



West Africa Business School
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PRESENTS

**Africa Heads of Civil Service, Permanent Secretaries
 and Directors International Executive Programme**

**Theme: Leadership Innovation, Transformation and Capacity Development in
 Africa Civil Service in the Fourth Industrial Revolution (4IR) Era.**

SPECIAL GUEST SPEAKERS



**Rt. Hon. Dr. Saara
 Kuugongelwa-Amadhila**
 Prime Minister of the
 Republic of Namibia



**Mr. Nana Kwasi Agyekum
 Dwamena**
 Head of the Civil Service Ghana



Mrs. Susan O'Bey
 Chief Secretary of St Helena
 Government, South Atlantic



Dr. Joseph Kinyua, EGH
 Head of Public Service, Kenya



Dr. Folasade Yemi-Esan
 Head of the Civil Service Nigeria



Ndubuisi Ekekwe
 Professor; Entrepreneur;
 Young Global Leader
 World Economic Forum 2013

Date: 15 – 19 November 2021 | Venue: Labadi Beach Hotel, Accra-Ghana

WELCOME • AKWAABA • BIENVENUE

OVERVIEW

For a nation to be adjudged relatively good, its civil service must be upbeat in its performance. According to Governor Ifeanyi Okowa of Delta State, Nigeria “Civil Service defines the character and content of any government. Civil Servants as key drivers of the image and structure of government’s operations are in the value chain of the public service to run a participatory governance process, which should enhance service delivery through professionalism and the building of a harmonious working relationship”. Achieving ‘new civil service’ of our dream would mean redirecting the activities of government towards meeting the needs of its citizenry for the needed national development. The connection between training of civil servants and the performance of public administration is very strong. The Civil Service of any nation undoubtedly is the “engine” of the government.

The Heads of Civil Service (HOCS), Permanent Secretaries (PS) and Directors in Civil Service (DCS) constitute the leadership of the civil service and senior civil servants working across all government ministries, departments, agencies (MDAs) and government owned companies (GOCs). These strategic human resources made up of over 10,000 colleagues across African governments are the engine of national development and this training solution by the West Africa Business School supports civil service, other professionals in the system and departmental functions to build a modern, innovative and effective Civil Service in this era of fourth industrial revolution (4IR).

OBJECTIVE

The primary purpose of Africa Heads of Civil Service, Permanent Secretaries and Directors in Civil Service (AHOCS, PS & DCS) Executive Programme is to accelerate the development of knowledge, skills, networks and professional practice of all Civil Servants in the African civil service system. This unique programme is focused on senior civil servants and the aim is to support the development of sustainable leadership and human resource management skills across the Civil Service system in Africa.

The Africa Heads of Civil Service, Permanent Secretaries (PS) and Directors programme is an international executive retreat designed to enable participants acquire necessary strategic capabilities that will enhance organisational performance in Africa civil service system. The knowledge acquired in this learning exercise would help senior public servants improve leadership and decision making to enhance Africa’s competitiveness in line with the respective country’s vision for the future. This learning intervention will provide senior civil/public servants the opportunity to reflect on their leadership style and enhance their overall positive impact in delivery of effective, efficient, best practice and inclusive services to the general public and their communities.

The theme of this year’s Africa Heads of Civil Service, Permanent Secretaries (PS) and Directors programme is: ***Leadership Innovation, Transformation and Capacity Development in Africa Civil Service System in the Fourth Industrial Revolution (4IR) Era***. The need to address this germane topic has become apparent in view of the new normal of COVID-19 pandemic, the increasing tech-enabled world of work and the emerging workforce of the future expected to create huge growth opportunities for governments, public organizations and companies alike. We are living in an age of 4th industrial revolution evidenced by monumental technological changes. As a society, technology continues to reshape, redefine and re-imagine the ways in which we interact with each other, and perform even the most fundamental daily tasks in our workplace.

In order to be future ready, Africa civil service leaders need to be immersed in the ocean of digital leadership of the 4th industrial revolution. The approach to this learning focuses on bringing Africa civil service leaders together from across the continent to share innovative experiences and expertise, exploring the principle of 'leaders teaching leaders'. This principle of 'leaders teaching leaders' works because it:

- reflects the unique environment in which civil servants work today;
- recognises the importance of leadership at every level;
- develops people for the leadership they need now as well as technology-enabled leadership for the future.

The key objectives of this unique Senior Civil Servants executive programme include:

- To provide public sector leadership with insights on latest thinking and best practices in leadership innovation and transformation in a reformed civil service system.
- To learn leadership innovation and how to apply/use it to drive high performance at work.
- To learn innovative and transformational leadership and how to apply it to achieve phenomenal success in service delivery to the citizens.
- To provide senior public servants with insights on best practices in digital leadership in the fourth industrial revolution (4IR) era.
- To explore how to optimize executive support and leadership in change management.
- This programme gives you an opportunity for developing and influencing through building a strong peer cohort network for the future challenges ahead.

You'll form a cohort with your fellow participants and be contributing to the development and support of a community of new HOCS, Permanent Secretaries, Directors general and Director peers, who are in similar career stages as you.

PROGRAMME HIGHLIGHTS

- Innovations in Public Financial Management: Towards Achieving Sustainable Annual Budget Surplus in Public Service.
- The Future of Work in the Civil Service: A Post Pandemic Vision.
- Leadership Innovation and Transformation in Africa Civil Service.
- The New Normal Global Work Environment: Opportunities and Challenges for Workers and HR Managers.
- Inspirational Leadership & Successful Team Building.
- Digital leadership in the fourth industrial revolution (4IR) era.
- Equine Leadership Development and Culture - Transformation.
- Authentic Leadership through the equine lens.
- Change and Transformation, from the Paddock to the Board Room.
- Innovation in Human Resources Management in the Public Service.
- Leading in Complexity and Challenging Times.
- Human to Hybrid: Building the Next Workforce Frontier
- Public- Service Customer Experience (CX) Tool-kit.
- Performance Motivation Check-in: How to drive high performance at work.
- Public- Service Customer Communication Skills.
- Leadership & HR Decision Making in Civil Service.
- Leadership through Communications in Civil Service.
- Leadership Accelerators and Leadership in Change Management.
- Building Civil Service Capacity for Future Ready African Development.
- Scenario Planning and the Way Forward.

WHO SHOULD ATTEND?

- Heads of Civil Service (HOCS) of Federal and State Governments in Africa
- Heads of Public Service (HOCS) of Federal and State Governments in Africa
- Permanent Secretaries of Federal and State Government MDAs in Africa
- Chairmen of State Civil Service Commissions and Permanent Secretaries in Federal and State Government MDAs
- Civil Service Directors (CSD) in Federal and State Governments in Africa
- Directors of HR in Federal and State Government Civil / Public Service
- Chief Executives in Federal and State Government Owned Companies (GOCs)
- Directors General in Federal and State Government Civil / Public Service
- Executive Secretaries in Federal and State Government Civil / Public Service
- Directors of Finance and Administration in Federal and State MDAs etc
- Directors Legal Services in Federal and State Government MDAs and GOCs.

COUSE DURATION: 5 days

METHODOLOGY:

The training session is designed to allow maximum delegate interaction, and it encompasses lively and interactive 'discussion', rather than a formal lecture type session. Approach: Work-shop style, subject-matter expert presentation, group discussion, participative contributions.

PROGRAMME OUTLINE / AGENDA:

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| Day 1 | |
| 07:00 - 08:30 | Arrival/Registration |
| 08:30 - 09:00 | Welcome/Opening remarks <ul style="list-style-type: none"> • Introduction to the Executive Retreat, Presenters & Delegates • Outline of content, aims and objectives |
| 09:00 - 09:45 | Keynote Speech: Innovations in Public Financial Management: Towards Achieving Sustainable Annual Budget Surplus in Public Service. Guest Speaker: Rt. Hon. Dr. Saara Kuugongelwa-Amadhila Prime Minister of the Republic of Namibia or her representative |
| 09:45 - 10:30 | Keynote 2: Leadership Innovation and Transformation in Africa Civil Service: A Paradigm Shift. Guest Speaker: Ndubuisi Ekekwe The Johns Hopkins University Professor; Entrepreneur; Faculty @ Tekedia Institute; Harvard Business Review writer since 2009 Young Global Leader World Economic Forum 2013 |
| 10:30 - 11:00 | Tea/Coffee Break |
| 11:00 - 11:45 | Keynote 3: Innovation in Human Resources Management in the Public Service. Guest Speaker: Mrs. Susan O'Bey Chief Secretary of St Helena Government, Office of Governor of St Helena, Ascension and Tristan da Cunha, Government Administration Jamestown. |

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|---------------|---|
| 11:45 - 12:45 | <p>Keynote 4: The Future of Work in the Civil Service: A Post Pandemic Vision.</p> <p>Guest Speaker: Mr. Nana Kwasi Agyekum Dwamena Head of the Civil Service Ghana</p> |
| 12:45 - 14:00 | Networking Lunch |
| 14.00 - 15.00 | <p>Keynote 5: The New Normal Global Work Environment: Opportunities and Challenges for Workers and HR Managers.</p> <p>Guest Speaker: Dr. Folasade Yemi-Esan Head of the Civil Service Nigeria or her representative</p> |
| 15:00- 16.00 | <p>Keynote 6: Human To Hybrid: Building The Next Workforce Frontier and Future Ready Capacity for African Development.</p> <p>Guest Speaker: Dr. Joseph Kinyua, EGH Head of Public Service, Kenya or his representative</p> |
| 16:00 - 16.30 | Tea/Coffee Break |
| 16:30 - 17:00 | Summary/Days wrap |
| 18:00 - 19:00 | Welcome Cocktail |
| | Day 2 |
| 07:30 - 08:30 | Arrival/Registration |
| 08:30 - 10:30 | Workshop 1: Transformational Leadership and Culture Transformation: Straight From The Horse's Mouth |
| 10:30 - 11:00 | Tea/Coffee Break |
| 11:00 - 12:30 | <p>Module 1: Authentic Leadership</p> <p>At the end of Module 1, participants will be able to explain</p> <ul style="list-style-type: none"> ✓ Johari Window ✓ Relationship between Leadership Competency and Business Results ✓ Define Authentic Leadership (Congruency) ✓ Authentic Leadership through the equine lens (virtual equine experiences) ✓ The journey from Politeness to Honesty ✓ Energy Management ✓ List the reasons, why they should lead anyone. |
| 12:30-13:30 | Networking Lunch |
| 13:30-15.00 | <p>Module 2: Change and Transformation</p> <p>After the end of Module 2, participants will be able to explain</p> <ul style="list-style-type: none"> ✓ VUCA world ✓ Reasons that are causing Volatility, Uncertainty, Complexity and Ambiguity in their work environment ✓ Difference between Change and Transformation ✓ Emotional Response to Change (deconstruction and reconstruction) ✓ Building blocks for Change ✓ Mental Models required to survive in the Post Corona world. ✓ A real life equine virtual experience, to practical demonstrate, the different emotional responses to change. |
| 15:00-15:30 | Tea/Coffee Break |

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| 15:30-16:30 | <p>Module 3: Letting Go and the Way Forward</p> <p>At the end of Module 3, participants will be able to</p> <ul style="list-style-type: none"> ✓ Identify which boundaries will be required to thrive in the post corona world ✓ System Theory ✓ Scenario Planning - Identify their Probable and Desired Futures ✓ Identify what are the things, that they need to let go off, in order to move forward into the “new world” ✓ Partner with an Accountability Partner, to ensure transfer back to the workplace. |
| 16:30-17:00 | Summary/Days wrap |
| Day 3 | |
| 07:30-08:30 | Arrival/Registration |
| 08:30-10:30 | <p>Workshop 2: Performance Motivation Check-in</p> <p>This workshop is based on the format of our popular conversation mats and empower people by strengthening a performance culture together. The workshop focuses on the six foundations of positive performance (Respect, Clarity, Strengths, Praise, Growth and Empowerment). We explore these in depth, discussing how leaders feel about each of these areas within their teams and organisations. This supports leaders to understand how to drive high performance at work.</p> |
| 10:30 - 11:00 | Tea/Coffee Break |
| 11:00 - 12:00 | Workshop 2: Performance Motivation Check-in contd... |
| 12:00 - 13:00 | Networking Lunch |
| 13:00 - 16.00 | <p>Workshop 3: Leading Self</p> <p>Leading Self This workshop supports people to self-identify strengths and weaknesses, and learn techniques for maximising and managing these. This expansion of self-awareness, will equip us to grow into our best self-inside and outside of work. It also gives people the opportunity to develop skills around strength spotting and giving strengths-based feedback, and practical ways to play to strengths in order to positively impact performance. This supports leaders with self-development.</p> |
| 16:00-16:30 | Tea/Coffee Break |
| 16:30-17:00 | Summary/Days wrap |
| Day 4 | |
| 07:30 - 08:30 | Arrival/Registration |
| 08:30 - 10:30 | <p>Workshop 4: Leading Others</p> <p>This workshop supports people to connect an understanding of people’s strengths with a coaching approach to help motivate others to be their best. It explores the definition of coaching and develops strategies and questions that can lead to positive outcomes in various scenarios including setting goals and growing careers. This supports leaders with effectively communicating with their teams.</p> |
| 10:30 - 11:00 | Tea/Coffee Break |
| 11:00 - 12:00 | Workshop 4: Leading Others contd... |

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| 12:00 - 13:00 | Networking Lunch |
| 13:00 - 15:00 | Workshop 5: Leading the Organisation The workshop empower leaders to step into the future with the agility and confidence to respond to challenges and seize opportunity, as a collective team. Leaders will build their skills around communicating the vision and strategy, making this meaningful and establishing clarity of roles an expectations. Here we will encourage the leadership team to think beyond traditional barriers and collaborate intelligently to reach solutions when faced with challenges. |
| 15:00 - 16:30 | Workshop 6: Leadership Accelerators The leadership accelerator is a workshop to remove individual barriers to success. It brings a group of leaders together in a positive supportive environment which leads to new insights and fresh perspectives. Leaders will share their challenges and be coached by others in their group before reaching a solution / suggested course of action. |
| 16:30 - 16:30 | Tea/Coffee Break |
| 16:30 - 17:00 | Summary/Days wrap |
| 17:00 - 17:30 | Presentation of Certificates / Close |
| Day 5 | |
| 06:00-07:30 | Sports/Walk out for healthy life |
| 07:30-09:00 | Tea/Coffee Breakfast |
| 09:00-18:00 | Sightseeing Tour – Kakum National Park, <i>Africas oldest canopy walk above the tree tops.</i>) or The Adomi Bridge suspension bridge |
| 18:00-19:30 | Networking Dinner |
| 19:30-20:00 | Vote of thanks /End of Retreat |

PROGRAMME LOGISTICS

Date: 15 – 19 November 2021

Time: 8:30 am - 5:00 pm daily

Venue: Labadi Beach Hotel 1 La Bypass Accra Ghana

PROGRAMME FEE

The course fee is structured in a way to make it affordable to companies/ organisation and also easy to make payment for all delegates as follow:

1. Programme fee for delegates/participants from Nigeria:

- **Single rate early-bird** – US\$3,000 per person (register & pay before 25 October 2021)
- **Group Price** – US\$2,750 per person for 2 or more people from one government MDA/GOC/organisation (register & pay before 25 October 2021).
- **Normal Rate** – US\$3,500 per person (register & pay after 25 October 2021).

The programme fee for delegates/participants from Nigeria covers the following:

- Five full day's quality F2F training.
- Buffet Lunch, 2 Tea/coffee breaks and refreshments daily,
- Hotel accommodation and return airfare/flight ticket,
- PDF take-away handout material.
- Sightseeing Tour on last day of retreat,
- Printed course notes or Flash drive loaded with course notes or both,
- Leather seminar folder and Certificate of attendance.

2. Programme fee for participants from other African countries/foreign delegates:

- **Single rate early-bird** – US\$3,000 per person (register & pay before 25 October 2021)
- **Group Price** – US\$2,500 per person for 2 or more people from one government MDA/GOC/organisation (register & pay before 25 October 2021).
- **Normal Rate** – US\$3,500 per person (register & pay after 25 October 2021).

The programme fee covers the following:

- Five full day's quality F2F training.
- PDF take-away handout material.
- Buffet Lunch, 2 Tea/coffee breaks and refreshments daily,
- Hotel accommodation and Sightseeing Tour on last day of retreat,
- Printed course notes or Flash drive loaded with course notes or both,
- Leather seminar folder and Certificate of attendance.

NOTE:

- Early bird fee applies to registration and payment made on or before 25 October 2021.
- Registration & payment of course fee must be received by closing date to enable organizers list the delegate/participants in the appropriate programme brochure.
- The course fee for participants from other countries/foreign delegates does not include VAT, hotel accommodation, airfare and dinner.
- Participants from other countries/foreign delegates are therefore expected to be responsible for their respective airfare, accommodation and dinner where necessary.

HOW TO MAKE PAYMENT OF PROGRAMME FEE:

1. **Nigerian participants** can pay course fee in local currency by Bank draft, e-transfer or Cash deposit made in favour of West Africa Business School and paid to **A/c No. 1014282576 @ Zenith Bank Plc.** Sort Code: 057150534.

2. **Participants from other African countries/foreign delegates** should make payment of course fee by *swift transfer* to the below bank account details:

Beneficiary: West Africa Business School

USD Account Number: 5070520959

Bank Name: Zenith Bank Plc

Swift Code: ZEIBNGLA

Bank Address: Plot 84 Ajose Adeogun Street, Victoria Island – Lagos

HOW TO REGISTER FOR THE PROGRAMME

Fill the attached registration form or send names of your participants by email to: wabs.edu@gmail.com and copy info@westafricabusinessschool.com

You can also call and talk to the Programme Manager on **Tel:** +2348027922649, **WhatsApp:** +2348143002943 by 8.00am – 5.00pm Monday - Friday.

MEET THE SPECIAL GUEST SPEAKERS

Rt. Hon. Dr. Saara Kuugongelwa-Amadhila, Prime Minister of the Republic of Namibia



Birth: Born on 12 October 1967 in Omusati Region, Namibia

Education: MSC in Financial Economics

Career: Economist at Office of the President 1995 -1995;
Director General of National Planning Commission 1995 -2003;
Minister of Finance 2003-2015

Interests: Reading

Profile: Saara Kuugongelwa-Amadhila, entered the political limelight at the age of 27 when she was appointed the Director General of the National Planning Commission in 1995. In 2003 she was appointed as the Minister of Finance. Kuugongelwa-Amadhila's tenure at the Ministry of Finance would be remembered for her ambitious fiscal targets of limiting government spending. She presented the country's first ever

budget surplus in 2006/07 and 2007/08. During her tenure the country employed serious fiscal discipline. Born on October 12, 1967 at Otamanzi in Okahao, Kuugongelwa-Amadhila went into exile in 1980 at the age of 13, and continued with primary education at Koidus Girls Secondary School in Sierra Leone in 1984, before completing secondary education at St Joseph's Secondary School in Sierra Leone in 1987. She obtained her Bachelors of Science in Economics at Lincoln University, Pennsylvania, USA in 1994. After returning to Namibia, she started working as a Desk Officer in the Office of the President for a few months in 1995, before she was assigned the role of Director General at the National Planning Commission. Kuugongelwa-Amadhila is credited as being a quick learner, having to learn walking the tight ropes within a few months at the helm of the National Planning Commission and for having to take over the country's purse at a time when revenues were down due to declines in taxes from diamonds and other mining sectors.

Prof Ndubuisi Ekekwe is the Lead Faculty of Takedia Institute USA



Prof Ndubuisi Ekekwe invented and patented a robotic system which the United States Government acquired assignee rights. Dr Ekekwe holds two doctoral and four master's degrees including a PhD in engineering from Johns Hopkins University, USA. He earned an undergraduate degree from FUT Owerri where he graduated as his class best student. While in Analog Devices Corp, he co-designed an accelerometer for the iPhone. A recipient of IGI Global "Book of the Year" award, a TED Fellow, IBM Global Entrepreneur and World Economic Forum Young Global Leader, Prof. Ekekwe has held professorships in Carnegie Mellon University and Babcock University, and served in the

United States National Science Foundation Committee. The South African press called him "a doctor of innovation" for helping organizations on the mechanics of business innovation, strategy, and growth. Since 2009, Prof Ndubuisi Ekekwe, Chairman of Fasmicro Group which controls many startups and entities has been writing in the Harvard Business Review. He was recognized by The Guardian as one of 60 Nigerians Making "Nigerian Live Matter" on Nigeria's 60th Independence Day (Oct 1, 2020).

Dr. Folasade Yemi-Esan, Head of the Civil Service Nigeria



Dr. Folasade Yemi-Esan is a Dental Surgeon. Educated at the prestigious University of Ibadan, Nigeria, she graduated as best Bachelor of Dental Surgery student in 1987. She later earned a Certificate in Health Planning and Management and Master's Degree in Public and International Administration both with distinctions.

She started her career at the Federal Ministry of Health and rose to become a Director. During her service at the Ministry, she served in different positions, among them – Coordinator of Oral Health in Schools Programme, Liaison officer West Africa Health Organization (WAHO) and Director, Health Planning Research

and Statistics. Dr. Folasade Yemi-Esan, rose to the position of Federal Permanent Secretary in 2012 serving first as Permanent Secretary, Service Policy and Strategy Office in the Office of the Head of Civil Service of the Federation and thereafter Permanent Secretary, Federal Ministry of Information, where she led the professional development of efforts aimed at a positive management of Nigeria's reputation and perception both locally and at the international arena. She also served as Permanent Secretary, Federal Ministry of Education where she chaired, the committees for the appointment of rectors and provosts into selected Federal Polytechnics and Federal Colleges of Education respectively (in the absence of council), and Permanent Secretary, Career Management Office (OHCSF) where she served as Secretary, Committee for the Selection Exercise of Permanent Secretaries in the Federal Civil Service. Before her appointment as acting Head of the Civil Service of the Federation, Dr. Yemi-Esan was Permanent Secretary, Ministry of Petroleum Resources, where she was appointed as Director on the Boards of the Nigeria LNG and Bonny Gas Transport Ltd.

Mr. Nana Kwasi Agyekum Dwamena, Head of the Civil Service Ghana



The Head of the Civil Service, Nana Kwesi Agyekum Dwamena, was appointed 1st January, 2014. His career as a Civil Servant spans over a period of 26 years starting as a Management Analyst in 1988 at the Management Services Department (MSD)

In 1995 Nana Agyekum Dwamena was posted to the Office of the Head of Civil Service where he worked as Head of the Reform Co-ordinating Unit. In 2005, he was subsequently appointed as the Director of the Performance Management Division. As the team leader his task was to organize and ensure the implementation of Performance Improvement Initiatives. Nana Agyekum Dwamena was also the Executive Secretary of the Management Services Department. (2011-2013)

Nana Agyekum Dwamena has participated and presented numerous papers at Local and International Seminars/workshops on Decentralization, Policy Analysis, Human Resource, Performance and Change Management in Singapore, United Kingdom, United States of America, Malaysia, Malawi, Morocco, Mauritius, Australia, New Zealand, Denmark, Holland, Kenya, Egypt, Tanzania, Botswana, Cameroon, Zanzibar, Rwanda and Ghana.

He has also contributed to discussions on Public Administration Systems at International fora like Commonwealth Association of Public Administration and Management (CAPAM), Centre for African Training and Research in Administration for Development (CAFRAD), the Association for Administration and Development, (ARAD) and meetings of Heads of Public Services of Africa.

As part of his career development in the Civil Service, the Acting Head has attended several capacity enhancement courses in policy analysis, strategic and change management as well as monitoring and evaluation, organized by the Ghana Institute of Management and Public Administration (GIMPA), University of Ghana Business School (UGBS), and Management Development Productivity Institute. (MDPI)

Nana Agyekum Dwamena's contribution to development of the Civil Service is phenomenal. From 1996 – 2005 he facilitated the development of Service Delivery Brochures and Standards for Civil Service Organizations and the Training of Staff of Client Services Units. Some of these Organizations are Driver and Vehicle Licensing Authority, Rent Control Department, Land Title Registry etc.

He was also a core member of a Team that developed concepts, principles, methodology, monitoring and evaluation systems for the National Institutional Renewal Programme (NIRP) the Civil Service Performance Improvement Programme (CSPIP).

The Head of Civil Service played an active role in the joint (Ghana Governance and DFID Team) evaluation of CSPIP at the end of first full operational phase and Performance Agreements for Chief Directors

He also actively engaged the various Public Sector Reform Programmes on Financial Management, Budget Improvement and Decentralisation agenda. He is a team leader for the GIFMIS Cultural Change and process management team and the chairman of the DDF technical team.

As the Executive Secretary of MSD he actively led the process of restructuring Ministries, Departments and Agencies and Districts (MDAs & MMDAs). Also appropriate staffing levels were determined, norms, grades and skills – organizations were also covered. These included the Ministry of Local Government, Ministry of Environment, Science and Technology, Ministry of Health, Controller and Accountant General's Department, Feeder and Urban Roads, Kumasi Metropolitan Assembly, Accra Metropolitan Assembly and Northern Regional Co-ordinating Council.

The Head of the Civil Service is currently a member of the Ghana Association of Consultants, The Honourable Order of Kentucky Colonels of USA and Friends of Accra Psychiatric Hospital.

Nana Agyekum Dwamena attended Ghana Secondary School, Koforidua, where he obtained his Ordinary and Advanced Level certificates 1979 and '81 respectively. He subsequently graduated from the Kwame Nkrumah University of Science and Technology (KNUST), 1985. He also holds a masters degree in Organisational Development from the University of Cape Coast. (UCC)

Nana Agyekum Dwamena is happily married with three children and provides strategic leadership for the development and implementation of goals and programs at the Eden Mission Establishments.

Dr. Joseph Kinyua, EGH - Head of Public Service, Kenya



Dr. Kinyua's career began in 1978 as an assistant lecturer at the University of Nairobi. He joined the Central Bank of Kenya in 1980 as an Economist and rose to the rank of Director of Research. Between 1985 and 1990, he worked as an economist with the International Monetary Fund before returning back to the Central Bank of Kenya.

He was appointed Financial Secretary to the Treasury in June 1995, a position he held until July 1999 when he re-joined the Central Bank of Kenya as Director of Financial Markets. He was appointed the Chief Economist of the Central Bank of Kenya in October 2000.

Dr. Kinyua was appointed as the Permanent Secretary, Ministry of Finance in September 2002, a position he held until January 2003 when he was appointed Permanent Secretary in the Ministry of Planning and National Development. In July 2003, he was appointed Permanent Secretary in the Ministry of Agriculture where he served until July 2004 when he was reappointed Permanent Secretary to the Ministry of Finance. Dr. Kinyua has served on several boards of State Corporations. He is a member of the Programme Committee of the African Economic Research Consortium (AERC) and Alternate Governor, World Bank Board of Governors. He holds a BA and MA in Economics from the University of Nairobi.

Mrs. Susan O'Bey

Chief Secretary of St Helena Government, Office of Governor of St Helena, Ascension and Tristan da Cunha, Government Administration Jamestown



Susan O'Bey is the Chief Secretary at Government of Saint Helena, Ascension and Tristan da Cunha

Experience

- Chief Secretary - Government of St Helena, South Atlantic (2018 – present)
- Deputy Chief Executive for Economic Development - Enterprise St Helen (2014 – Apr 2017)
- Director - Strategic Policy & Planning - St Helena Government (2007 – Feb 2014)

Key Responsibilities include:

- Lead SHG's Strategic Policy and Planning Directorate, providing central coordination, direction and support to the policy management process in SHG.
- Lead the development and annual review of SHG's policy framework, the annual strategic planning process, including providing formats, guidance materials and regular performance reports
- Provide high quality and consistent advice, training and support to directorates and Council members on policy management, strategic planning and performance and risk management

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Headteacher - Education Department, St Helena Government (1997 – Jan 2004)

Key Responsibilities include:

- The management of all issues pertaining to Secondary Education including Further and Community Education.
- Supervision, development and deployment of 70+ staff (teaching and non-teaching) on a daily basis.
- Development planning - defining clear goals and targets - and reporting on achievements.
- Regular liaison with Inter-Agencies and the Private Sector.

Achievements include:

- Rationalisation of the School's organisational structure
- Rationalisation of the School's curriculum at Key Stages 4 & 5
- Introduction of a Vocational Training Programme for students in the Post Compulsory Education Programme
- Defining and formalising communication channels within the school
- Introduction of an extra curricular programme for all students

see less

Education

- University of York - Master of Public Administration (MPA)
- Field of Study: Social Sciences
- Dates attended or graduation: 2012 – 2015

- University of Bristol - Master of Education (M.Ed.)
- Field of Study: Education, Management, Behaviour, Developmental Psychology
- Dates attended or graduation: 1993 - 1995

Mr. Obasi NGWUTA – B.Sc., MBA, AMNIM, MBPMI, ACISI



Obasi Ngwuta is a veteran of the financial services industry having worked in consulting, stock broking, insurance and banking sectors for 23-years. He is the Founder & Chairman of Africa Bancassurance Academy and also Director General/Chief Executive Officer of West Africa Business School, a foremost regional training institution for business, leadership and management education in Sub-Saharan Africa. Mr. Ngwuta was at various times Head of Bancassurance and Relationship Manager SME Banking at Standard Chartered Bank Nigeria; Group Head, Business Solutions Development at UBA Insurance Limited; Head, Products, Branding & Marketing Support at UBA Metropolitan Insurance Limited; Head, Corporate Planning & Risk Management at Sovereign Trust Insurance Plc; and General Manager, Operations at Intellbank Consulting Ltd. Mr. Ngwuta is a graduate of University of Science and Technology, Enugu (ESUT) where he obtained his Bachelor of Science (B.Sc.) in Insurance & Risk Management and Obafemi Awolowo University (OAU), Ile-Ife where he obtained his Master in Business Administration (MBA) degrees. Mr. Ngwuta is a long-time member of the British Project Management Professionals (BPMP), Centre for Management Development (CMD), Nigerian Institute of Management (ANIM), Chartered Insurance Institute of Nigeria, Chartered Institute of Securities & Investments UK as well as Risk and Insurance Managers Society of Nigeria (RIMSON) where he was the chairman of the technical and education committee for many years. Mr. Ngwuta is the Author of many books including the most popular 546-page bestselling professional insurance book titled “Modern Insurance Business Management” published by Nigeria Insurers Association (NIA) in 2007.

About the Organizers

About WEST AFRICA BUSINESS SCHOOL (WABS)



WABS was established in response to the need for a high-quality professional development, corporate training and executive education institute to address the needs of working professionals who have the desire to continue professional and academic training while remaining in the workforce. The school was formerly registered on 7th May 2002 with the Nigeria Corporate Affairs Commission (RC.1652834) as a private regional training institution. In the beginning, West Africa Business School started with organizing corporate seminars, workshops and soft business short courses.

In January 2010, the school launched specialized strategic business conferences, leadership programme and management training courses across Africa focusing mainly on the financial services industry. Today, West Africa Business School (WABS) has become a house-hold name and a global brand, well known in Africa for delivery of world-class Corporate Training, Government Human Capital Development, Professional Education, Executive Education, Business Intelligence and Research Services. WABS proclaims that learning and development of human capital consolidates the structure of organizations worldwide. It ensures intelligent strategic action at every level, and gives individuals the tools and awareness to hone that strategy. With continuous learning, leaders of organizations **make world-class expertise an integral part of that organisation**. Instead of relying on outside support, you enhance the capabilities of your managers and leaders to address challenges. And by exposing senior people to leading edge-thinking, you ensure your business has the strategic drive to succeed. WABS provides corporate training, skill development, research information and consultancy services. WABS has very unique specialist individual and corporate training programmes that are practically challenging and rigorous, drawing on the strengths of the school's first-class

faculty of world-renowned scholars, business managers and management development consultants of repute. WABS research into the latest business challenges existing in all corporate sectors in Africa, both old and new from everywhere to reach everyone involved in the subject matter. We then transform the idea into reality by creating business meetings, which bring people together to learn, network and progress. WABS offers corporate training short courses specializing in industries such as: *Financial Services, Energy (Oil & Gas, Power, Water), Telecoms, Manufacturing, Transport & Logistics, Hospitality & Healthcare, Government Ministries, Departments, Agencies and much more.*

The WABS is registered and recognized by important government regulatory institutions such as Federal Ministry of Education, Federal Ministry of Justice, Corporate Affairs Commission (CAC), Industrial Training Fund (ITF) and accredited by Centre for Management Development (CMD) as a management training institution in Nigeria. Also, WABS Director General/Chief Executive Officer has attended various government approved training programme of the Centre for Management Development (CMD) in compliance with regulatory requirements.

About **Bailey and French Ltd**



Bailey & French Ltd is a UK Limited Company. Registered Address Jarvis House, 39-42 East Street, Brighton, BN1 1HL. Company Number: 08960092. Over the past 10 years, Bailey and French has grown from a small group of recruiters forging an authentic and transparent way of working, to a consultancy that pioneers a broad range of innovative people solutions for the whole employee experience. Based in Brighton, a location where creativity and inclusion are at the heart of the culture, we have grown from a small team of 3 to 90 people worldwide.

Driven by doing what we know is right for us and informed by the latest evidence-based research, we embrace the challenging innovation on the horizon and apply it in the real world of work. **Humanising the world of work...**Our vision is to humanise the world of work. A fairly ambitious vision, yet incredibly powerful and purposeful to each of us in our own way.

About **Corporate Training International Limited (RC 1541091).**

"The Human Capital Development Company"



We are a Top-Class Human Capital Development Service provider in Nigeria and West Africa. Our prime objective is to enable organisations access tomorrow's thinking and today's best practices in people management. People are the greatest assets of any organisation. Rekrut Consulting is dedicated to designing and delivering Training interventions to meet specific needs of client organisations in order for them to be competitive and contemporary. Our goal is to provide continuous improvement in the Skills, Knowledge & Attitude of young managers.

@ Corporate Training International Limited

- We are TRAINING providers.
- World-class Training Facilitators.
- Well Researched & Rich Content.
- Perfect Environment for Learning.
- Dynamic Teaching Methods.
- Our learning solutions are adaptable to groups of all sizes.
- Open and in-plant COURSES.
- We are flexible to facilitate training sessions for your teams wherever you are located. Distance is not a barrier.

Our Service Offering:

- TRAINING/COURSES
- RECRUITMENT/EXECUTIVE SEARCH
- CONSULTING

Terms and Conditions:

- Completed nomination form will be taken as confirmation of nominations and must be returned no later than 10 working days before programme commencement date.
- Payments of fees is by e-transfer, certified cheque or bank draft in favour of West Africa Business School before programme commencement date.
- The programme fee is payable without deduction of withholding tax or any other tax thereof.
- The information sought in the registration form is only for nomination purposes. This will help in producing all relevant course materials for the nominee(s). West Africa Business School (WABS) and its personnel will protect any personal data entrusted to us through the completion of our registration form in a way that respects the privacy of individual or entity completing the form.
- **Hotel Accommodation for programme participants.** The organizer (WABS) will reserve sufficient block of rooms under our name and at preferential rates at a hotel of international standard (equivalent to no less than three-star rating) convenient to the event venue during the programme delivery dates, provided that each delegate shall be responsible for his/her dinner, incidentals and other expenses directly to the hotel. For registered delegates who have paid full conference fee indicated/shown in page 8 above, WABS will make payment for their hotel accommodation and such delegates on arrival at the hotel reception simply collect their room keys without stress.
- **Airfare/Flight for programme participants.** For registered delegates who have paid full conference fee indicated/shown in page 8 above, WABS will make payment their airfare and send flight ticket to such delegates on or before 18th November without stress. Other participants who chose to handle their travel logistics are free to do so, and shall be solely responsible for the payment of their travel, lodging, meals (dinner) and other travel expenses related to their participation in this programme.
- **Cancellation and Substitutions Clause:** For any reason whatsoever, participants who have registered for the programme, may decide to cancel their registration. Cancellations must be submitted in writing by email to wabs.edu@gmail.com. All cancellations received on or before 20 October,2021 are entitled to a refund of 50% of the course fee paid. No refunds or credits will be given to registrants who cancel after 20 October,2021 or who fail to attend the retreat. Substitutions for paid registrants may be made at any time up to 10 November, 2021. No changes will be accepted after this date. In the event that
- **Covid or other Pandemic Clause:** In the event that Covid or other Pandemic health risks leads to total travel restrictions and that an in-person delivery of our courses or content cannot be achieved safely, WABS reserve the right to change their delivery method to a virtual platform. This change will be put in to place with a minimum 2 weeks' notice, should this situation occur, and WABS will not refund any course fee nor re-negotiate their costings with registrants prior to delivery of their content.
- **International Participants:** Course attendees arriving from outside Accra, Ghana may require a letter of invitation or visa to enter Ghana. If you require a letter of invitation to support your visa application, please submit your request in writing by email to wabs.edu@gmail.com. Once you have submitted your request and completed registration and payment of programme fee, we will provide you with a Letter of Invitation.

Further enquiry in respect of this programme should be addressed to:

Director General

West Africa Business School

Working From Home in Nigeria Address: 18 Puposola Street, Off Shola Martins Street, New Oko-oba, Lagos | **Phone:** +2348027922649

Branch Office: 2nd Floor, Suite B201 Trinity Mall,
#81 Obafemi Awolowo Way Ikeja, Lagos

E-mail: wabs.edu@gmail.com; info@westafricabusinessschool.com

Website: www.westafricabusinessschool.com

Managing Director / Chief Executive Officer

Corporate Training International Limited

2nd Floor Suite B201 Trinity Mall,

#81 Obafemi Awolowo Way, Ikeja, Lagos, Nigeria

Phone: +2348143002943

“Every individual has the potential to create change, whether in their life, their community, or the world. The transformative power of education is what unlocks that potential”.