



Graduate Finishing School

By **nigeriajobs**online

Introduction

Nigeria Jobs Online is of the firm view that a high percentage of Job Seekers are unable to find employment simply because they are unemployable. Candidates lack the skills employers are looking for. Our Graduate Finishing School is aimed at addressing these short comings. We hope to bridge identified skills gap and competencies required in order to improve a candidate's eligibility when seeking employment.

target audience

Fresh & recent graduates
long term unemployed graduates
career changers

target industry

Oil & Gas
Banking & Finance
Telecomms & IT
Engineering & Technical
Customer Services
HR, Admin etc.

benefits

- * Potential Retention & Employment
- * Improved competitiveness in job search
- * Awareness of the skills and personal qualities
- * Developing the breadth of candidates' business knowledge
- * Providing candidates with the key skills demanded by employers.

structure

The programme is a mix of classroom sessions and work placement opportunities. The work placement is a unique feature of the programme as it complements what the candidates are taught in the classroom with real life business experience.

course contents

- * Presentation skills
- * Decision Making & Problem Solving Skills
- * Managing Projects
- * Use of Information Technology in Business
- * Researching for Business
- * Negotiating & Influencing Skills
- * Numeric & Business Writing Skills
- * Basic Office Skills

duration

3 months starting 9th February 2009

Contact

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PROGRAMME CONTENT

Starting 9th February 2009

Business and Entrepreneurial skills

| Block | Business and entrepreneurial skills | Outcomes |
|-------|---|--|
| 1 | Idea generation, creativity and opportunity evaluation | Candidates will begin to develop their own ability to see and recognise opportunities and will learn how to evaluate them and differentiate between viable and less viable business ideas. |
| 2 | The feasibility study, opportunity cost and project selection . | Candidates will advance their own understand of business creation and idea generation and will gain insight into the assessment of business viability and opportunity cost. |
| 3 | Undertaking market research and customer analysis | Candidates will gain an understanding of the methods of market research and validating business ideas. Case studies and practical activities will be used to make this module relevant and useful. |
| 4 | Developing a customer centred marketing strategy. | Candidates will develop their understanding and knowledge and basic marketing principles and models and will gain insight into how these are used and applied in the "real world". |
| 5 | Developing a value-driven operations people strategy. | Candidates will gain practical knowledge of how the structure operational components of a business and how to access and develop the skills and talents of a diverse workforce. |
| 6 | Developing a viable financial plan and accessing finance. | Candidates will be introduced to basic accounting and financial theory and will develop their Understanding of the role of money within a business environment. |

Personal growth skills

| Block | Personal growth skills | Outcomes |
|-------|---|--|
| 1 | Self exploration and self development skills | Candidates will be introduced to the process and concept of personal and self development and will begin their journey toward greater self understanding. |
| 2 | Developing team and group work skills. | Candidates will develop and understand of the importance of working in teams. Through a combination of theory and fun practical activities, students will have the opportunity to practice and develop their own team and group work skills. |
| 3 | Developing time-management and self-management skills | Candidates will be introduced to time management theory and practice and will develop their own means to manage their time and set and attain goals and objectives. |
| 4 | Developing personal and group leadership skills | Candidates will gain insight into leadership methods and theory and will have opportunity to practice these in a safe and secure environment. |
| 5 | Developing personal mastery Skills | Candidates will develop a mission and gain understanding into practical ways to integrate this into their life and everything that they do. |
| 6 | Developing communication & presentation skills | Candidates will gain the confidence and ability to speak and present in public, as well as the skill needed to prepare and present high quality written documents. |

Outline Courses & Overview

Course 101: Presentation Skills

The thought of having to give a presentation fills many people with a feeling of utter dread. Even experienced presenters sometimes find it very tough. This course considers why this is & what you can do to give yourself the best possible chance of success. It is aimed both at beginners & those who have some experience, but who feel they would benefit from an overview of current best practice.

Objectives

By the end of this course, you will be able to

- Describe the key stages of a presentation,
- State the importance of setting SMART objectives
- List the positive and negative mannerisms to be aware of when making a presentation
- Demonstrate how to develop and use visual aids effectively
- Deliver an effective presentation

To support the achievement of the above, you will have the opportunity to practice and develop your practical skills using a number of small group, paired and individual exercise

Course 102: Decision making and problem solving

As an individual, facts and knowledge can only go so far. Solving problems requires the ability to define the individual's thinking modalities, flesh out the true problem through brain-storming sessions, analyze the possible causes, create options, select the most feasible option, and then implement it

Objectives

This workshop will help individuals enhance their efforts to find sustainable solutions and learn new ways to approach problem solving to reach win-win decisions.

- Improve the quality of **decision making** of your group and in your organization
- Understand and effectively manage the traps of **decision making**
- Manage group think
- Promote inquiry as a productive communication mode
- Use tools to get required data to solve problems and support decisions

Course 103: Managing Projects

This course is designed for individuals who are or will be assigned to manage small projects. The focus is on the importance of good scope definition, schedule planning and project control. This course will be particularly valuable to individuals who manage small projects in addition to their day-to-day work responsibilities. The format of the course includes a workshop, lecture and group discussion.

Objective

- Key concepts and definitions
- Benefits of project management
- Project life cycle
- Project selection process
- Project planning and control model
- Project Management Organization and People Issues

Course 104: The use of IT in business

Information Technology (IT) refers to techniques used in business for transmitting, storing, manipulating and retrieving all kinds of data, including speech, text, movie, graphics and reports of events such as equipment malfunction, intrusion etc. Typically, Information Technology relates to the hardware and software that businesses use to manage and operate a range of business processes. Most businesses network their computers so that information can be shared.

Objective

This courses will show how IT applications are everywhere in the modern business and how to tap into their great advantage. . The course will teach the use of Microsoft office and other related courses and how rapid researches can be carried out by simply cueing in a key words and the duplication of information thru the use of e-mails and also how to rapidly edited and altered using modern desktop computers.

Course 105: Researching for Business

Starting work in a corporate information centre, whether as a solo worker or within a team, can be daunting if you have little previous experience. It will take some time before you feel comfortable dealing with clients and answering enquiries. You may be unfamiliar with the terminology and subjects or lack knowledge of information availability and sources. This course will give you a head start by providing an introduction to the many areas of business research and is an ideal starter course.

Outcomes

- Understanding of typical information requests
- Knowledge of key business sources/services
- Familiarity with business environment and terminology
- Ability to select relevant and cost effective business information
- Understanding of issues associated with business research
- Increased confidence to deal with client enquiries

Course 106: Negotiation & Influencing Skills

Influencing, persuading and negotiation skills enable successful people to influence the thinking and behaviour of others and to facilitate an effective spread of information throughout a team via their communication skills.

People who have these skills build strong relationships, exert greater influence on their colleagues and project a positive image of themselves and their organisation.

This influencing, persuading and negotiation skills training course has been designed to assist delegates by enhancing their ability to communicate confidently and professionally. It will help delegates to recognise the link between communication and its effect on their perceived value in the eyes of colleagues and to become more confident, persuasive and influential at work.

Objectives

- Understand the principles that support effective and persuasive communication
- Communicate in a more persuasive manner with colleagues and individuals from outside your organization
- Handle difficult situations
- Develop more effective and creative working relationships
- Explain complicated ideas in a manner that aids understanding and increases the likelihood of success
- Communicate with increased confidence at meetings
- Become a more active listener
- Apply the fundamental principles of negotiation strategy to your day-to-day communication
- Use enhanced persuasion skills to act as an opinion shaper amongst your colleagues
- Identify your own preferred influencing style and use it to encourage people to change their behaviour willingly.

Course 107: Numeric and business writing skills

Since it is known that only form of writing accepted in the cooperate world is formal writings, this courses looks at the how to write official write ups (letters, memo, agenda etc) this highly practical course is aimed at encouraging you to develop the skills required to produce effective written communications.

You will learn techniques for gathering ideas efficiently and to structure your written work appropriately so that your target audience can quickly and easily understand it the course will also goes further to look teach numeric in application to the business world.

Objectives

By the end of this course, students will be able to:

- list the eight steps in the 'effective writing cycle'
- state the ten characteristics of an effective writing style
- demonstrate the correct use of punctuation such as full stops, commas and apostrophes
- express ideas accurately and concisely by using shorter sentences with less jargon
- identify the differences between active and passive verbs
- improve the structure of your writing by linking paragraphs in a logical way
- write reports, business proposals, etc

Course 108: Basic office skills

The Basic Office Skills program provides participants with hands-on experience to gain many different skills required in today's office environment. An individual program is established for each learner based on their goals.

The program outline includes:

- Personal presentation
- Office etiquette
- Reception skills
- Keyboarding / typing
- Filing
- Basic bookkeeping
- Computer skills including:
 - Introduction to computers
 - Internet
 - Email
 - Windows
 - MS Office
 - Simple accounting
 - Safe and proper use of office equipment including:
 - Switchboard telephone
 - Photocopier
 - Fax machine
 - Binding machine
 - Laminating Machine



GFS is a vision of Shola Ajani, Group Chief Executive Officer of Maximise Potentials, owners of Nigeria Jobs Online (NJO) and the Diaspora Recruitment platform, Jobs International Exhibitions (JINE).

He successfully ran a similar programme in the United Kingdom between 2000 -2004 before he relocated to Nigeria to set up Nigeria Jobs Online. Over 1000 people benefitted from the skills training programme he set up as Heritage Solutions in 2000. The scheme was a combination of classroom training and work placement that prepared candidates for work opportunities in the UK public service.

Full Profile available at <http://www.nigeriajobsonline.com>

Shola will be joined by a host of professionals with equally valuable experience and understanding of the skills need and requirements of modern day business operations.

PROPOSED TIME TABLE

WEEK ONE

| DAYS | COURSES | |
|-----------|-------------------------|-----|
| | AM | PM |
| MONDAY | 101 | 103 |
| TUESDAY | 102 | 105 |
| WEDNESDAY | 104 | 106 |
| THURSDAY | ASSIGNMENT & COURSEWORK | |
| FRIDAY | ASSIGNMENT & COURSEWORK | |

WEEK TWO

| DAYS | COURSES | |
|-----------|-------------------------|-----|
| | AM | PM |
| MONDAY | 101 | 107 |
| TUESDAY | 108 | 108 |
| WEDNESDAY | 103 | 105 |
| THURSDAY | ASSIGNMENT & COURSEWORK | |
| FRIDAY | ASSIGNMENT & COURSEWORK | |

WEEK THREE

| DAYS | COURSES | |
|-----------|-------------------------|-----|
| | AM | PM |
| MONDAY | 102 | 107 |
| TUESDAY | 108 | 108 |
| WEDNESDAY | 106 | 104 |
| THURSDAY | ASSIGNMENT & COURSEWORK | |
| FRIDAY | ASSIGNMENT & COURSEWORK | |

WEEK FOUR (TEST WEEK)

| DAYS | TESTS | | |
|-----------|-------|-----|-----|
| | | | |
| MONDAY | 104 | 101 | 102 |
| TUESDAY | 106 | 103 | 105 |
| WEDNESDAY | 107 | 108 | 108 |