



West Africa Business School

...democratizing knowledge that links business with intelligence

RC 1652834

In collaboration with



**CHLOE Consultants
Pty Ltd, South Africa**

PRESENTS

International Women's Leadership Programme

for

Senior Government Officials, Governors Wives, Commissioners of Women Affairs, Women Permanent Secretaries, Women Directors in Public Service and Women Senior Management of Corporate Organisations.

An Executive Education programme that empowers women leaders in government and private sector governance for sustainable and successful senior leadership career.



Join forces with West Africa Business School to accelerate your advancement to senior leadership. Build your organisation's competitive advantage by leveraging the benefits of gender diversity.

Date: 5 – 9 December, 2022 | Venue: Dubai, UAE

WELCOME • AKWAABA • BIENVENUE

Programme Overview

Successfully transforming public and private organisations is impossible without the united efforts of women who genuinely wish to see projects carried out and common goals reached. Executive presence skills are ranked second in the top 20 leadership traits that make a difference. The demands on today's executive leadership have accelerated. This means that present and future leaders must display C-suite readiness, shape opinion, and mobilize teams to deliver to new standards. Women face unique challenges in the workplace but they also add unique value and perspective. They shatter groupthink, improve communications dynamics, and reinvigorate organisations in ways that make them more competitive. Research shows organisations with a critical mass of top-team gender diversity enjoy significantly better performance. Your organisation can build this competitive advantage by developing women at critical transition points so they stay in otherwise leaky pipelines. The International Women's Leadership Program addresses the leakiest part of the pipeline—the leap to top management.

The West Africa Business School's flagship **International Women's Leadership Programme** for women in government and private sector governance, is designed especially for Senior Government Officials, Governors Wives, Commissioners of Women Affairs, Women Permanent Secretaries, Women Directors in Public Service and Women Senior Management of Corporate Organisations. The main goal of the learning mission is to infect government and public service women leaders in Africa with latest thought leadership innovation and transformation knowledge to enable women drive high performance of African governments. Implementation plans post-program extend the impact of the intensive in-person workshop. The West Africa Business School faculty will lead a wide range of interactive and experiential learning sessions proven to enhance women's leadership behaviors.

Participants build awareness of decision-making biases, learn how to create high-performing teams, negotiate win-win outcomes, manage crises, drive innovation, and create an authentic leadership style. Participants leave with new ideas, skills, confidence, and fresh perspectives to add more value to their organisations and cascade the benefits of improved diversity across the organization.

What to Expect

- Lead your organisation to better enterprise-wide gender diversity: Better understand and explain the quantitative and qualitative benefits of diversity to gain support for change.
- Use strategic vision and sharper decision-making skills: Lead growth, manage crises, drive growth through innovation, and make better decisions.
- Improve your leadership skills: Learn different styles to adapt to an individual's, team's, or organisation's situation.
- Communicate with power: Develop executive presence with effective verbal and non-verbal skills.
- Build an authentic leadership style: Articulate your value proposition and create a career strategy to support your goal to work in senior management.

Programme Objective

This program provides the necessary tools to develop executive presence into meaningful influence. It is a tool to craft an impactful presence through the strategic application of persuasive techniques, including personal growth, building a diverse network, and effectively communicating your vision. This program will help you meet your daily learning goals on the go. Enhancing your leadership skills will help you deliver greater impact. Join our program to learn the critical principles of effective leadership.

Go beyond leading...Create impact

- ✓ Frame your leadership narrative
- ✓ Gain competitive leadership skills
- ✓ Develop a persuasive persona
- ✓ Build leadership in others
- ✓ Cultivate valuable relationship
- ✓ Adapt executive presence to enhance your leadership styles

The details of conversation you would hear from highly experienced women thought leaders like **Dr. Tanvi Gautam, Yolanda Sing (Mrs.) and CHRP Dorcas K. N-Wainaina, OGW** include contents around the following areas:

- Introduction and Informal Influence
- Executive Presence,
- Power and influence,
- Leading with Persuasive Communication,
- A Framework for Persuasion,
- Strengthening Your Leadership Presence,
- Equine Leadership immersion,
- Strategic Thinking insights,
- Leading High-Performance Teams,
- Developing a Leadership Style,
- Authentic Leadership,
- Change and Transformation,
- Leadership branding, decision making for leaders and reflected best self,
- Cultivating Informal Networks,
- Social networking to drive innovation, team dynamics, communication,
- Negotiations and executive presence,
- Letting Go and the Way Forward,
- Strategic networks; Personal branding; Personal courage and power; Influence through powerful presence.

Benefits of the programme

Master leadership skills to inspire, empower and influence outcomes. With the West Africa Business School's international women's leadership programme for women in government and private sector governance, you will be ready to display your leadership skills in real time with real impact. During the program, you will receive relevant tools to create your leadership narrative through:

- Informal influence — Recognize the factors influencing your ability to achieve meaningful impact
- Communication of vision — Use your vision for your future self to strategize your success.
- Informal networks — Identify techniques to diversify your network strategically.
- Leadership narrative — Strengthen your leadership presence.
- Framework for persuasion — Understand the foundations of successful persuasion.

An immediate return on learning (ROL)

- Lead your organisation to achieve better top team gender diversity and benefits: Better articulate and leverage the benefits of diversity to gain broader support for change at all organizational levels.
- Improve strategic vision and decision-making skills: Lead growth, manage crises, facilitate innovation, reduce risk, and make higher quality decisions.

- Improve your leadership skills: Learn your styles and how to adapt to an individual, team, or company situation.
- Communicate with power: Develop executive presence with effective verbal and non-verbal skills.

PROGRAMME CONTENT:

In this program, our world-class faculty will guide you through the journey of discovering your true leadership potential to realize your vision and goals as a C-suite member. Below is a **sample** of what you can expect to experience in the International Women's Leadership Program. *Content and schedule are subject to change.*

Pre-program: To prepare for classroom discussion

- Case Study: "What Makes a Leader?"
- Leadership Assessments: Decision Making for Leaders and Reflected Best Self.

Module 1: Introduction and Informal Influence

At the end of this module, learners will be able to understand:

- Influence and Persuasion
- How to leverage informal channels and tools available to push your agenda forward while successfully navigating the gap between expertise and impact.

Module 2: Executive Presence

At the end of this module, learners will be able to understand:

- Leadership Development for Women
- Emotional Intelligence
- Verbal and Nonverbal Communications

Module 3 - Public Leadership and Strategic People Management

At the end of this module, learners will be able to:

- Provide an overall view of the strategic people management in the public service in the 4IR era.
- Demonstrate the responsibilities and resources that strategic people managers and specialists have for contributing to each one of the processes of developing new HR policies, new management principles inspired by emerging new public management strategies.
- Share the latest conceptual developments and provide an overview of the current strategic people management practices used in public services organisations, of leadership methods and of public service people management;
- Provide a space in which to exchange experiences and comparative analyses

Module 4: Leading with Persuasive Communication

At the end of this module, learners will be able to understand and explain:

- Persuasively Communicating
- Your Vision and Strategy
- The big picture through non-traditional means to communicate your vision and strategy.
- Identify vital principles for the exercise of leadership and use your presence and poise to amplify your narrative.
- A Framework for Persuasion
- Recognize the underpinnings of successful persuasion, why they work, and how you can leverage these techniques in your communications.

Module 5: Strengthening Your Leadership Presence

At the end of this module, learners will be able to understand and explain:

- How to manage your interpersonal style to enhance impact while discovering actions to craft your leadership presence without micromanaging.

Module 6: Cultivating Informal Networks

At the end of this module, learners will be able to:

- Identify strategies to build a professional network and adopt strategies to cultivate valuable relationships and leverage networks effectively.

Module 7: Leadership Perspectives and Strategic Thinking Skills

At the end of this module, learners will be able to understand and explain:

- The Business Case for Diversity: The Real ROI
- Problem Framing: Reframing Challenges
- Leading Growth through Innovation: Fail Early and Often

Module 8: Leading High-Performance Teams

At the end of this module, learners will be able to understand and explain:

- Case Study: “What Makes a Leader?”
- Autocrat to Advisor: Decision Making For Leaders
- Crisis Management: Leading Teams Under High Stress

Module 9: Developing a Leadership Style

At the end of this module, learners will be able to understand and explain:

- Strategies for Implementing Personal Change
- Leveraging Talent in Teams
- Executive Coaching Sessions in Small Groups

Module 10 - Authentic Leadership

At the end of this module, learners will be able to understand and explain:

- 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.

Module 11 - Change and Transformation

At the end of this module, learners will be able to understand and explain:

- 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.

Module 12- Letting Go and the Way Forward

At the end of this module, learners will be able to understand and explain:

- System Theory

- Whole Brain Living - Neuro based decision making and emotional intelligence
- 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.
- Identify which boundaries, will be required to thrive in the post corona world
- Stepping Into A New Future.

Target Audience / Who Should Attend?

- Relevant to women in mid to senior-level leadership positions & those who support them.
- Designed for corporate, non-profit, and women government leaders such as:
 - ✓ Wives of Governors, Women Deputy Governors. Wives of Deputy Governors and Wives of Secretaries to State Governments.
 - ✓ Women CEOs, MDs, Directors, Senior Management of Corporate Organisations
 - ✓ Wives of Chief Judges of 36 States and Chief Judges of Federal/State High Courts.
 - ✓ Members of Nigeria Governors’ Wives Forum
 - ✓ Women Heads of Civil Service of Federal and State Governments in Africa.
 - ✓ Members of Women Professional Associations all over the world
 - ✓ Members of Professional Insurance Ladies Association (PILA)
 - ✓ Wives of Commissioners and Wives of DGs/Heads of Agencies.
 - ✓ Wives of Speakers of States House of Assembly, wives of Senior Special Assistants in government, Women Local Government Chairman and wives of Local Government Chairmen
 - ✓ Women Directors General in Federal and State Government Civil / Public Service
 - ✓ Women Chief Executives in Federal and State Government Owned Companies (GOCs)
 - ✓ Women Executive Secretaries in Federal and State Government Civil / Public Service
 - ✓ Women Permanent Secretaries of Federal and State Government MDAs in Africa.
 - ✓ Women Civil Service Directors and HODs in Federal and State Governments MDAs
 - ✓ Women Directors of Human Resources in Federal/State Government Civil Service
 - ✓ Women Directors of Finance and Administration in Federal and State MDAs etc
 - ✓ Women Directors of Legal Services in Federal and State Government MDAs.
 - ✓ Women Chief Medical Directors of Health Institutions and Hospitals in Federal and State Government Civil / Public Service.
 - ✓ Women Heads of International Institutions, Diplomatic Missions, Donor Agencies and Development Partners working with/in Federal and State Governments in Africa.

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.

Important Note:

- This **face to face/In person** training is exclusively designed for women leaders in government and private sector governance, senior civil servants and government officials from federal and state government ministries, departments, agencies and government owned companies (GOCs).
- For reason of efficiency, effectiveness and proper management of learners, the maximum class size for the executive training is 50 people only.

- List of participants from federal and state government ministries, departments, agencies should be provided by Office of the Head of the Civil Service (**OHOCS**) or the respective L&D/training departments of companies, ministries, departments, agencies/parastatals.

Programme Fee

The course fee is structured in a way to make it affordable to Government MDAs/organisations /institutions and also easy to make payment for all delegates as follow:

Programme fee for delegates/participants:

- **Single rate early-bird** – US\$3,000 per person (register & pay before 10 November 2022)
- **Group Price early-bird** – US\$2,500 per person for 3 or more people from one company or government MDA/GOC/organisation (register & pay before 10 November 2022).
- **Normal Rate** – US\$3,500 per person (register & pay after 10 November 2022).

The programme fee for covers the following:

- Five days quality conference, workshop, learning tourism and relaxation,
- Honorarium for 3 Course Leaders for five full day's quality F2F training.
- Buffet Lunch, 2 Tea/coffee breaks and refreshments daily,
- Hotel Accommodation for all participants for the duration of the programme,
- Course Leaders Flight ticket, Visas, Airport transfers, Hotel Accommodation and living expenses.
- Venue hire, Whiteboard or Flipchart, Video Projector or Large Screen, Projection Screen, Good Internet Connection and Laptop Computers
- Professional fee for 5 days research and project work to prepare training content
- Printed course notes or Flash drive loaded with course notes or both,
- Leather seminar folder and Certificate of attendance.
- Have fun with Dubai Tour on last day of learning mission.

How To Make Payment Of Programme Fee:

1. Local currency payment option for Nigerian participants: Course fee payment can be made in local currency (*parallel market rate = N695 / \$1*) equivalent of USD amount shown above 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. International payment optional for 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

NOTE:

- Early bird fee applies to registration and payment made on or before 30 September 2022.
- Registration & payment of course fee must be received by closing date to enable organizers have time to customize names of the delegate/participants in the appropriate programme materials and brochure.
- The course fee does not include VAT, visa, airfare, airport transfers and dinner.
- Participants are therefore responsible for their respective airfare, airport transfers and dinner where necessary.
- The course fee is non-refundable under any circumstances but you will have a second chance to attend the same programme in future.

How To Register For The Programme

Send names of your participants by email to: wabs.edu@gmail.com. You can also call and talk to the Programme Manager on **Tel:** +2348027922649, **WhatsApp:** +2348143002943 by 8.00am – 5.00pm Monday - Friday.

Programme Logistics

Date: 5 – 9 December, 2022 (5 days)

Time: 9:00 am - 4:00 pm daily

Venue: Grand Excelsior Hotel | Al Barsha, Near Mall of The Emirates | Dubai | UAE

MEET THE SPECIAL GUEST SPEAKERS

Dr. Tanvi Gautam

Program Director and faculty (executive education) Singapore Management University, Certified Business Storytelling Coach and President, Asia Professional Speakers Singapore



From Accenture to Dyson, from Merck to Mastercard, from the Partners of KPMG to Deloitte, when senior leadership teams need someone to help raise their game, **Tanvi** is honoured to step in. As a multi-award-winning keynote speaker, executive coach, author and senior faculty & program director at Singapore Management University (Executive Development) **Tanvi** combines the best of the corporate practicality with the depth of academic frameworks to create the shifts needed to lead in the world of disruption. **Tanvi** has been the first Asia based leader to be listed on the Game Changer list by Workforce Magazine (USA). Her ideas have been published and quoted in Forbes.com, Harvard Business Review, Business Times, Economic Times, BBC world and other global publications. **Tanvi** is the author of 2 books and listed as a

top 200 global influencers on leadership by People Hum. She is also the only Asia based HR influencer to be on the SAP global HXM list.

Tanvi uses a combination of head and heart-based tools to move people out of their comfort zone and into their courage and impact zone. Certified storytelling coach, Certified conversational intelligence coach and Certified Culture talk tools coach, she takes a 360-intervention approach to her clients based across the globe. **Tanvi** is also President of the Asia speakers' association Singapore. **Tanvi** works with leaders across the globe helping them raise their potential as impactful, authentic, engaged and inclusive leaders. Her speaking, coaching and workshops are designed keeping in mind the demands of careers and leadership in the age of disruption. **Tanvi** has been a boundary spanner all her life & don't intend to stop now.

CHRP Dorcas K. N-Wainaina, OGW

Global HR Transformation Project Advisor, World Bank



CHRP Dorcas has led as the CEO/Executive Director of the Institute of Human Resource Management. The most Transformative and first female CEO of The Institute for three years. Her role provided overall leadership in the regulation of The HR Profession in Kenya. Her accomplishments earned her Order of The Grand Warrior (OGW) decorated by H.E. The President of Kenya in 2018. She is currently engaged with World Bank as Technical Advisor on Organizational HR Transformation. CHRP Dorcas is an accomplished HR professional with a vast range of demonstrable skills and delivery spanning 20 years. A certified SPHRI, CHRA, CHRP, MBA and currently on her PhD research among other HR qualifications. Her experience focuses on People Management, HR strategy, employee Capability building,

Organizational review and restructuring and change management. She is a transformative leader and prolific speaker and facilitator. She lived and worked in Khartoum during the Darfur crisis of 2004 and has lived and worked in Kampala and Chapel Hill-US. Her French speaking skills led her to oversee HR operations in Franco-phone countries. She is currently Senior Director, International HR Operations at Feed The Children Inc. Dorcas has worked for various International organizations providing HR leadership in multiple countries in Africa, Asia and Latin America. A widely travelled HR professional, she has a deep appreciation of how culture impacts on people management. She is passionate on building leadership capabilities for both men and women. Enjoys golf and doesn't miss watching 'Living Golf' on CNN!

Yolanda Sing (Mrs.)

Leadership Coach & CEO Chloe Consultants Pty Ltd,
Winner of 'Best Education and Training Company Awards 2020' in South Africa



Expertise: Leadership Development (Equine) , Change and Transformation, Global Human Resource Management.

Having held many senior strategic Human Resources roles in the Financial Services and Retail Industries across various countries, including Africa, Middle East, South East Asia, Europe and USA, she is well equipped to assist individuals and teams to unlearn, learn and transform. Her current edge is assisting people to understand their leadership roles, in their own unique circles of influence. Her international experience provided her with a comprehensive context – this ensures understanding of what is required to succeed in today's multinational and virtual business world; a world filled with complexity, ambiguity, volatility and uncertainty. Having successfully managed her own Consultancy for the past 12 years, Yolanda has evidences of her versatility and talents as a professional facilitator and also her entrepreneurial competence. She has successfully developed a blue print for her unique offering in South-Africa, Dubai, Qatar, United Kingdom and Kenya. She is highly skilled in working with Transformation and the associated changes that is required to establish "great" cultures. Her method for individual and organizational transformation is unique, as she utilizes " equine partners "to become part of the learning intervention; they provide authentic experiences and feedback on the effectiveness of our communication styles. She has applied her learning to develop Emirati women in the Middle East. She has also published her first book " Power in the Paddock". **Education:** B.P.L, Hons B (B & A), M.B.A, Hons Bachelor of Arts in Psychology, Leadership Circle - Qualified Assessor, Results Coaching Systems - Executive Coach.

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.

CHLOE Consultants Pty Ltd.



CHLOE Consultants was founded by Yolanda Sing, an ex HR Executive, who has worked internationally in 15 different countries.

The company specializes in

- C – Coaching
- H – Human Resource Consulting
- L – Leadership Development
- O – Organizational Development
- E – Equine Assisted Learning

CHLOE Consultant has successfully developed a blue print for her unique offering in South-Africa, Dubai, Qatar, United Kingdom and Kenya. The method for individual and organizational transformation are unique, as the Company utilizes “equine partners “.to become part of the learning intervention. No previous horse-riding experience is required, as all the exercises are done from the ground. Post Covid, a **Virtual Transformational Leadership Immersion** has been developed. The Company has won multiple awards over the years.

- 2020 – Most Innovative Leadership Training Consultant - Corporate Vision, Education and Training Awards.
- Was featured in the South African, Most Influential Women Magazine during 2015/2016
- In partnership with Rentokil Initial has won the UK HR Award, for the best in Learning and Development - November 2011.

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 5 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 four-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.** All registered delegates / participants will handle their travel logistics and shall be solely responsible for payment of their travel, visa, 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 30 October, 2022 are entitled to a refund of 50% of the course fee paid. No refunds or credits will be given to registrants who cancel after 30 October, 2022 or who fail to attend the programme. Substitutions for paid registrants may be made at any time up to 30 November, 2022. No changes will be accepted after this date.
- **Covid 19 or other Pandemic Clause:** In the event that Covid 19 or other Pandemic health risks leads to total travel restrictions to the effect that an in-person delivery of our courses cannot be achieved safely, WABS reserve the right to change the course venue or 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 the content.

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 Close, Off Amusan Street, New Oko-oba, Lagos | **Phone:** +2348143002943

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:** +2348027922649

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''



PARTICIPANTS AT THE INTERNATIONAL EXECUTIVE DEVELOPMENT PROGRAMME FOR SENIOR CIVIL/PUBLIC SERVANTS & GOVERNMENT OFFICIALS IN AFRICA HELD IN DUBAI ON 21-25 MARCH 2022 ORGANIZED BY WEST AFRICA BUSINESS SCHOOL





Participants at the International Executive Development Programme for Senior Civil / Public Servants & Senior Government Officials in Africa held in Dubai UAE on 21-25 March 2022 organized by [West Africa Business School](#)





