

**Course Title:** **Managing the Training Function**

**Duration:** 2 Days

**Date / City:** Mar 29-30, 2016;

## Course Introduction

Managing the training function is a game of keeping pace with several moving parts. Staying on top of things, and staying relevant can be worrisome for not a few managers and specialists.

This course gives L&D practitioners and line managers the essential ready-to-use tips and tools for aligning the training and development function to organisational goals, and for maximizing your training ROI.

Effective management of the training function requires that practitioners *“must be able to establish, manage and evaluate a cost-effective, value adding training function, and ensure a good ‘fit’ between the vision and strategy of training and development, and organisational vision and goals”* (CIPD). This is the objective of this course!



Participants will come away with the skills to articulate corporate missions, identify required skills, and determine the optimum methods for making contributions to organisational success. Plus of course, networking with professional colleagues, and sharing best practices.

Practical video examples, role plays and case studies are used to facilitate the learning outcomes.

Previous customers at our Human Resource and Learning & Development programmes include, **NLNG, Midwestern Oil & Gas, CNOOC, Moore Energy, First Bank, Helios Towers, Aquitaine Oil, BusinessDay, Elizade Motors, etc.**

## What you will learn...

1. Contribution of training and development to the business
2. Linking learning & development strategy to business strategy
3. Deciding role, structure and priorities for a training and development function.
4. Managing the projects and stakeholders of training and development through the training cycle.

5. Diagnosing learning and training needs
6. Determining the right learning & development options
7. Selecting, managing and optimising the use of external consultants
8. Measuring training effectiveness
9. Evaluating emergent technologies and issues for learning & development

## Your Course Leaders

### Yinka Olugbodi

Yinka has a vast experience in HR practices and executive training and coaching, with considerable expertise in team analysis, evaluation and development.

He is a member of Nigerian Institute of Training and Development (NITAD), Society for Human Resources Management (SHRM), American Society of Training and Development (ASTD), and Nigerian Institute of Management (NIM).

Yinka had his first degree in English Language at the University of Lagos, and a Master of Science in Human Resources Management from the ESUT Business School. He is an acclaimed speaker, efficient team builder, organizer and good team player.

### Emmanuel Emielu, FCMI

An experienced leader, facilitator and coach of over 30 years, Emmanuel works with clients to deliver high performing teams and organizational change readiness. Career professionals experience dramatic transformations in their performance on and off the job, as he passionately engages with them to shape their attitudes, skills and behaviours.

He is a Certified Brain Friendly Trainer, a Fellow of the Chartered Management Institute, UK, and Council Member for the Lagos Business School Alumni Association. He is also a member of the Society of Petroleum Engineers (SPE), Nigeria Gas Association (NGA), the Oil & Gas Trainers Association of Nigeria (OGTAN), as well as being active in the Education & Training sector of the Nigerian Content Consultative Forum (NCCF)

Emmanuel studied Business Administration at the University of Lagos including a Masters in Marketing from the same institution. He holds a PG Certificate in Management from the Ashridge Business School, UK. Earlier, he completed the Senior Management Programme of the Lagos Business School, Lagos.

## About Oil & Gas Soft Skills Ltd (OGS)

OGS work with leading organisations to provide world class training and consulting. Our courses are offered globally to meet varying client needs, and delivered by experienced industry experts with strong training delivery skills. Our course offerings cover various topics in:

- Upstream Technical Operations
- Leadership & Management Development
- Health Safety Security and Environment
- Oil & Gas Business Strategy

## OGS Training Philosophy:

Our passion is to deliver **value beyond training!** To do this we are constantly seeking to create best-in-class services and solutions. We bring world class faculty to our programmes, expose our staff to world class learning and development, and partner with leading organisations to deliver on our clients' expectations.

As an organisation committed to creativity and innovation, our core values are captured in the acronym, **IDEAS** for: **I**magination, **D**ependability,, **E**xcellence, **A**ccomplishment, and **S**ervice. Visit us at [www.og-softskills.com](http://www.og-softskills.com) to learn more about our range of services and the great companies we serve.

## OGS STANDARD CANCELLATION POLICY

1. For cancellations made at least 30 or more working days prior to the start of a local training, no cancellation fees shall apply. A minimum of 60 or more working days shall apply in the case of international training. Participant or company represented may opt for a full refund or a credit for the full registration to be applied to one or more future OGS courses.
2. For cancellations made less than 30 (or 60) working days prior to start of training, refunds will be made less 50% for administrative handling.
3. Complete no-shows attract 100% surcharge.
4. In all cases, participants may elect to apply paid fees to any future OGS training within the current calendar year, otherwise a no-show surcharge applies. Amount of paid fee to be applied shall be enough to cover the new course fee, otherwise additional payment shall be required.
5. Due to the inherent nature of the training business, OGS reserves the right to cancel a scheduled course without prior notice. In all cases, acceptance of our registration policy includes the understanding that OGS will not be held liable for any cancellation fees incurred by the delegate for travel and accommodation expenses should a course be cancelled.
6. Notice of cancellation must be received by email ONLY sent to [training@og-softskills.com](mailto:training@og-softskills.com)