Managing Career Transitions and Resilience

- Preparing for career transitions and navigating change
- Building resilience and adaptability in an evolving workplace
- Handling challenges and setbacks constructively

Module 7: Work-Life Balance and Personal Well-Being

- Strategies for balancing career ambitions with personal well-being
- Setting boundaries to maintain a healthy work-life balance
- Personal well-being as a foundation for sustained career success

Delivery Format

This program is available in two flexible formats:

In-Person Workshop: A hands-on, interactive workshop with group discussions, exercises, and personalized feedback.

Virtual Live Sessions: Instructor-led online sessions, allowing remote participants to engage and collaborate in real-time.

Self-paced E-learning

Course Materials

Participants will receive:

- A detailed career planning workbook covering all modules.
- Self-assessment tools, goal-setting templates, and career planning checklists.
- Access to additional resources, including readings, exercises, and career development guides.
- Worksheets for creating a personalized career development plan.

Program Duration

In-Person Workshop: 2-day intensive workshop with hands-on activities.

Virtual Live Sessions: 2-day immersive learning

Self-paced E-learning

Certification

Upon successful completion of the program, participants will receive a Certificate in Career Planning and Development, acknowledging their commitment to personal and professional growth.

Enrollment and Fees

Program Fee: NGN675,000 per participant (In-Person and Virtual Live Sessions) | NGN485,000

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

.....

11. Key Performance Indicators (KPIs) Training Program

Program Overview

Key Performance Indicators (KPIs) are essential tools for measuring progress, driving performance, and achieving strategic objectives. The KPIs Training Program provides participants with the knowledge and skills needed to design, implement, and manage effective KPIs that align with organizational goals. This program covers all aspects of KPI development, from defining meaningful metrics to tracking progress and interpreting results, empowering participants to make data-driven decisions that contribute to organizational success.

...Your partner in HR excellence

Program Objectives

By the end of this program, participants will:

- Understand the purpose and importance of KPIs in performance management.
- Learn to define, design, and implement effective KPIs aligned with business objectives.
- Develop skills to monitor, analyze, and interpret KPI data.
- Gain insight into using KPIs for continuous improvement and decision-making.
- Build confidence in communicating KPI insights to stakeholders.

Who Should Attend

This program is ideal for:

- Managers and team leaders responsible for measuring team performance.
- HR and performance management professionals who design and monitor KPIs.
- Business analysts and data professionals involved in performance tracking.
- Professionals seeking to understand and apply KPIs to drive personal and team performance.

Program Content

Module 1: Introduction to KPIs and Performance Measurement

- The role of KPIs in organizational success and strategy alignment
- Types of KPIs (operational, strategic, financial, etc.) and their uses
- Characteristics of effective KPIs: relevance, measurability, and alignment

Module 2: Setting Effective KPIs

- Techniques for defining SMART KPIs (Specific, Measurable, Achievable, Relevant, Time-bound)
- Aligning KPIs with organizational goals and departmental objectives
- Balancing quantitative and qualitative KPIs for comprehensive performance measurement

Module 3: Designing KPI Metrics and Dashboards

- Selecting appropriate metrics to track KPI progress
- Using KPI dashboards for real-time performance monitoring
- Data visualization techniques to communicate insights effectively

Module 4: Tracking and Monitoring KPIs

- Establishing baselines and benchmarks for KPI measurement
- Techniques for collecting and analyzing KPI data accurately
- Identifying and managing performance gaps

Module 5: Interpreting and Analyzing KPI Results

- Analyzing KPI trends and understanding implications for decision-making
- Using KPI data to identify strengths, weaknesses, and improvement areas
- Communicating KPI insights to stakeholders and aligning them with business goals

Module 6: KPIs for Continuous Improvement

- Creating action plans based on KPI results to drive improvement
- Adjusting KPIs over time as organizational priorities change
- Fostering a data-driven culture that supports performance growth

Module 7: Case Studies and Real-World Applications

- Reviewing real-world examples of effective KPI implementation
- Group exercises and role-playing to apply KPI concepts
- Developing custom KPI frameworks based on participants' organizational needs

Delivery Format

This program is offered in multiple formats for flexibility:

In-Person Workshop: An interactive, hands-on session held on-site, featuring practical exercises and group discussions.

Virtual Live Sessions: Instructor-led online sessions for real-time engagement and collaboration.

Self-Paced Online Modules: Comprehensive e-learning modules that allow participants to complete the training at their own pace.

Course Materials

Participants will receive:

- A detailed KPI training workbook covering each module.
- Access to KPI templates, dashboards, and measurement tools.
- Sample KPI frameworks and industry-specific examples.
- Supplementary reading materials and resources for deeper learning.

Program Duration

In-Person Workshop: 2-day intensive workshop.

Virtual Live Sessions: 2-day intensive virtual real-time workshop

Self-Paced Online Modules: 6-month access to complete the course at your convenience.

Certification

Upon successful completion of the program, participants will receive a Certificate in KPI Development and Management, recognizing their expertise in performance measurement and data-driven decision-making.

Enrollment and Fees

Program Fee: NGN675,000 per participant (In-Person and Virtual Live Sessions) | NGN485,925 (Self-Paced Online Modules)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

.....
...Your partner in HR excellence

12. Personal Effectiveness Training Program

Program Overview

In today's fast-paced workplace, personal effectiveness is key to achieving success and fulfillment in both professional and personal life. The Personal Effectiveness Training Program is designed to empower individuals with essential skills and strategies to maximize productivity, enhance time management, improve communication, and foster a growth mindset. Participants will learn practical approaches to work more efficiently, manage stress, and build resilience—ensuring they bring their best selves to every challenge.

Program Objectives

Upon completing this program, participants will:

- Gain insights into personal productivity, time management, and prioritization.
- Develop strategies for clear communication and relationship building.
- Enhance their resilience, adaptability, and problem-solving skills.
- Build self-awareness and emotional intelligence to strengthen interpersonal interactions.
- Set achievable goals for continuous personal and professional growth.

Who Should Attend

This program is ideal for:

- Professionals seeking to enhance their personal productivity and effectiveness.
- Managers and team leaders looking to improve time management and prioritize goals.
- Individuals interested in improving communication, stress management, and resilience.
- Anyone aiming to foster a mindset of continuous growth and improvement.

Program Content

Module 1: Foundations of Personal Effectiveness

- Defining personal effectiveness and its impact on success
- Understanding core values, strengths, and areas for improvement
- Setting clear and actionable personal and professional goals

Module 2: Time Management and Prioritization

- Techniques for prioritizing tasks and setting achievable deadlines
- Time management tools, including planners, calendars, and digital apps
- Minimizing distractions and overcoming procrastination

Module 3: Communication and Interpersonal Skills

- Developing active listening and clear communication skills
- Building empathy and understanding in interactions
- Techniques for assertive communication and setting boundaries

Module 4: Emotional Intelligence and Self-Awareness

- Recognizing and managing emotions to build resilience
- Self-reflection techniques to enhance self-awareness and adaptability
- Developing empathy and understanding in both personal and professional settings

Module 5: Problem-Solving and Decision-Making

- Identifying and analyzing problems with a proactive approach
- Tools for making informed and balanced decisions
- Strategies for creative problem-solving and thinking outside the box

Module 6: Stress Management and Resilience

- Understanding the sources of stress and its impact on performance
- Techniques for managing stress and building emotional resilience
- Creating a personal well-being plan to maintain a healthy work-life balance

Module 7: Continuous Growth and Personal Development

- Setting long-term goals and building a growth mindset
- Embracing feedback and self-improvement for personal growth
- Maintaining motivation and tracking progress toward personal effectiveness

Delivery Format

The program is offered in multiple formats for flexibility:

In-Person Workshop: A hands-on, interactive session held on-site with group activities and personalized feedback.

Virtual Live Sessions: Instructor-led online sessions, allowing for real-time engagement, discussions, and collaborative exercises.

Self-Paced Online Modules: E-learning modules available for participants to complete at their convenience.

Course Materials

Participants will receive:

- A comprehensive workbook covering each module with exercises and assessments.
- Access to time management, goal-setting, and self-reflection templates.
- Additional resources, including recommended readings and personal effectiveness tools.
- Practical guides for implementing personal effectiveness techniques in daily life.

Program Duration

- In-Person Workshop: 2-day intensive workshop.
- Virtual Live Sessions: 2-day program

- Self-Paced Online Modules: 2-month access to complete the course at your own pace.

Certification

Upon successful completion, participants will receive a Certificate in Personal Effectiveness, acknowledging their commitment to self-improvement and mastery of essential skills for personal and professional growth.

Enrollment and Fees

Program Fee: NGN575,000 per participant (In-Person and Virtual Live Sessions) | NGN385,925 (Self-Paced Online Modules)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

13. Mastering Human Resources Management Bootcamp

An Overview

The Mastering Human Resources Management Bootcamp is an intensive and comprehensive program designed to equip professionals with the skills and knowledge necessary to excel in the dynamic field of Human Resources (HR). Whether you're an aspiring HR professional, a mid-level manager, or a seasoned expert looking to update your skills, this bootcamp offers a blend of theory, practical applications, and cutting-edge strategies to elevate your career.

Program Highlights

Duration: 3 Days Bootcamp

Format: Virtual live and online self-paced

Certification: Certificate of Completion from HR-OD Academy

Key Features

Expert-Led Training: Learn from seasoned HR leaders and industry experts.

Comprehensive Curriculum: Covering core HR disciplines including talent acquisition, employee engagement, compliance, and HR analytics.

Real-World Applications: Case studies, simulations, and projects to apply your learning.

Networking Opportunities: Collaborate with professionals from diverse industries.

Flexible Learning: Self-paced learning

Target Audience

This bootcamp is ideal for:

...Your partner in HR excellence

- HR professionals seeking to upskill.
- Managers transitioning into HR roles.
- Recent graduates interested in HR management.
- Business owners aiming to strengthen their HR practices.

Learning Outcomes

By the end of this bootcamp, participants will:

1. Develop a strategic approach to HR management aligned with organizational goals.
2. Master best practices in talent acquisition, retention, and development.
3. Understand employment law and ensure compliance with legal requirements.
4. Utilize HR analytics for data-driven decision-making.
5. Enhance skills in conflict resolution, leadership, and performance management.

Curriculum Overview

Module 1: Foundations of HR Management

- Introduction to HRM
- Key Functions and Roles

Module 2: Talent Acquisition and Onboarding

- Recruitment Strategies
- Onboarding Best Practices

Module 3: Employee Engagement and Retention

- Building a Positive Workplace Culture
- Retention Strategies

Module 4: Employment Law and Compliance

- Legal Frameworks in HR
- Managing Risk and Compliance

Module 5: HR Analytics and Technology

- Introduction to HR Metrics
- Leveraging Technology in HR

Module 6: Performance Management

- Setting Objectives and KPIs
- Conducting Effective Appraisals

Module 7: Leadership and Change Management

- Developing Leadership Skills
- Managing Organizational Change

Capstone Project

- Real-life HR challenge simulation

Enrollment and Fees

Program Fee: NGN575,000 per participant (In-Person and Virtual Live Sessions) | NGN385,925 (Self-Paced Online Modules)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

14. Effective Volunteer Management Bootcamp

The Effective Volunteer Management Bootcamp is a dynamic and interactive program designed to empower professionals working with volunteers to maximize their impact. Whether you're managing volunteers in non-profit organizations, community groups, or corporate social responsibility initiatives, this bootcamp equips you with the skills, strategies, and tools needed to recruit, retain, and engage volunteers effectively.

Program Highlights

Duration: 2 days virtual live or 2 months self-paced learning

Format: Virtual-live or online Self-paced

Certification: Certificate of Completion from HR-OD Academy

Key Features

Practical Focus: Hands-on training with real-world scenarios and simulations.

Expert Instructors: Led by seasoned volunteer managers and organizational leaders.

Customizable Approaches: Strategies tailored to fit diverse organizational needs.

Networking Opportunities: Collaborate and learn from peers in the sector.

Flexible Learning

Target Audience

This bootcamp is ideal for:

- Volunteer coordinators and managers.
- Non-profit and community leaders.
- Corporate social responsibility professionals.
- Event planners working with volunteers.
- Anyone interested in improving their volunteer engagement strategies.

Learning Outcomes

By the end of the bootcamp, participants will:

1. Understand the principles of effective volunteer management.
2. Develop robust volunteer recruitment and onboarding strategies.
3. Foster engagement and build long-term volunteer relationships.
4. Learn best practices for managing diverse teams of volunteers.
5. Utilize technology to streamline volunteer coordination.
6. Measure and demonstrate the impact of volunteer contributions.

Curriculum Overview

Module 1: Foundations of Volunteer Management

- The Role of Volunteers in Organizations
- Characteristics of Successful Volunteer Programs

Module 2: Volunteer Recruitment and Onboarding

- Crafting Compelling Recruitment Campaigns
- Designing an Inclusive and Welcoming Onboarding Process

Module 3: Engaging and Retaining Volunteers

- Creating Meaningful Volunteer Experiences
- Recognition and Appreciation Strategies

Module 4: Managing Volunteer Diversity

- Understanding the Needs of Different Volunteer Groups
- Inclusive Leadership Practices

Module 5: Technology and Tools for Volunteer Management

- Volunteer Management Software Overview
- Streamlining Scheduling and Communication

Module 6: Measuring Volunteer Impact

- Key Metrics for Success
- Communicating the Value of Volunteer Contributions

Capstone Project

- Design and present a comprehensive volunteer management plan.

Enrollment and Fees

Program Fee: NGN675,000 per participant (In-Person and Virtual Live Sessions) | NGN485,925 (Self-Paced Online Modules)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

15.HR Metrics and Analytics

The HR Metrics and Analytics Training Programme is a cutting-edge, practical course designed to equip HR professionals with the tools and skills to leverage data for strategic decision-making. As organizations increasingly rely on data to drive performance, HR analytics has become a critical competency for aligning workforce initiatives with business goals. This program empowers participants to transform HR data into actionable insights that drive organizational success.

Program Highlights

Duration: 2 days virtual-live or 2 months Online Self-paced

Format: Virtual-live session or online self-paced

Certification: Certificate of Completion from HR-OD Academy

Key Features

Data-Driven Training: Hands-on exercises with real-world HR datasets.

Expert Instructors: Learn from HR analytics experts and data scientists.

Industry-Relevant Tools: Explore tools like Excel, Power BI, and HRIS platforms.

Strategic Focus: Align analytics with organizational strategy and decision-making.

Networking Opportunities: Collaborate with peers and industry leaders.

Target Audience

This training program is ideal for:

- HR professionals and managers.
- Business analysts working with HR data.
- HRIS (Human Resource Information System) specialists.
- Organizational leaders interested in workforce analytics.
- Anyone seeking to integrate data into HR practices.

Learning Outcomes

By the end of this program, participants will:

1. Understand the role and importance of HR metrics and analytics.
2. Identify and collect key HR data points relevant to organizational goals.
3. Analyze and interpret HR data to identify trends and insights.
4. Develop dashboards and reports to communicate findings effectively.
5. Align workforce metrics with strategic business objectives.
6. Measure the impact of HR initiatives on organizational performance.

Curriculum Overview

Module 1: Introduction to HR Metrics and Analytics

- The Role of Data in Modern HR
- Overview of Key Metrics (e.g., turnover rate, time-to-hire)

Module 2: Data Collection and Management

- Data Sources in HR
- Ensuring Data Accuracy and Integrity

Module 3: Analyzing HR Data

- Descriptive, Predictive, and Prescriptive Analytics
- Identifying Trends and Patterns

Module 4: Tools and Technology for HR Analytics

- Excel for HR Data Analysis

- Introduction to Power BI and Tableau
- Overview of HRIS Capabilities

Module 5: Aligning Analytics with Strategy

- Workforce Planning and Talent Management Analytics
- Linking HR Metrics to Business Goals

Module 6: Visualization and Reporting

- Building Dashboards and Presentations
- Communicating Insights to Stakeholders

Capstone Project

- Develop an analytics-driven HR strategy for a case study organization.

Enrollment and Fees

Program Fee: NGN675,000 per participant (In-Person and Virtual Live Sessions) | NGN485,925 (Self-Paced Online Modules)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

16. Effective Workforce Planning

Overview

Effective workforce planning is critical for aligning an organization's workforce with its strategic goals. This training program equips participants with the tools, techniques, and insights needed to anticipate future workforce needs, address skill gaps, and enhance organizational efficiency.

Target Audience

- HR professionals
- Managers and team leaders
- Workforce planners and analysts
- Business strategists
- Anyone involved in strategic planning and resource management

...Your partner in HR excellence

Objectives

By the end of this training, participants will be able to:

1. Understand the principles and importance of workforce planning.
2. Conduct a comprehensive workforce analysis.
3. Identify and address skill gaps in alignment with organizational goals.
4. Develop data-driven workforce plans.
5. Monitor and evaluate the effectiveness of workforce planning strategies.

Course Content

Module 1: Introduction to Workforce Planning

- Definition and significance
- Key principles of workforce planning
- Workforce planning in the context of business strategy

Module 2: Workforce Analysis

- Current workforce profiling
- Forecasting future workforce needs
- Analyzing workforce trends and data

Module 3: Identifying Skill Gaps

- Assessing current skills inventory
- Mapping skills to future needs
- Strategies for addressing skill shortages

Module 4: Workforce Planning Strategies

- Scenario planning and modeling
- Succession planning
- Talent acquisition and retention strategies

Module 5: Implementation of Workforce Plans

- Developing actionable workforce plans
- Stakeholder engagement and communication
- Change management in workforce planning

Module 6: Monitoring and Evaluation

- Key metrics for workforce planning success
- Continuous improvement strategies
- Tools and technologies for workforce planning

Duration

- **Option A:** 2-day intensive virtual-live workshop
- **Option B:** Self-paced learning over a period of 2 months.

Training Materials

Participants will receive:

- A comprehensive training manual
- Access to workforce planning templates and tools
- Case studies and examples for practical application
- Certificate of completion

Expected Outcomes

Participants will be able to:

- Develop workforce plans that align with business goals.
- Use workforce data to make informed decisions.
- Implement strategies to ensure a resilient and agile workforce.
- Enhance organizational performance through effective resource planning.

Facilitators

Our facilitators are seasoned professionals in human resource management, workforce analytics, and strategic planning. They bring years of experience and practical insights to the training.

Fees and Registration

- **Fee:** NGN485,925 for self-paced online learning | NGN675,000 for the 2-day intensive workshop

...Your partner in HR excellence

- **Mode:** In-person/Virtual (select based on your preference)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

.....

17.Change Management – Guiding Organizations Through Transitions

Overview

Change is inevitable in any organization, and successful change management is critical for navigating transitions effectively. This training program equips participants with the tools, frameworks, and strategies needed to lead and support organizational change, minimizing resistance and maximizing positive outcomes.

Target Audience

- Managers and team leaders
- Human resource professionals
- Project managers
- Change agents and facilitators
- Executives overseeing organizational change initiatives

Objectives

By the end of the training, participants will be able to:

1. Understand the principles of change management and its importance.
2. Identify the drivers and challenges of organizational change.
3. Develop strategies to manage resistance and build stakeholder buy-in.
4. Apply proven frameworks and tools for effective change implementation.
5. Monitor, evaluate, and sustain change efforts over time.

Course Content

Module 1: Understanding Change Management

- The nature and types of organizational change
- The importance of change management in achieving business goals
- Common pitfalls in change initiatives

Module 2: Drivers and Challenges of Change

- Identifying internal and external drivers of change
- Diagnosing organizational readiness for change
- Understanding and addressing resistance

Module 3: Change Management Frameworks

- Overview of popular models (e.g., Kotter's 8-Step Process, ADKAR, Lewin's Change Management Model)
- Selecting and adapting frameworks to suit organizational needs

Module 4: Leadership in Change

- The role of leadership in driving change
- Building and empowering change agents
- Communicating effectively during transitions

Module 5: Implementing Change

- Designing a structured change management plan
- Engaging stakeholders and managing expectations
- Strategies for smooth implementation of change initiatives

Module 6: Sustaining and Evaluating Change

- Monitoring progress and addressing setbacks
- Metrics for measuring change success
- Embedding change into organizational culture

Training Methods

- Expert-led interactive sessions
- Group exercises and discussions

- Real-world case studies and best practices
- Role-playing and scenario planning
- Practical application of change management tools

Duration

- Option A: 2-day intensive workshop
- Option B: Self-paced e-learning over a period of 2 months

Training Materials

Participants will receive:

- A comprehensive training guide
- Change management templates and toolkits
- Access to case studies and exercises
- Certificate of completion

Expected Outcomes

Participants will leave the training with the ability to:

- Understand the complexities of change and how to manage them effectively.
- Develop and execute change management strategies tailored to their organization.
- Lead teams through transitions with confidence and clarity.
- Foster a culture of adaptability and continuous improvement

Fees and Registration

NGN485,925 for Self-paced online; NGN675,000 for a 2-day intensive Virtual-live training

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

18. Inclusive Recruitment Strategies – Building a Diverse Workforce

Overview

Building a diverse workforce begins with inclusive recruitment practices that attract, engage, and hire talent from all backgrounds. This training program provides participants with practical tools, strategies, and frameworks to develop equitable hiring processes that foster diversity and inclusivity, enhancing innovation and organizational success.

Target Audience

- HR professionals and recruiters
- Hiring managers
- Diversity, Equity, and Inclusion (DEI) officers
- Talent acquisition specialists
- Business leaders and executives involved in hiring decisions

Objectives

By the end of the training, participants will be able to:

1. Understand the importance of diversity and inclusion in recruitment.
2. Identify and mitigate biases in hiring processes.
3. Design and implement inclusive recruitment strategies.
4. Develop job descriptions and outreach plans that attract diverse talent.
5. Build an inclusive employer brand to support long-term workforce diversity.

Course Content

Module 1: Introduction to Inclusive Recruitment

- Understanding diversity, equity, and inclusion (DEI)
- The business case for a diverse workforce
- Common barriers to inclusive recruitment

Module 2: Identifying and Mitigating Bias

- Types of bias in hiring (unconscious bias, systemic bias, etc.)

...Your partner in HR excellence

- Tools and strategies to minimize bias in recruitment
- Training hiring teams on DEI principles

Module 3: Designing Inclusive Recruitment Processes

- Creating equitable job descriptions and criteria
- Structuring interviews to ensure fairness
- Using data-driven approaches to improve hiring decisions

Module 4: Attracting Diverse Talent

- Building diverse talent pipelines
- Partnering with diverse organizations, networks, and institutions
- Leveraging inclusive employer branding and communication

Module 5: Assessing and Sustaining Inclusivity

- Measuring the effectiveness of inclusive recruitment efforts
- Establishing KPIs and tracking diversity metrics
- Continuous improvement strategies for inclusive hiring

Training Methods

- Expert-led discussions and presentations
- Hands-on workshops and interactive activities
- Case studies from organizations with successful DEI initiatives
- Role-playing and real-world scenario analysis
- Action planning to implement inclusive recruitment in participants' organizations

Duration

- **Option A:** 2-day intensive virtual-live workshop
- **Option B:** Self-paced learning over 2 months

Training Materials

Participants will receive:

- A comprehensive guide to inclusive recruitment strategies

- Templates for inclusive job descriptions and hiring processes
- Access to case studies and tools for tracking diversity metrics
- Certificate of completion

Expected Outcomes

Participants will leave the training with the ability to:

- Recognize and eliminate bias in their recruitment practices.
- Develop strategies to attract and retain diverse talent.
- Design inclusive hiring processes that align with organizational goals.
- Strengthen their employer brand to promote diversity and inclusion.

Facilitators

Our facilitators are experts in talent acquisition and DEI with extensive experience in implementing inclusive recruitment strategies across diverse industries. They bring practical insights and actionable solutions to help organizations build diverse workforces.

Fees and Registration

- **Fee:** NGN485,925 for self-paced online | N675,000 for a 2-day live-virtual sessions
- **Mode:** In-person/Virtual (choose based on your preference)

Inclusive recruitment is the foundation of a diverse and successful organization. **Join us to build the workforce of the future!**

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

.....

19. Employer Branding – Enhancing an Organization's Reputation as an Employer of Choice

Overview

In today's competitive talent market, organizations must differentiate themselves to attract and retain top talent. This training program provides a comprehensive approach to building and enhancing an employer brand that resonates with prospective and current employees, positioning your organization as an employer of choice.

Target Audience

- HR professionals
- Talent acquisition specialists
- Employer branding managers
- Marketing and communication teams
- Business leaders focused on employee engagement and retention

Objectives

By the end of this training, participants will:

1. Understand the components and importance of employer branding.
2. Develop strategies to align employer branding with organizational goals and culture.
3. Identify tools and platforms for effective employer branding.
4. Create a compelling Employee Value Proposition (EVP).
5. Monitor and measure the impact of employer branding initiatives.

Course Content

Module 1: Introduction to Employer Branding

- What is employer branding, and why does it matter?
- The link between employer branding, employee engagement, and talent acquisition
- The role of culture and values in employer branding

Module 2: Building a Strong Employee Value Proposition (EVP)

- Defining the EVP: Attracting the right talent
- Aligning the EVP with organizational culture and goals
- Communicating the EVP effectively

Module 3: Employer Branding Strategies

- Internal branding: Engaging current employees as brand ambassadors
- External branding: Attracting top talent through authentic storytelling
- Leveraging social media and online platforms

Module 4: Tools and Technologies for Employer Branding

- Platforms for showcasing your employer brand (e.g., LinkedIn, Glassdoor)
- Using analytics to track branding effectiveness
- Crafting impactful content to attract diverse talent

Module 5: Measuring Employer Branding Success

- Metrics to assess branding impact (e.g., Net Promoter Score, application rates)
- Conducting surveys and gathering feedback
- Continuous improvement of branding initiatives

Training Methods

- Expert-led lectures and interactive discussions
- Case studies from successful employer branding campaigns
- Hands-on workshops for EVP development and content creation
- Group brainstorming sessions
- Action planning for implementing employer branding strategies

Duration

- **Option A:** 2-day intensive workshop
- **Option B:** Self-paced online learning

Training Materials

Participants will receive:

...Your partner in HR excellence

- A detailed employer branding guide
- Templates for creating an EVP and branding strategy
- Access to case studies and branding tools
- Certificate of completion

Expected Outcomes

Participants will be able to:

- Design and implement a cohesive employer branding strategy.
- Develop an authentic EVP that reflects organizational values.
- Utilize tools and platforms to amplify the employer brand.
- Monitor and evaluate the effectiveness of branding initiatives.
- Enhance their organization's reputation as an employer of choice.

Facilitators

Our facilitators are experienced professionals in HR, marketing, and employer branding, with a proven track record of helping organizations build strong employer brands. They bring practical expertise and actionable insights to the training.

Fees and Registration

- **Fee:** NGN485,925 for self-paced online | NGN675,000 for a 2-day virtual-live sessions
- **Mode:** In-person/Virtual (select based on preference)

Employer branding is key to attracting top talent and retaining a motivated workforce. **Sign up today to build a brand that employees want to join and stay with!**

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

20. Recruitment Process Optimization – Attracting and Retaining Top Talent

Overview

In an increasingly competitive job market, optimizing the recruitment process is essential to attract, engage, and retain top talent. This training program equips participants with the skills, strategies, and tools to streamline recruitment processes, enhance candidate experience, and ensure long-term employee retention.

Target Audience

- HR professionals and recruiters
- Talent acquisition specialists
- Hiring managers
- Recruitment consultants
- Business leaders involved in workforce planning and talent management

Objectives

By the end of the training, participants will:

1. Understand the key components of an optimized recruitment process.
2. Develop strategies for identifying, attracting, and engaging top talent.
3. Design a streamlined and inclusive recruitment process.
4. Leverage technology and analytics to enhance hiring efficiency.
5. Implement strategies to improve candidate experience and retention.

Course Content

Module 1: Recruitment Process Fundamentals

- Understanding the talent acquisition lifecycle
- Identifying gaps and inefficiencies in current recruitment processes
- Aligning recruitment with organizational goals

Module 2: Attracting Top Talent

- Creating compelling job descriptions and advertisements

- Building strong employer branding to attract top candidates
- Sourcing talent through traditional and non-traditional channels

Module 3: Optimizing the Recruitment Process

- Designing a structured and efficient hiring process
- Incorporating best practices for diverse and inclusive hiring
- Conducting effective and unbiased interviews

Module 4: Leveraging Technology and Data Analytics

- Utilizing Applicant Tracking Systems (ATS) for process management
- Using data to drive recruitment decisions (e.g., time-to-hire, cost-per-hire)
- Exploring AI and automation tools in recruitment

Module 5: Enhancing Candidate Experience

- Improving communication throughout the hiring process
- Creating a positive interview experience
- Building long-term relationships with candidates

Module 6: Retaining Talent Post-Hire

- Onboarding strategies for long-term engagement
- Aligning recruitment efforts with retention goals
- Tracking success metrics to evaluate recruitment outcomes

Training Methods

- Expert-led presentations and discussions
- Interactive group exercises and role-playing
- Real-world case studies and scenario analysis
- Practical workshops on process mapping and optimization
- Q&A sessions with industry experts

Duration

- **Option A:** 2-day intensive workshop
- **Option B:** 4 half-day sessions over two weeks

Training Materials

Participants will receive:

- A comprehensive recruitment optimization guide
- Process templates and optimization tools
- Case studies and best practices for attracting and retaining talent
- Certificate of completion

Expected Outcomes

Participants will be able to:

- Design and implement a streamlined recruitment process.
- Utilize data and technology to improve hiring outcomes.
- Develop strategies to attract diverse and high-performing candidates.
- Enhance the candidate experience to build a positive employer reputation.
- Align recruitment processes with long-term retention goals.

Facilitators

Our facilitators are experienced HR and recruitment professionals with a deep understanding of optimizing talent acquisition processes. They bring years of expertise and actionable insights to help organizations hire and retain the best talent.

Fees and Registration

- **Fee:** NGN485,925 for self-paced online learning |
- **Registration Deadline:** [Insert deadline]
- **Mode:** In-person/Virtual (choose based on preference)

Effective recruitment is the foundation of a successful organization. **Join this training to optimize your hiring process and secure the talent your organization needs to thrive!**

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

21. Reward Management – Compensation and Benefit Strategies and Administration

Overview

Reward management is a critical aspect of human resource management, ensuring employees are compensated fairly and competitively to drive motivation, retention, and organizational success. This training program provides participants with a deep understanding of designing and implementing effective compensation and benefits strategies tailored to business objectives and workforce needs.

Target Audience

- HR professionals
- Compensation and benefits managers
- Business leaders and executives involved in workforce planning
- Talent acquisition specialists
- Payroll and finance personnel

Objectives

By the end of this training, participants will:

1. Understand the principles and importance of reward management.
2. Develop compensation structures aligned with organizational goals and market trends.
3. Design competitive and equitable benefits packages.
4. Administer compensation and benefits programs effectively.
5. Use data and analytics to evaluate the impact of reward strategies.

Course Content

Module 1: Fundamentals of Reward Management

- Defining compensation and benefits
- The strategic role of reward management in business success
- Key principles of fairness, equity, and transparency

Module 2: Designing Compensation Structures

...Your partner in HR excellence

- Job evaluation and grading systems
- Pay structures: Base pay, performance-based pay, and variable pay
- Benchmarking and market analysis for competitive compensation

Module 3: Benefits Strategies and Design

- Types of employee benefits (healthcare, retirement plans, perks, etc.)
- Customizing benefits to workforce demographics and preferences
- Building a total rewards package

Module 4: Administration of Compensation and Benefits

- Policies and procedures for effective management
- Payroll integration and compliance with regulations
- Communicating reward programs to employees

Module 5: Rewarding Performance and Retention

- Linking rewards to performance management systems
- Incentives and bonuses to drive employee engagement
- Non-monetary rewards and recognition

Module 6: Evaluating and Optimizing Reward Programs

- Key metrics to measure effectiveness (e.g., pay equity, turnover rates)
- Using analytics to inform reward strategies
- Continuous improvement and adapting to market changes

Training Methods

- Interactive lectures and expert presentations
- Hands-on workshops for designing compensation and benefits plans
- Case studies and industry examples
- Group discussions and role-playing
- Action planning for implementation in participants' organizations

Duration

- **Option A:** 3-day intensive workshop

- **Option B:** 6 half-day sessions spread over two weeks

Training Materials

Participants will receive:

- A detailed guide on reward management strategies and tools
- Templates for compensation structures and benefits plans
- Access to case studies and real-world examples
- Certificate of completion

Expected Outcomes

Participants will leave the training with the ability to:

- Develop and administer competitive compensation and benefits strategies.
- Ensure compliance with legal and market standards.
- Align reward programs with business objectives and employee needs.
- Use data to make informed decisions about rewards and incentives.
- Drive employee engagement and retention through effective reward management.

Facilitators

Our facilitators are seasoned professionals in human resource management, specializing in compensation and benefits. They bring years of practical experience and insights to help organizations design and implement effective reward systems.

Fees and Registration

- **Fee:** NGN485,925 for self-paced online | NGN675,000 for a 2-day virtual-live session
- **Registration Deadline:** [Insert deadline]
- **Mode:** In-person/Virtual (choose based on preference)

Compensation and benefits strategies are key to attracting, retaining, and motivating top talent. **Join us to master reward management and drive organizational success!**

...Your partner in HR excellence

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

22. Reward Management – Compensation and Benefit Strategies and Administration

Overview

In today's competitive job market, organizations must develop effective reward management strategies to attract, retain, and motivate top talent. This training program is designed to provide participants with the knowledge and tools to design, implement, and administer compensation and benefit strategies that align with organizational goals and enhance employee engagement.

Target Audience

- Human Resources professionals
- Compensation and Benefits Managers
- Payroll and Finance Officers
- Business Leaders and Executives
- Talent Management and Acquisition Specialists

Objectives

This training program aims to:

1. Introduce participants to the key principles of reward management.
2. Enable participants to design competitive and equitable compensation structures.
3. Equip participants with the tools to create and manage benefits programs.
4. Highlight strategies to link rewards with performance and retention.
5. Provide best practices for administering and evaluating reward programs effectively.

Course Content

Module 1: Introduction to Reward Management

...Your partner in HR excellence

- Understanding the role of rewards in organizational success
- Strategic objectives of compensation and benefit programs
- Key principles: fairness, equity, and transparency

Module 2: Compensation Design and Implementation

- Job evaluation and grading systems
- Developing base pay structures and salary scales
- Performance-based pay and variable pay components
- Market benchmarking for competitive compensation

Module 3: Benefits Strategies and Administration

- Designing comprehensive benefits packages (healthcare, retirement, perks, etc.)
- Aligning benefits with workforce demographics and needs
- Legal compliance and policy development

Module 4: Rewarding Performance and Retention

- Linking compensation to performance management systems
- Incentives, bonuses, and non-monetary rewards
- Using rewards to drive employee engagement and retention

Module 5: Administration and Communication

- Integrating compensation and benefits into payroll systems
- Communicating reward programs effectively to employees
- Managing reward programs for multiple employee groups

Module 6: Evaluating and Optimizing Reward Strategies

- Key metrics for assessing program effectiveness (e.g., pay equity, turnover rates)
- Using data analytics for informed decision-making
- Continuous improvement of reward management systems

Training Methods

- Interactive lectures by industry experts
- Practical workshops for designing compensation and benefit plans
- Real-life case studies and examples

- Group exercises and discussions
- Action planning for participants' specific organizational needs

Duration

- **Option A:** 3-day intensive training
- **Option B:** 6 half-day sessions spread over two weeks

Training Materials

Participants will receive:

- A comprehensive reward management manual
- Compensation structure templates and benefit strategy tools
- Access to real-world case studies
- Certificate of completion

Expected Outcomes

Upon completing this training, participants will be able to:

- Design and implement competitive compensation and benefits packages.
- Ensure alignment of reward strategies with organizational objectives.
- Use data and analytics to evaluate and enhance reward systems.
- Effectively communicate reward programs to employees.
- Drive employee engagement and satisfaction through strategic reward management.

Facilitators

Our facilitators are experienced HR and reward management professionals with extensive knowledge of designing and administering compensation and benefit programs. They bring practical insights from working with diverse industries.

Fees and Registration

- **Fee:** NGN485,925 for self-paced online | N675,000 for Virtual-live sessions

- **Mode:** In-person/Virtual (select based on preference)

Reward management is a cornerstone of organizational success.

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

23. Learning and Development Bootcamp – Building Institutional Capability

Overview

In an era of rapid change, organizations need robust learning and development (L&D) strategies to build institutional capability, foster innovation, and maintain a competitive edge. This intensive bootcamp equips participants with the skills and tools needed to create impactful L&D programs that drive individual and organizational growth.

Target Audience

- HR professionals
- Learning and Development specialists
- Talent management teams
- Organizational development consultants
- Business leaders focused on workforce capability

Objectives

By the end of this bootcamp, participants will:

1. Understand the strategic importance of learning and development in building institutional capability.
2. Design and implement effective L&D programs tailored to organizational needs.
3. Leverage technology and tools to enhance learning outcomes.
4. Align L&D initiatives with business goals and workforce development plans.
5. Evaluate and sustain learning programs to ensure continuous improvement.

...Your partner in HR excellence

Course Content

Module 1: The Strategic Role of Learning and Development

- Understanding L&D's impact on institutional capability
- Linking L&D to business strategy and goals
- Key trends shaping the future of L&D

Module 2: Conducting Training Needs Analysis

- Identifying skill gaps and workforce development needs
- Using competency frameworks to guide L&D planning
- Prioritizing learning initiatives for maximum impact

Module 3: Designing Effective L&D Programs

- Developing learning objectives aligned with organizational goals
- Choosing the right delivery methods (in-person, virtual, hybrid)
- Customizing training for diverse audiences

Module 4: Leveraging Technology in Learning and Development

- Exploring Learning Management Systems (LMS) and e-learning platforms
- Using data and analytics to track learning effectiveness
- Integrating emerging technologies (AR, VR, AI) into L&D programs

Module 5: Facilitating Learning and Driving Engagement

- Strategies for effective facilitation and learner engagement
- Building a culture of continuous learning within organizations
- Encouraging knowledge sharing and collaboration

Module 6: Evaluating and Sustaining L&D Initiatives

- Measuring ROI of L&D programs
- Feedback mechanisms for continuous improvement
- Embedding learning into organizational practices

Training Methods

- Interactive lectures and presentations

- Hands-on workshops for designing L&D strategies
- Case studies from successful organizations
- Group discussions and role-playing
- Action planning to apply learning in participants' organizations

Duration

- **Option A:** 3-day intensive bootcamp
- **Option B:** 6 half-day sessions spread over two weeks

Training Materials

Participants will receive:

- A comprehensive L&D planning guide
- Templates for training needs analysis and program design
- Access to case studies and real-world examples
- Certificate of completion

Expected Outcomes

Participants will leave the bootcamp with the ability to:

- Design and implement effective L&D programs that build institutional capability.
- Align L&D strategies with organizational goals and workforce needs.
- Leverage technology to enhance learning outcomes.
- Evaluate the impact of learning initiatives to drive continuous improvement.
- Build a culture of learning and development within their organizations.

Facilitators

Our facilitators are experienced L&D professionals and organizational development experts with a proven track record of building impactful training programs. They bring practical insights and actionable strategies to this bootcamp.

Fees and Registration

- **Fee:** N485,925 for self-paced online | N675,000 for 2-day virtual live sessions
- **Mode:** In-person/Virtual (select based on preference)

Invest in your organization's future by building strong institutional capability through learning and development. **Enroll in the L&D Bootcamp today and lead the way in workforce transformation!**

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114

24. Effective Human Capacity Development

Overview

Human capacity development is essential for organizations to unlock the full potential of their workforce and achieve sustainable growth. This training program provides participants with strategies, tools, and techniques to enhance employee skills, foster professional growth, and build a high-performing organization.

Target Audience

- HR professionals
- Learning and Development specialists
- Managers and team leaders
- Organizational development consultants
- Business executives focused on workforce enhancement

Objectives

By the end of this training, participants will:

1. Understand the principles and importance of human capacity development.
2. Conduct skills assessments to identify development needs.
3. Design and implement targeted capacity-building programs.

...Your partner in HR excellence

4. Leverage tools and strategies to enhance individual and team performance.
5. Create a culture of continuous learning and development.

Course Content

Module 1: Fundamentals of Human Capacity Development

- Defining human capacity development
- The role of capacity building in organizational success
- Linking capacity development to business objectives

Module 2: Assessing Capacity Needs

- Conducting individual and organizational skills audits
- Identifying gaps and prioritizing development needs
- Aligning development initiatives with strategic goals

Module 3: Designing Capacity-Building Programs

- Setting clear and measurable development objectives
- Selecting the right training methods (in-house, external, e-learning)
- Incorporating coaching, mentoring, and on-the-job learning

Module 4: Tools and Strategies for Capacity Development

- Leveraging technology for learning (LMS, e-learning platforms)
- Building collaborative and cross-functional teams
- Using data and analytics to monitor progress

Module 5: Fostering a Learning Culture

- Encouraging self-directed learning and professional growth
- Recognizing and rewarding development efforts
- Embedding capacity development into organizational processes

Module 6: Evaluating the Impact of Capacity Development

- Measuring ROI on development initiatives
- Feedback mechanisms for continuous improvement
- Case studies of successful capacity development programs

Training Methods

- Interactive lectures and expert presentations
- Group discussions and problem-solving exercises
- Hands-on workshops for program design and implementation
- Case studies from successful organizations
- Action planning for capacity development in participants' organizations

Duration

- **Option A:** 2-day intensive workshop
- **Option B:** Self-paced online

Training Materials

Participants will receive:

- A detailed human capacity development guide
- Templates for skills assessment and program design
- Access to case studies and best practices
- Certificate of completion

Expected Outcomes

Participants will leave the training with the ability to:

- Conduct effective skills assessments to identify development needs.
- Design and implement impactful capacity-building programs.
- Leverage tools and strategies to improve individual and team performance.
- Build a sustainable culture of learning and development.
- Evaluate and optimize capacity development initiatives.

Facilitators

Our facilitators are experienced professionals in organizational development and capacity building. They bring practical insights and proven strategies to help participants enhance workforce capabilities effectively.

Fees and Registration

- **Fee:** NGN485,925 | NGN675,000
- **Mode:** In-person/Virtual (choose based on preference)

Empower your workforce and drive organizational success through effective human capacity development. **Enroll today to build the skills and strategies for a stronger, more capable organization!**

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114



CONTACT US

+2349044642114

info@hrondeckservices.com

www.hrondeckservices.com

...Your partner in HR excellence