



AVID HR CONSULTING
PEOPLE BUSINESS CONNECT

AVID LEARNING

A C A D E M Y

Management Training | Specialized Courses | Personal Development





AVID HR CONSULTING
LEARNING ACADEMY
Management Training | Life Coaching | Specialized Courses | Personal Development



Rich Internet
Every Action
Statistical
INTERNET
Video
Cloud
New Data
Production
Market
Data
Company
Statistic
Consider
Data
Video
Cloud

WHO WE ARE:

AVID HR Consulting is made up of professionals with proven expertise in all the key areas of Human Resource Management in a broad range of sectors for organizations at different stages of their life-cycle. We are a young and dynamic team with over 50 years combined experience in Business and People Management.

Our services range from Human Resource Consulting, Recruitment, Talent Management, Workforce Planning, HR Transactions, Training, Compensation & Benefits, Payroll Administration & Management, Employee Relations, Visas & Immigration

OUR VISION:

AVID HR Consulting will be universally recognized as the premier Human Resources solutions provider.

OUR MISSION:

Our mission is to leverage our experience and expertise to build long term business relationships by consistently meeting and exceeding our clients' expectations through the provision of holistic customer-focused HR and business solutions.

WHY CHOOSE

AVID HR CONSULTING:

- ❖ Training sessions are delivered by professionals with proven track record and hands-on experience
- ❖ Conducive environment for learning
- ❖ Affordable bespoke courses
- ❖ Interactive training media
- ❖ Courses relevant to core job functions
- ❖ Small class size



AVID Learning Academy (ALA) offers training in 3 specific areas:

MANAGEMENT TRAINING

This is high impact training designed to improve management development. Leaders and Managers are trained in the skills, knowledge and capabilities needed to succeed in today's challenging work environment. These training programs are targeted to those new to supervising others and for those who have managed people for decades.

PERSONAL DEVELOPMENT

Personal development training is designed to improve awareness and identity, develop talents and potential and contribute to the realization of dreams and aspirations. Personal development takes place over the course of an employee's entire life. The concept involves formal and informal activities for developing employees in roles such as teacher, guide, counsellor, manager, life coach or mentor. Personal development at the organizational level refers to the methods, programs, tools, techniques, and assessment systems that support human development at the individual level in organizations.

SPECIALIZED COURSES

Specialised courses deal with technical training which is schooling employees in how to accurately and thoroughly perform the technical components of their jobs. Employees are taught the latest tools, techniques and technologies required for their jobs and to improve organizational effectiveness. Training can include financial knowledge, technology applications, products, sales and service tactics etc. A key component of technical training is hands-on practice because of its complex and specialized nature.



MANAGEMENT TRAINING

- Building and Developing Productive People
- Contract Evaluation and Executive Negotiation
- Strategic Thinking & Decision Making
- Developing Leadership Competencies
- Team Building & Management
- Managing Performance for Results
- Transformational Leadership
- Knowledge Management
- Business Strategy
- Leadership & Change
- Executive Leadership Programme
- Strategic Management
- Customer Relationship Management:
- Delivering Service Excellence
- Customer Experience Management
- Conflict Management
- Coaching Essentials For Managers
- TEAM Challenges & Development
- Corporate Governance

Course Options:

- 1 Day Intensive
- 3 Day Extensive

Tuition:

- 1 Day = N100,000

***discount is applicable for class size >10*

Methodology:

- Lectures
- Discussions
- E-learning
- Simulations
- On-the-Job



SPECIALIZED COURSES

Operations Management

- Managing Processes & Systems
- Facilities Management
- Logistics Management
- Strategic Supply Chain Management
- Inventory Management
- Operational Integrity & Efficiency
- Lean Six Sigma
- Total Quality Management (Kaizen)
- Quality, Health, Safety & Environment

Finance Management

- Financial Modeling & Forecasting
- Budgets & Control for Strategy Execution
- Finance for Non-Finance Professionals
- Financial Management & Credit Analysis
- SME Accounting and Financial Management
- Accounting Training
- Internal Control & Audit
- Financial Statement Analysis
- Anti-Money Laundering & Countering Terrorism Financing (AML/CTF)
- International Financial Reporting Standards

Risk Management & Business Analysis

- Enterprise Risk Management
- Fundamentals of Business Analysis
- Business Process Mapping and Improvement

Course Options:

- 1 Day Intensive
- 3 Day Extensive

Tuition:

- 1 Day = N150,000
discount is applicable for class size > 10

Methodology:

- Lectures
- Discussions
- E-learning
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SPECIALIZED COURSES Contd.

Project Management

- Introduction to Project Management/Project Management Essentials
- Project Management Certifications - PMP and PRINCE2
- Project Management Tools and Software - MS Project & Primavera 6
- AGILE Project Management
- Applied Project Management

Human Resources Management

- Performance Management Framework
- Learning & Development Function
- Talent Acquisition: The Total Recruitment Process
- Compensation & Benefit Management
- Managing the HR Function
- Employee Engagement: Driving Org. Productivity
- Culture and Change Management
- Balance Scorecard
- HR Policies & Procedures
- HR Analytics & Metrics
- Organization Design & Development

Sales & Marketing

- Marketing & Sales Strategy
- Business Development
- Customer Relationship Management
- Bargaining & Negotiation Workshop
- SME Marketing and Business Development
- Strategic Account Management
- Strategic Marketing
- Brand Strategy & Management

Course Options:

- 1 Day Intensive
- 3 Day Extensive

Tuition:

- 1 Day = N150,000
discount is applicable for class size >10

Methodology:

- Lectures
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PERSONAL DEVELOPMENT

Soft Skills Development

- Business Writing Skills
- Business Etiquette
- Effective Communication
- Critical Thinking
- Problem Solving and Decision Making
- Workplace Effectiveness & Mastery
- Time Management
- Workplace Ethics
- Productivity Tools (MS Office Suite)
- Relationship Management
- Presentation Skills

Social Development

- Emotional Intelligence
- Personal Goal Setting
- Attitude Management
- Handling Difficult Situations
- Effective Communication
- Being a Team Player
- Responsibility & Accountability
- Managing Pressure & Maintaining Balance

Life Coaching

- Self Awareness
 - First, Lead Yourself
 - Managing Oneself
 - SELF SWOT Analysis
 - SELF-TALK
- Personal Brand
- Proactivity in a Reactive World
- Practical Citizenship
- Character Building
- Getting Things Done
- Work-Life Balance
- Healthy Lifestyle

Course Options:

- 1 Day Intensive
- 3 Day Extensive

Tuition:


- 1 Day = N150,000
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Methodology:

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