



Woodridge and Scott

CONSULTING.TRAINING.ADVISORY

2015 Training Calendar

| Course Title | Course Content | Target Audience | Duration | Fee |
|--|---|--|----------|--------------------------------|
| Management Development | | | | |
| Basic Report Writing Skill For effectiveness in business communications, this course focuses on making managers to: <ul style="list-style-type: none"> • Become highly skilled in the use of English Language • Write memos, letters, reports, proposals excellently by presenting their contents with mechanical precision • Organise their thoughts clearly before writing • Know the techniques of outlining, drafting and revising their written messages • Practice writing styles that are clear, concrete and courteous • Pay attention to their spellings and punctuations | <ul style="list-style-type: none"> • The Challenge of Communicating Effectively • Writing Guidelines • Prewriting & Planning • Doing the Writing • The Business Writer's Attitudes • Attention to Grammar • Guidelines to: <ol style="list-style-type: none"> 1. Letters 2. Email 3. Writing Minutes • Types of Report <ol style="list-style-type: none"> 1. Information/investigation report 2. Progress Report 3. Formal Reports 4. Informal Reports • Executive Summary <ol style="list-style-type: none"> 1. The Purpose of An Executive Summary 2. Main Stages and Techniques 3. Qualities of an Effective Executive Summary • Practical session on report writing. • Layout Use of tables and figures • Appendices • Distribution | Anyone who has to produce reports to help others make decisions. | 3 days | N65,000/ per participant |

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| Building Blocks Of Business Strategies - Planning Them, Managing Them | <ul style="list-style-type: none"> • Identifying the strategic issues • Organize yourself for planning • Audit of Current situations of the industry • Analyse your current Internal Processes • Assess your current competitive position • Map out possible strategic directions. • Formulate alternative and innovative strategies • Make disciplined strategic choices • Implement the strategic plan with discipline | | 2 days | N55,000/ per participant |
| Mentoring Skills Training for Managers | <ul style="list-style-type: none"> • Mentoring in Organisations • Benefits of Mentoring • Mentoring and Coaching – the Differences • The Four Types of Mentoring • Mentoring and Counseling • The Mentoring Process • Facilitating Learning • The Learning Cycle • Electing to be a Mentor • Finding a Mentee • Mentees Expectations • The Manager as a Mentor • Critical Success Factors • Evaluating the Results in the Organisation | All managerial staff | 3 days | N65, 000/ per participant |



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| <p>Delivering Results Through Teams How to develop a team that delivers results through:</p> <ul style="list-style-type: none"> • harnessing quality staff and aligning the employees efficiently • focusing the whole staff on common business goals • making joint decision • wiping out “fortress mentality” by getting different departments to work well together • the ability to attract, retain and deploy the right professionals to achieve group vision. | <ul style="list-style-type: none"> • Stages of Team Development • Characteristics of Effective, Successful Teams • Human needs in a team • Diversity & Exclusiveness In Effective Teamwork • Recognition of what makes a team productive • Recognition of attributes of great team leadership • Use of knowledge of people’s personality to build a team • Employment of each team member’s potential to achieve goals • Spirit that makes each person to work well with others even when coming from different backgrounds. • Resolution of team conflicts • Motivational Techniques • Effective Team Performance Critiquing And Capturing Lessons Learned • Communications Skills • Celebrating Team Success | <ul style="list-style-type: none"> • Officers in managerial positions • as well as those aspiring for such positions | 3 days | N65,000/ per participant |
| <p>Leadership Communication And Influence Management Powerful communication is the key to effective leadership. This is a three-day practical ways for workplace communication in a variety of ways that senior officials should master if they plan to succeed Become more effective leader in communicating the organization’s goals and desired feedback.</p> <ul style="list-style-type: none"> • Be more skillful at applying excellent communication competencies on the job. • Persuade and convince others in ways that obtain agreement or approval on ideas and views. | <ul style="list-style-type: none"> • Defining Communication <ol style="list-style-type: none"> 1. Communication is a Skill 2. Communication Traits of Powerful Leaders. 3. Analysis of your preferred leadership communication styles. 4. The powerful communication potential in all of us. • The Effectiveness of a Leader’s Communication <ol style="list-style-type: none"> 1. Communicating with motivating language. 2. Communicating requests: descriptive expectations, time frame, etc. 3. Communicating Performance Issues: setting goals, agreeing actions, discussing feedback • Methods of Communication • Formal and informal communication • Formal and informal communication | <ul style="list-style-type: none"> • Officers in managerial positions • as well as those aspiring for such positions | 3days | N65,000/ per participant |



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| <ul style="list-style-type: none"> • Blend well in an environment of cultural diversity. • Persuasiveness – ability to present ideas, influence and convince others to obtain agreement and approval on ideas negotiated. • Become most skillful in the use of today's communication technology tools. • Use of English Language – ability to read, speak and write excellently in English, the official language for business | <ul style="list-style-type: none"> • Communication model • Situational Leadership Communication • Questioning and Listening Skills of a Leader • Communication to Create Employee Engagement • Communicating to Bridge Generational Divide • Writing Competently for Effective Communication • Public Speaking • Today's communication technology tools | | | |
| <p>Pre-Retirement Entrepreneurship Training</p> <p>This is a programme on how all employees sure to approach retirement shortly or in a few years' time must plan how they will confront real economic issues after their employment in the organisation. The course shows that retiring from corporate employment needs not become a calamity. It also introduces participants to post-retirement Entrepreneurship and they are taken through an orientation of "entrepreneurial personality" which, rather than be characterised by a propensity for risk taking, will, among other things, focus success on one thing – "opportunity focused." They will learn a number of entrepreneurial logics and make them to dig deep into ideas underlying a product or service they may think of producing, prepare the ideas, get started, and keep it going with commitment.</p> | <ul style="list-style-type: none"> • General Retirement Orientation. <ol style="list-style-type: none"> 1. State of the economy and prospects faced in retirement 2. Coping with severance from corporate employment 3. Family issues – harmony or tension 4. Health matters – death of body organs by installments 5. Financial Net Worth to-date • Choice of what to do next. • Investments. <ol style="list-style-type: none"> 1. Types of investments currently available in Nigeria 2. Guidelines and advice on selecting investment types 3. Insurance 4. Savings and Fixed Deposits 5. Company shares build-up 6. Real estates. • Can You Run Your Own Business? <ol style="list-style-type: none"> 1. Planning a new business 2. Business development process. 3. Entrepreneurship 4. The courage to take the leap 5. A random walk through simple businesses suitable for retirees 6. The disciplines for business success | <p>All employees who are approaching retirement, from management to shop floor, whether it be voluntary or through redundancy, at normal retirement age or Earlier</p> | <p>4 days</p> | <p>N85,000/ per participant</p> |



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| <p>The training will also give the participants the ways to:</p> <ol style="list-style-type: none"> 1. identify their talents and personal capabilities they can utilise elsewhere 2. Restructure their lives 3. Implement a new financial life plan 4. If desired, start and run own businesses and become successful entrepreneurs 5. Invest wisely 6. Where needed, get new satisfying employment. | <ul style="list-style-type: none"> • Preparation of a business plan • Legal requirements for business. • Nurturing a Business for Profitability <ol style="list-style-type: none"> 1. Systems and structure for a retiree's business 2. Marketing knowledge and selling skills to propagate the business 3. Attention to the financial health of the business – capital and cash flow. 4. A sample Business Cash Flow Projection 5. A sample Profit & Loss Account. • Health and Leisure <ol style="list-style-type: none"> 1. Ageing gracefully 2. Balancing work and health 3. Post-retirement stress syndromes – physiological and emotional Common symptoms and signs 4. Medical check-ups and treatments. 5. Nutrition 6. Exercises 7. Recreation 8. Personal Habits 9. Managing Time in Retirement • Assuring Family Peace <ol style="list-style-type: none"> 1. Understanding how Wills are prepared 2. Picking a New Career | | | |
| <p>Basic Management Skills A three-day programme with which to charge young management-hopefuls to man special functions that can move them to higher managerial positions. The course will define management skills and behavioral competencies with which these young persons can deliver business results after understanding</p> | <ul style="list-style-type: none"> • Business Knowledge <ol style="list-style-type: none"> 1. Understanding the changes happening to the economy 2. The struggle for business survival 3. Strong knowledge of the industry 4. Generating demand for the company's products 5. Fulfilling the demand generated 6. Innovativeness 7. Customer Service | <p>Young managers and all those aspiring for managerial position</p> | <p>3 days</p> | <p>N65, 000/ per participant</p> |



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| <ul style="list-style-type: none"> • Business acumen • Team management • Planning task • Performance management • People motivation • Problem solving • Communication | <ul style="list-style-type: none"> • The Rules of Work <ol style="list-style-type: none"> 1. Attentiveness to how you are being judged 2. Walking the Talk 3. Blending in 4. Carving out a niche 5. Enjoying the work 6. Developing the right attitude 7. Speaking well, writing well. • Planning Orientation • Leadership & Motivational Skills • Communication & Interpersonal Skills | | | |
| <p>Time Management Managers and executives must consistently add more value, in the limited time they have in hand, just to remain in contention today. To achieve more than the ordinary, managers must have the special skills for, and an acute sense of, time use. The central focus is the discipline to manage oneself for time effectiveness.</p> <ul style="list-style-type: none"> • Ability to manage oneself in relation to time • Ability to identify and handle time wasters effectively • Ability to set priority and stick with it even under pressure • Ability to handle anxiety and stress. | <ul style="list-style-type: none"> • Why time management is important <ol style="list-style-type: none"> 1. Time is scarce 2. Bad time management = stress • Work Smarter - Take Control of Your Workload • The SMART Way • Prioritizing Your Goals • Prioritizing Your Goals • Planning Wisely • Creating A Plan <ol style="list-style-type: none"> 1. Activity Log 2. Have A To Do List 3. Effective Scheduling • Tackling Procrastination <ol style="list-style-type: none"> 1. Why We Procrastinate 2. Nine Ways to Overcome Procrastination • Organizing Your Workspace • Managing Workflow • Delegate <ol style="list-style-type: none"> 1. When to Delegate 2. Keeping Control • Meetings | | 2 days | N50,000/ Per Participant |



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| <p>Power of Positive Reinforcement</p> <ul style="list-style-type: none"> • How Leaders link daily activities of their subordinates with set business direction. • How Leaders recognise, stimulate and develop high performance in others. • How Leaders motivates others and get them to participate in team decisions and focus efforts on overall group objectives. • How Leaders build and maintain a positive, results-oriented work climate. • How Leaders remove interpersonal barriers to understanding, cooperation and motivation. • How Leaders lead by providing positive examples. | <ul style="list-style-type: none"> • Defining Positive Reinforcement • What Motivates <ol style="list-style-type: none"> 1. Motivation that emanates from autonomy 2. Motivation that emanates from mastery 3. Motivation that emanates from purpose. • Various Motivation Methods • Relevance of Emotional Intelligence • Treat subordinates with fairness • Pursue a happy work environment • Leader's Coaching and Mentoring • Leadership Communication that Motivates Employees | <p>Heads of department and managerial staff</p> | <p>2 days</p> | <p>N50,000/ Per participant</p> |
| <p>Problem Solving And Decision Making Techniques</p> <p>This programme delivers Problem Solving Techniques, one of the unique competencies all managers, whether budding or experienced, must possess.</p> <p>The ability of a manager to solve problems will be reflected in:</p> <ul style="list-style-type: none"> • Gathering information • Marshaling relevant resources • Weighing options • Assessing risks • Taking decisive action | <ul style="list-style-type: none"> • Three things people do when faced with problems • Generic skills necessary for solving problems • Defining a problem • Listing possible solutions • Evaluating options • Analysis of Root Cause • Choosing what to do • Changing nature of problem through simplification • Communicating the problem to another party • Individual differences in approaching problems • Use of meaningful information and business knowledge • Setting limits to the problem • Focusing on desired goals to maintain all through the | <p>Managerial and all staff involved in the decision making process.</p> | <p>3 days</p> | <p>N65,000/ Per participant</p> |



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| | <p>process</p> <ul style="list-style-type: none"> • Creativity-thinking out of the box • Differences between best and worst problem solvers • Key ingredients for Problem solving: <ol style="list-style-type: none"> 1. Team Approach 2. Process focus 3. Scientific Approach • Developing procedure to pick early warnings of problems • Contingency to lessen the effects of problems. | | | |
| <p>A Manager's Personal Effectiveness This course is about what managers can do specifically to improve their individual effectiveness and enhance productivity for the organisation. The programme contents have been developed around seven "Key Questions" which managers must continually answer for themselves. The questions are:</p> <ul style="list-style-type: none"> • What have I been hired to do? • What results are expected of me? • What can I do to make a real difference in the organisation's fortunes? • What are my bosses' Critical Result Areas? • What Critical Result Areas should be for my sub-ordinates? • What do I value most in my life? • What do I want to achieve - my goals: <p>Long term? Short-term? Professionally? Socially?</p> | <p>Planning Orientation</p> <ul style="list-style-type: none"> • The discipline of planning and preparation to avoid unplanned catastrophes • Recognise and take full advantage of limited resources • Focus awareness on company procedures • Time discipline. • Appreciation of their decisions and actions which touch the business' bottom line <p>Performance Orientation</p> <ul style="list-style-type: none"> • Focus on delivering results - work efficiently and creatively to meet agreed goals and objectives • Define personal responsibilities • Review self-performance against set goals. <p>Opportunities Focused</p> <ul style="list-style-type: none"> • Understand what opportunities exist or can be created, and convert them into results • Take advantage of opportunities for success in the present or future • Create new ways of doing things that are beneficial, advantageous or profitable. <p>Problem Solving</p> <p>Innovativeness</p> <ul style="list-style-type: none"> • Develop new thinking and skills and challenge yourself. Initiative • Anticipate business needs to proactively create solutions <p>Delegation and Empowerment</p> | <p>Managerial staff</p> | <p>3 days</p> | <p>N65,000/ per participant</p> |



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| | <ul style="list-style-type: none"> • Provide subordinates with opportunities to prove their capabilities • Assign the appropriate degree of authority • Provide assistance and support. • Developing Self <ul style="list-style-type: none"> 1. Strive for learning and growth | | | |
| Supply Chain Network | <ul style="list-style-type: none"> • Procurement • Forecasting • Warehousing • Inventory Control • Material Management • Contract Negotiation | <ul style="list-style-type: none"> • Supply Chain Directors/Managers • Logistics Directors/Manager • Procurement Managers | 3 days | N75, 000/ per participant |
| Taking On Greater Responsibilities | <ul style="list-style-type: none"> • Assess the strengths and skills required in today's workplace and developing effective strategies for success • Understand the problem-solving process • How your role fits into the business strategy and how it impacts business results • Develop resiliency: Coping skills to adapt to change and accept uncertainty • How to remain positive and proactive in a changing business environment | Anyone interested in developing the skills to improve their performance and growth within their organization. | 2 days | N55,000/per participant |



| HR Management | | | | |
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| <p>Setting Up a New HR Department This course provides the information HR officers need to establish a human resource function in new, small and medium size companies or companies opening an HR department for the first time. It treats matters relating to HR policies, guidelines, procedures, records and information.</p> | <p>Roles of the HR Professional</p> <ul style="list-style-type: none"> Operational and Strategic Partnering and Policing Qualitative and Quantitative Short term and Long term. <p>Recruiting, Selection and Deployment Processes</p> <ul style="list-style-type: none"> Personnel requirements and requisition Recruitment procedures Orientation of new employees Employee deployment. <p>Personnel Recordkeeping</p> <ul style="list-style-type: none"> Information to include in employee file Regulatory compliance Record retention requirements. <p>Personnel Policies</p> <ul style="list-style-type: none"> Policy Manual Staff Handbook Personnel communication channels. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> Designing a compensation programme Job evaluation Payroll management Tax, pension and other statutory compliance. <p>Performance Management</p> <ul style="list-style-type: none"> Job descriptions | <p>HR and heads of departments</p> | <p>5 days</p> | <p>N155,000/ Per Participants</p> |



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| | <ul style="list-style-type: none"> • Training and competency development • Appraisal process. <p>Health and Safety</p> <ul style="list-style-type: none"> • Health insurance schemes • HSE administration | | | |
| Accounting & Auditing | | | | |
| Basic Financial Statements Analysis – A Hands on Approach | <ul style="list-style-type: none"> • Introduction to Financial Statement Analysis • Profitability Analysis • Working Capital Analysis • Leverage Analysis • Preparing a report on the Analysis | <ul style="list-style-type: none"> • Investment or Credit Analysts, • Investment Advisors, • Risk Management Staff, • Financial Advisers, • Compliance Staff | 2 days | N55,000/ per participant |
| Best Practice Audit Reporting | <ul style="list-style-type: none"> • Purpose of internal audit • Beginning the Audit • The nature of evidence • The nature of fraud • Documenting the Audit • Summarizing and evaluating the result • Writing effective Audit report • Following up for effectiveness. | <ul style="list-style-type: none"> • Basic skill workshop for junior /fresh internal auditors • Refresher courses for intermediate internal auditors. | 3 days | N65,000/ per participant |
| International Financial Reporting Standards | <ul style="list-style-type: none"> • Overview of IFRS and Roadmap for Nigeria. • Presentation of financial statements (IAS 1) • Statement of cash flows (IAS 7) • Accounting policies, changes in accounting estimates and errors (IAS 8) • Related party disclosures (IAS 24) • Events after the reporting period (IAS 10) • Consolidated (Group) and Separate financial statements (IAS 27) <p>Assets</p> <ul style="list-style-type: none"> • Inventories (IAS 2) | <ul style="list-style-type: none"> • All finance and account personnel | 3 days | N120,000/ per participant |



- Property, plant and equipment (IAS 16)
- Leases (IAS 17)
- Borrowing costs (IAS 23)
- Impairment of assets (IAS 36)
- Intangible assets (IAS 38)
- Investment Property (IAS 40)
- Non-current assets held for sale (IFRS 5)

Liabilities

Employee benefits (IAS 19)

Revenue Recognition Issues (IAS 18)

Provisions, contingent liabilities and contingent assets (IAS 37)

Income taxes (IAS 12)



| Finance | | | | |
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| Finance for Non-Finance Executives | <ul style="list-style-type: none"> • Getting essential financial information • Understanding basic financial statements (what? how?) • Understanding key accounting concepts and principles • Effective Financial Planning and Control | All Managers and Executives who need to better understand the financials of their organisations, and all those who are responsible for cost centres, profit centres or projects. | 3 days | N65,000/ per participant |
| Personal Finance | <p>Managing Your Finances - Responsibly</p> <ul style="list-style-type: none"> • Developing a realistic personal budget that still lets you maintain standard life style. • Understanding financial terminology • Setting your own financial goals • Understanding income & expenses and assets & liabilities • Personal balance sheets vs Income statements • Learning to recognise savings opportunities and exercise self-discipline • Wealth Creation • Controlling Debt: What is good debt vs bad debt? Getting the best Interest rates <p>Debt consolidation</p> <ul style="list-style-type: none"> • The impact of interest rates, terms & residuals on your investment • Savings & Investments <ul style="list-style-type: none"> a. Understanding how to compare investment returns b. What investment types suit your lifestyle & personal circumstances • Lending Institutions: the Good, the bad & the ugly. Banks | <ul style="list-style-type: none"> - All administrative, secretarial and support staff who want to improve their financial knowledge and situation - New employees who can benefit from better managing their personal finances - Entry-level graduates with little or no personal financial experience - Individuals requiring the knowledge to achieve their financial goals - Individuals whose personal financial situation is impacting their company - Any person interested in improving their personal financial understanding and | 3 days | N60,000/ per participant |



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| | Family & Friends Loan sharks | position. | | |
| | <ul style="list-style-type: none">• Planning for the future your children's education and retirement• Understanding:<ul style="list-style-type: none">a. Income Taxb. Tax deductions | | | |



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| Financial Statement Analysis | <ul style="list-style-type: none"> • Introduction to Financial Statement Analysis • Profitability Analysis • Working Capital Analysis • Leverage Analysis • Preparing a report on the Analysis | Investment or Credit Analysts, Investment Advisors, Risk Management Staff, Financial Advisers, Compliance Staff, Auditors etc. | 2 days | N55,000/ per participant |
| Essentials Of Budgeting | <ul style="list-style-type: none"> • Key elements of the budgeting process: <ol style="list-style-type: none"> a. integrating management's goals b. working with operating budgets c. costs and expenses, controlling cash d. and structuring a capital budget • Measuring performance: <ol style="list-style-type: none"> a. analyzing budget b. variance actions to take after analysis • Case study: <ol style="list-style-type: none"> a. calculating sales, b. material costs c. direct labour, d. overhead costs, cost of sales | Every manager with budget responsibilities. | 3 days | N75,000/ per participant |
| Personal Income Tax Issues – A Hands on Approach | <ul style="list-style-type: none"> • Review of the Nigerian personal Income Tax Act: • Employers responsibilities and duties • Employees role and obligations • Implications of recent changes to personal income tax Act. • Identifying allowances, reliefs and allowable deductions. • How to legally reduce tax burden • What to expect in a tax audit | <ul style="list-style-type: none"> • Financial Accountants • HR officers/Managers | 2 days | N55,000/ per participant |



| Marketing & Sales | | | | |
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| <p>Vital Selling Skills – Acquiring, Retaining and Growing your customers</p> | <ul style="list-style-type: none"> • Getting the Customer • Defining the target market • Planning the Prospecting for New Business • Identify prospects' real interests • Prioritise the prospects • Develop marketing plan. • Locating prospects • Types of Prospects <ol style="list-style-type: none"> 1. Successful Prospect 2. Prospect with Problem 3. Complacent or Satisfied Prospect 4. Negative or Difficult Prospect 5. Attributes of Excellent Prospects • Soliciting leads through communication tools • The sale • Retaining and growing the customers. <ol style="list-style-type: none"> 1. Was the customer worth Getting 2. Maintaining a healthy share of the customers pocket 3. Keeping the customer for life. 4. Generate useful leads 5. Find and nurture key contacts 6. Manage the new relationship effectively | <ul style="list-style-type: none"> • Marketing officers and Marketing Team leads. | <p>2 days</p> | <p>N55,000/ per participant</p> |



| Customer Service | | | | |
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| Achieving Excellence in Customer Service | <ul style="list-style-type: none"> • What is good customer service? • Customer Service - from good to great • Pitfalls to avoid when trying to deliver customer service • Barriers to great customer service delivery • Attitude counts • Understanding the customer – customer behavioral patterns • Handling difficult customers • Techniques for reducing customer-service stress • Measuring customer satisfaction levels • Personal action plan for improving customer service skills | <ul style="list-style-type: none"> • Sale personnel • Customer care officers • Front end/Customer facing functions | 1 day | N55,000/ per participant |
| Customer Communication Skills | <ul style="list-style-type: none"> • Making a great first impression. • Handling the telephone. • Dealing with conflict and difficult situations. • Proper email etiquette | Sales and service delivery staff | 1 day | N45,000/ per participant |





Woodridge and Scott

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WHY WOODRIDGE AND SCOTT?

Woodridge and Scott is a financial consulting, management training and career development organization. Our practice leverages on the experience and expertise of our in-house professionals as well as a strong group of resource persons to deliver exceptional services to our various clients.

At Woodridge & Scott, professionalism is our watch word and quality is a constant quest in all our interactions.

OUR HISTORY

We are proud of the combined track record of our principals and are confident that we are quite capable of delivering on any mandate received from clients in our areas of competence. We are proud of the briefs we have so far executed and the pedigree represented by our list of clients.

THE FUTURE - OUR CORE PHILOSOPHY

We believe in the innate ability of the human spirit to create. That all men have in them the capacity to achieve whatever they set out to. To overcome any obstacles, and surmount, the apparently insurmountable. That all progress is achieved through dogged determination and the sheer will to succeed. Our deepest motivation and highest objective is to be the enabler of the quest for success in the endeavors of our clients.

We are consciously crafting and molding an entity that will be the timelessly and incessantly effective tool to be used in this quest. At the core of this entity are a group of professionals with deep pedigree, appropriate qualifications, extensive exposure and experience. In today's global economy, technology has become a common denominator in delivering products and services. We will use the best but also the most practical technologies in delivering top quality services to our clients. All our activities

are undertaken with a sharp quality consciousness and a desire to do everything right.

These core ideals we hold true. That there is a God that rules over the affairs of men. That our most invaluable assets are our people. That our clients are at the heart of our raison d'être and we will only feel accomplished when we support them to succeed.

Our Objectives

- To be one of the worlds leaders recognised for providing management consulting and business related services in both public and private sector organisations.
- To develop, provide and implement bespoke solutions to address the problems and needs faced by our clients.
- To grow our current market position locally and internationally.
- To maintain the professional standards of the management consultancy industry as set by the various professional bodies.

Our services

We provide specialist Management Consultancy services in the following areas:

- Financial intermediation services for clients seeking funds. Such funds may be equity, loan or an appropriate hybrid. We have access to international capital providers and investors as well and under the right conditions can provide access to foreign currency denominated funding.
- We also provide other financial services such as bank transaction reviews, capital advisory and general financial advisory services.
- We provide change management support
- Human Resource Support which includes a strong training section that delivers cutting edge, practical and impactful training

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programmes ranging from financial training, management and leadership training as well as personal development and productivity enhancing training.

Our team of highly skilled and experienced consultants constitutes a vast pool of talent and expertise that can be drawn upon for the benefit of our clients, as well as in supporting and developing our own consultancy services.

Our success to date is a result of our client's commitment, their dedication, and our willingness to always go the extra mile. We do not have the bureaucratic and expensive internal management processes and overheads of larger consultancies, which mean we can dedicate more of our time to serve our clients better.

WHY OUR IN-PLANT IS YOUR BEST CHOICE

Sending your staff to public courses may not be feasible, because of timing and the need to train a large number of staff at the same time. In-plant training is meant to help you solve challenges like these.

Our in-house training programmes are designed to fit the specific needs of our clients. Such trainings are usually developed in partnership with you, so that your expectations are met and possibly even exceeded, with the option of additional follow up training sessions, to ensure that learning has been fully applied into your business.

We always welcome the opportunity of working closely with our stakeholders, and in-plant training is one of those times when we can show stakeholders another level of skill and expertise in helping them to achieve individual, team and business objectives.

Cost Savings: cost per person is lower compared to sending staff to a public course. The in-plant training provides flexibility for you and your team, in selecting a date and location that suits you. Thus, enabling you to avoid peak times of activity in your business.

We endeavour to make all training courses as practical as possible, so that what your staff has learnt is applied into the business, whilst ensuring that the training is both interactive and engaging throughout.

Customised Training: Situation and cases

peculiar to your organisation are also discussed in confidentiality and topics are tailored to your organisation's needs. Because of the flexibility of in-plant programmes, there is enough room to accommodate special needs such as when and where you want your staff to be trained.

Enhanced Team Spirit: Our in-plant

engagements also provide a chance to build team-spirit and help bring your staff together in a common learning environment. We will invariably bring your staff face-to-face with knowledgeable and experienced speakers, who are keen to impart knowledge to your staff, in an intellectually safe environment.

On request, we can also organize to take your delegates outside the country, especially for very senior executive and board sessions.

For ease of learning and from our experience, we usually recommend a minimum of 20 to a maximum of 30 people per in-house training session at junior to middle levels. You can invite colleagues from other locations and/or your clients. However, for more intensive courses especially at senior management to executive levels, we limit class size to 15.

To maximize the return on your training

investments, we can also work with you to develop a comprehensive long-term training plan for your organisation. By doing so, we put you in touch with all of the required training resources, monitor the development of your employees and

take a considerable burden of effort off your management team's shoulders.

Whether large or small, your organization can benefit from this service. The following steps are involved:

1. Audit of training needs - carried out through shop - floor observation, interviews with employees and management.
2. Programme design - identifying types of training required and for which



employees, timing and frequency, delivery methods, and evaluation mechanisms.

3. Implementation - training carried out by Woodridge and Scott consulting as required.
4. Regular monitoring and review of employee skills development, review and modification of training plan, based upon results.
5. Regular reports to management team on training results.

To learn more about Woodridge and Scott and our customised programmes please contact us 0802 224 2492 or 0802 999 0072 or visit our website: www.woodridgeandscott.com

