



Connecting to Greatness...

TRAINING LOCATIONS

- Accra
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- Nairobi
- Port-Harcourt

Training are also available for in-house delivery,
& customised to your needs/budget

ogs

Oil & Gas Soft Skills Ltd

www.og-softskills.com

Managing People for Effective Performance

Duration: 3 Days



COURSE INTRODUCTION

Create and Sustain Winning Teams!

Today's managers and their employees are constantly being tasked to do more with fewer resources in increasingly challenging business environments, and coping with technology and social changes that occur at dizzying speeds. The workforce is now more diverse, cutting across four generations with widely dispersed ethos and values. As competition becomes globalized and markets blend, the skills that brought us here cannot take us there!

In order to thrive in these unpredictable times, leading companies are strengthening organizational capabilities by equipping their managers with the new capabilities to focus people and teams for desired results.

By attending this course, participants will learn how to develop exceptional talents through influence and inspired guidance. They will gain improvements in their adaptive and communications skills, learn how to get buy-in, and deliver the results that ensure success. They will return to work equipped with the capacity to create an energized, high-impact work environment.

At the end of the course delegates will:

- Build critical competencies for leading self and others
- Acquire adaptive and problems solving skills for coping with change
- Focus employees and sustain engagement for results
- Appreciate the dynamics of the 21st century and the performance implications

The course features highly interactive sessions, targeted inputs, and self-led discovery and coaching

Organisations that have attended our Management and Leadership programmes include, CNOOC, Subsea7, Department of Petroleum Resources, Energia, Midwestern Oil & Gas, Brass LNG, REAN, First Registrars, and many more!

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AUDIENCE

The course is especially suitable for Supervisors, Team Leads, and Mid-level Managers

COURSE OUTLINE

- The Landscape of the 21st Century
- 21st Century management thinking
- The Changing Nature of Organisations
- Essential Skills for Management Effectiveness

Self-Leadership Skills

- i. Self-Awareness and Emotional Competence
- ii. Developing Change-Readiness
- iii. Getting Things Done

Interpersonal Skills

- iv. Communicating for Desired Outcomes
- v. Influencing Without Formal Authority
- vi. Driving Collaboration and Team Skills
- vii. Coaching for Results

Adaptive Skills

- i. Strategic and Critical Thinking
- ii. The Problem Solving Mind-set
- iii. Building and Inspiring Resilience

Organisational Skills

- i. Achieving Strategic Speed as a Competitive Advantage
 - ii. Planning at the Edge of Chaos
 - iii. Driving Employee Engagement in a Trans-Generational Workforce
 - iv. Leading Employees through Change
 - v. Managing the Talent Pipeline for Strategic Advantage
 - vi. Driving Internal Service Excellence
- Your **KiSS Plan** - Personal Development Planning
 - Course Review & Close

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YOUR COURSE LEADER:

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.

Interest areas include self-leadership, change management, emotional intelligence, creativity, talent management, communication and problem solving. He is adept at facilitating both small and large group sessions, from senior executives to new hires, and delivers transformational results in workforce performance, strategy, culture, and organizational development. His engagements typically take place across Africa in countries like Nigeria, Ghana, Kenya, Tanzania, Uganda, and Mozambique, including the UAE. Clients include leaders like ExxonMobil, Shell, Afriexim, Subsea7, ConocoPhillips, TOTAL, and several banks and insurance companies.

In addition to facilitation and coaching, Emmanuel is a keen follower of the energy industry, and provides insightful executive briefings that have impacted competitive strategy for his clients, including trade delegations.

Emmanuel is Managing Partner at Oil & Gas Soft Skills Limited, West Africa's leading provider of oil and gas workforce development, where he has successfully led business strategy and growth, and transforming it from a start up to a great brand. Prior to this, he worked at Halliburton Energy Services where he held senior roles in marketing, training and sales, with responsibilities that at one time covered the Sub-Saharan African region.

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, and is currently studying for the Executive Masters in Management also at Ashridge. Earlier on, he completed the Senior Management Programme of the Lagos Business School, Lagos.

Emmanuel writes occasionally for industry magazines, and has delivered conference papers at the UN Conference on Trade & Development (UNCTAD), East Africa Petroleum Congress (EAPC), and the Society for Petroleum Engineers (SPE), to mention a few. He is currently a contributing author to an upcoming book on Neuroscience for trainers, to be published by Kogan Page, UK.

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OIL & GAS SOFT SKILLS LIMITED

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 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.
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6. Notice of cancellation must be received by email ONLY sent to training@og-softskills.com