

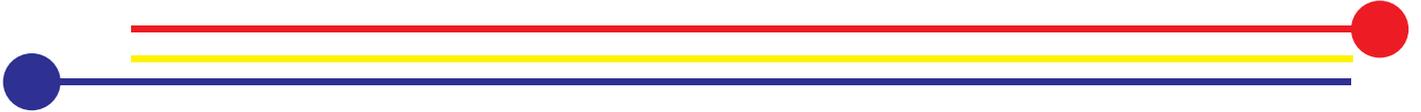
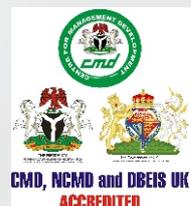
PROGRAMME GUIDE

Experience LLBSUK Workplace Study Model of Education

LLBSUK ...Redefining the FUTURE through Education



**LEARN TO LIVE
BUSINESS SCHOOL**
...vision into reality by giving you an edge through value creation



PROGRAMME SYNOPSIS AND ADMISSION REQUIREMENT

Learn To Live Business School (LLBS) is a Strategic Management and Leadership Development Institution.

Accredited UK Register of Learning Providers UKPRN: 10093640
<https://www.ukrlp.co.uk> with Gazette No 11834639.

A Licensee of The Presidency, Nigerian Council for Management Development (NCMD).

ADMISSION IS OPEN ENROLL NOW

LIST OF LLBS 2024 PROGRAMME

1. a. Doctor of Strategic Management and Leadership Development – DSMLD
b. Doctor of Business Administration - DBA
2. Master of Business Administration – MBA
3. Masters and PGD in Specialised Professions
4. Advanced Executive Diploma in Business Administration and Management
5. Diploma in Business Administration and Management
6. Masters in Strategic Communication & Media Management Consulting (MSCMC)
7. Advanced Executive Diploma in Media Communications & Strategy
8. Diploma in Media & Communications, Branding and Consulting (DCMSBC)
9. Proficiency and Professional Certifications - PMP, HSSE 1,2,3&4, HRM, CRM, Modern Teaching Techniques and Methodology (MTTM), Marketing & Sales etc
10. Anti-Kidnapping, Hostage Survival and Terrorism Preparedness
11. Education Consultant Accreditation
12. EXECUTIVE MANAGEMENT CONSULTANT ACCREDITATION

Special Programs

1. IELTS Training and Registration - Weekly
2. Emerging Leaders Conclave – Monthly
3. Boardroom Meeting – Quarterly
4. Global Consultants Summit = GCS - Yearly
5. Global Consultant Conference = GCC – Yearly

Scholarship Available for Suitable Candidates.

ENROLL NOW;

Call/WhatsApp Us: 07036966382

Email Us: info@llbsuk.com

Visit Our Website: www.llbsuk.com

LLBSUK ...Redefining the FUTURE through Education



PROGRAMME GUIDE

BE THE OBVIOUS CHOICE WITH LEARN TO LIVE BUSINESS SCHOOL (LLBS) HANDS-ON GLOBAL SOUGHT AFTER (IN HIGH DEMAND) PROGRAMMES

CONTENT

1. Introduction, Vision and Mission of Learn To Live Business School (LLBS)
2. Why You Should Enroll into Learn To Live Business School (LLBS) Programmes
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5. Class, Assessment, Examination, Projects and Journal Publication
6. Study Centres
7. Graduation Requirement
8. Our Faculty, Lead Facilitators and Instructors
9. What Our Students Have to Say
10. Programme Description, Outline and Structure



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INTRODUCTION

Learn To Live Business School (LLBS) is a Strategic Management and Leadership Development Institution.

An Innovation Enterprise Institution (IEI) established and registered with Corporate Affairs Commission of Nigeria (CAC) in 2012 as a Consulting Firm and in 2016 as a Business School.

Established and registered in London United Kingdom UK Gazette NO.11834639 in 2019.

Accredited by The Presidency, Nigerian Council for Management Development (NCMD) in 2020.

The Nigerian Council for Management Development Act, 2022 is the latest NCMD bill signed into law by The President of the Federal Republic of Nigeria.

OUR VISION

To have a minimum of one (1) Learn To Live Business School Top-Notch Professional Consultant in every Organization across the Continents

OUR MISSION

To provide global bespoke practical evolving solutions with industry specific needs at all levels for individuals, organizations and business development

To provide applied (practical) global best practice in education for wealth creation, job creation and employment.

To develop resourceful workforce, strategic business managers and entrepreneurs through consulting and training to become topnotch in the corporate world by adopting and applying researched, cutting-edge, tested and proven business techniques on day to day basis.

To produce global political and business leaders across the continents

OUR CORE VALUES

Total Commitment to Value Creation and Long Term Thinking

Learn To Live Business School (LLBS) have Recently Trained, Consulted, Launched and set-up over 20 Top-Notch Organizations on a Continuous Sustained Growth Path such as:

1. Delta State Government House and Ministry of Finance on Forensic Recovery of Funds
2. Taraba State Government House and Ministry of Finance on Forensic Recovery of Funds
3. Anambra State Ministry of Education in Collaboration with Kiara College a World Bank Education Project
4. Strategic Investment Promotion Programme = Nigerian Investment Promotion Commission (NIPC) in collaboration with I-SKILL
5. Project Management = National Directorate of Employment (NDE) in collaboration with Bandi Consult International Limited.
6. Peachtree Accounting Software = National Directorate of Employment (NDE) in collaboration with Bandi Consult International Limited.
7. Data, Records and Information Management and Skills for Quality Report/Memo Writing = National Lottery Regulatory Commission in collaboration with Bandi Consult International Limited
8. Data, Records and Information Management and Skills for Quality Report/Memo Writing = NAFDAC in collaboration with Bandi Consult International Limited
9. Twinning for Health Support Initiative, Nigeria (This Nigeria) NGO
10. Graceland Schools Enugu
11. Spring of Life International Schools Enugu
12. Jiwil Holdings Limited, Celebrities Restaurant Limited and Quixotel Hotels
13. Dandilas Oil and Gas Limited
14. The Redeemed Christian Church of God
15. Anglican Church of Nigeria
16. Roman Catholic Church
17. Christ Embassy (Love Word)
18. Dominion City Church and more...



WHY YOU SHOULD ENROLL INTO LEARN TO LIVE BUSINESS SCHOOL (LLBS) PROGRAMMES

Successful individuals, organizations and nations are managed and governed by top-notch professionals from various field of endeavor with updated top management and leadership skills.

The least we can offer is to equip our team members and citizens to become strategic management experts irrespective of their course of study, ability to make sound business, economically attractive and financial decisions while working with people from different continents as a team at local and global platforms.

No Individual, Organization and Nation will continue to grow or survive if the organizational structure does not support Strategic Human Capital Development, Human Resource Creativity, Innovation, Teamwork, High Performance, Business Systems and Organization Capacity Development that will withstand pressure from our ever changing economic environment, business environment and competitors.

It is a glaring fact that we compete globally while operating locally, this simply means that we are judged as an individual, organization and a nation by global standards irrespective of our location and peculiar challenges.

As a matter of urgency, we need to prepare our team members and citizens as global productive professionals, fortified with hands-on future competitive capacities and ready for opportunities that will come their ways irrespective of location.

As Leaders; it's our responsibility to develop every human within our influence to become the obvious choice in every share of life; we must produce strategic human capitals with hands-on knowledge, sound understanding of the business aspect of their profession, career and equipped with global job ready and relevant skills.

We can achieve these heights and more by enrolling into Learn To Live Business School Programmes.

Learn To Live Business School programmes are designed to enable our practical learners acquire competencies and professionalism in entrepreneurship, business administration, strategy, human resource management, leadership, strategic management, consulting and more.

LLBS Alumni are top-notch professional consultants in various walks of life and world class organization leaders, managers, startups, professionals, mentors, trainers, coaches and globally sought after by fortune 500 organizations, multi-nationals, government institutions, non-government institutions, organized private sectors, investors and more.

ADMISSION REQUIREMENT

Admission is subject to location and fulfilment of LLBS basic requirements. Our goal is to groom you at your current level/certification to become a Formidable Employee, CEO, Professor, Celebrity, etc. with global relevance through LLBS Classroom To Boardroom Project

CLASS, ASSESSMENT, EXAMINATION, PROJECTS AND JOURNAL PUBLICATION

1. Active participation in onsite and online classes with hands-on assessments
2. Hands-on examinations
3. Journal and article publication at the end of each programme and after the programme

STUDY CENTRES

- Enugu Study Centre:** Learn To Live Business School, Enugu Study Centre
1a Chime Avenue New Haven Bus-stop by Otigba Junction
Opposite Airtel Office and Keystone Bank Enugu
- Abuja Study Centre:** 1st Floor, Murjanatu House, No. 1, Zambezi Crescent, Off
Aguiyi Ironsi Street, Maitama, Abuja.
- Lagos Study Centre:** **Port Harcourt Study Centre:**

GRADUATION REQUIREMENT

1. Complete payment of every outstanding fee, full participation in assessment, examination, projects, have acquired the required minimum Credit Load and Journal Publications
2. Graduation/Convocation takes place yearly in a chosen continent

Our Faculty, Lead Facilitators and Instructors

Our Faculty comprises of Three (3) Advisory Professors and Three (3) Advisory Doctors from different walks of life Including

Dr. Kingsley Nelson (ACE)

An Accredited Management Trainer/Consultant by The Presidency; Nigerian Council for Management Development (NCMD), Chartered Economist and Executive Business Coach with over 19 years of experience in the Financial Institution, Government Sector, Organized Private Sector, Human Resource Development and Management. Organization Leadership, Health, Safety, Security and Environment (HSSE 1234), Project Management Professional and more...

Dr. Sosanolu Sesan Abiodun (FCA), MBA, MSC, PhD is a seasoned and Fellow Chartered Accountant FCA, Barrister in Equity with over 17 years of experience in Internal Control, Financial Reporting, Tax Management, Debt Recovery Management, Risk and Compliance management, Budgeting and Cost Control, Accounting & payroll and Internal Audit

Dr. AMAKA RITA IKEOBI is a Chartered Accountant with the institute of Chartered Accountants of Nigeria (ICAN), a member of Institute of Administrators and Leaders. Developmental Service Professional with Freedom College of Health & Business Technology Toronto Ontario, Canada with over 30 years' experience in the field of service and human development.

Dr. Divine Adeola is a multifaceted and multidimensional genius. He is a seasoned Business Leader, Social Entrepreneur, Certified Sales Coach, Project Management expert and Business Development Consultant who has successfully climbed the corporate ladder having worked with Multi National firms including SCOA Nigeria; MTN Nigeria, Etisalat Nigeria and more recently Samsung West Africa.

Olisaemeka Jideonwo is the CEO Celebrities Shopping Malls, Quixotel Hotels, and chains of companies and investments in different areas of the economy. MBA Degree; University of Nigeria (UNN) and Lagos Business School (LBS) with over 40 years of experience

Sir. Emeka Nwandu is the CEO GEMEX International Limited. Incorporated in Nigeria in the year 1986. A world class Civil Engineering, Management & Technology provider with over 7 subsidiaries in Nigeria and the USA. Trained in the USA with over 40 years of experience.

Essiet Sylvanus Jackson is a Chemical Engineer and a certified CMD HR trainer

Dr. Uzochukwu D is a seasoned educationist with over 25 years in experience spanning the classroom and leadership. He is a counsellor, mentor and disciplinarian with interest in personal development, public speaking and youth empowerment. He is an alumnus of the University of Nigeria, Nsukka (UNN) with a first degree in Biochemistry and graduated with the departmental and faculty awards as the best student before proceeding to do postgraduate studies in Education with the University of Nottingham and finished with a distinction.

WHAT OUR STUDENTS HAVE TO SAY

Nnanyelugo Dan Onyishi is the Executive Secretary Enugu State Economic Planning Commission. My programme at LLBS serves as a re-tooling mechanism for me to launch into a new dimension of my life, career and professional journey.

Ohiri Kennedy Chidi is a Regional Manager Royal Exchange Insurance PLC, He possess a B.sc (statistics), B.ed (Agric Management), PGD in Insurance and M.Sc in Insurance.

Things I have learnt includes: 1. Cooperate Governance 2. Entrepreneurial Skill 3. Launching and Growing Entrepreneurial Ventures. 4. Budget 5. Business Plan 6. Cash Flow. 7. Pricing and Credit Decision.

Ven. Kenneth Anezichukwuolu Ugwuagu A Senior Priest in the Anglican Communion currently in charge of the New Haven Archdeaconry of Enugu Diocese. A graduate of Agricultural Economics of the Federal University of Technology Owerri (FUTO) and also of Religion from the University of Nigeria Nsukka. I learnt the practical and effective ways of cash-flow management and Skills in development sound business plan.

Chidiebere Echezonachukwu Mbachu is the General Manager, Ambeez Services
Prior to joining the school, the real essence of life was not defined to me. Coming here has enabled me to re-focus my dreams and aspirations to a more concise and clear cut terms.

The art of managing and developing a business has becoming a side-arm to since joining this school. The classwork discussions and analysis based on real life practical situations, suits me like a glove.

Ichie Emeka Okpara (Onwa) is the CEO of PM Furniture Ltd, Kosher Property Ltd, Founder and Director General Ihe Abia Foundation.

“LLBS is a One Stop Institution, Transformational, Re-Branding, Overhauling, Re-engineering, Re-organizing and lots more to Humankind.

Coming in contact with LLBS; for me, it was a TOTAL RESET”

Pst. Okenwa Chigozie Chibunna is a Regional Sales Manager BUA Cement

LLBS has taught me how to prepare a correct cash flow. I have also learnt how to identify specific pricing strategies and as a Sales person it is a very important tool for me and my organization. I now have a very good understanding of strategic leadership and development

Dr. Anaesiuba Uzodimma Ndubuisi is a Regional Manager Royal Exchange Insurance PLC A medical graduate from the College of Medicine University of Lagos, Fellow of the Health Insurance and Managed care Institute of Nigeria. I have learnt to think like an investor and to consider the target market first in any new and existing business. I have understood the importance of corporate governance and how to manage family businesses averting family issues that has affected family businesses and how to strategically bring in the children and siblings properly into any business that is nurtured by family members.

Your course is all round comprehensive covering both professional and academic aspects of business with specialize subjects in finance, accounting, economics, marketing, management, human resources. My learning outcome with you could be summarized as experience and exposure in business dealing. I really appreciate.

(1) DOCTOR OF STRATEGIC MANAGEMENT AND LEADERSHIP DEVELOPMENT – DSMLD/DBA

1. ICON OF LEADERSHIP AWARD
2. Doctor of Strategic Management and Leadership Development – DSMLD
3. Doctor of Business Administration - DBA
4. Executive Management Consultant Accreditation

Programme Description:

It is obvious that successful individuals, organizations and nations are managed and governed by top-notch professionals from various field of endeavor with updated top management and leadership skills.

Strategic Management and Leadership Development (SMLD) Programmes is a hands-on grooming and learning process from industry experts.

You will be equipped to be the Obvious Choice in Organization Systems and Structure Development, High Performance, Productivity, Profitability, Global Competitiveness, Creativity, Innovation, Business and Employment Opportunities, Teamwork, Partnership, Collaboration, Strategy, Administration, Governance, Politics and more in our ever Competitive Brave New World as a Nation, an Organization, a Professional, a Change Agent, an Employee Champion and more in your Career across the following 12 Semesters (3 Months per semester); with over 300 short courses

Duration: 18 Months – 36 Months

ICON OF LEADERSHIP AWARD AS DOCTOR OF STRATEGIC MANAGEMENT AND LEADERSHIP DEVELOPMENT - DSMLD

Course Titles	Course Content
1st Semester: Advanced Leadership	@ 11 Courses
2nd Semester: Advanced Management	@ 8 Courses
3rd Semester: Strategy	@ 7 Courses
4th Semester: Skills Development	@ 60 Courses
5th Semester: People Management (HCD&M)	@ 55 Courses
6th Semester: Organization Behaviour and Management	@ 40 Courses
7th Semester: Strategic Marketing	@ 49 Courses
8th Semester: Operations Management	@ 57 Courses
9th Semester: Financial Management	@ 22 Courses
10th Semester: Managerial Economics	@ 9 Courses
11th Semester: Public Office Administration	@ 10 Courses
12th Semester: Political Office Leadership	@ 10 Courses

Semester	Course Number	Course Title	Units
1st Semester	ADVLDRSP 611	ADVANCED LEADERSHIP DEVELOPMENT (Compulsory) Courses/Topics: <ol style="list-style-type: none"> 1. Introduction to Leadership 2. Basic Leadership Skills 3. Advanced Leadership Skill 4. Ethical Leadership Skill 5. Trait Theory of Leadership 6. Inspirational and High Performance 7. Situational Leadership 8. Transactional Leadership 9. Leadership Morale Employee Turnover 10. Leadership and Customer Loyalty 11. Corporate Governance 	Total Number of Units 12
2nd Semester	ADV MNGMT 621	ADVANCED MANAGEMENT DEVELOPMENT (Compulsory) Courses/Topics: <ol style="list-style-type: none"> 1. Management Basics 2. Principles of Management 3. Functions of Management 4. Levels of Management 5. Centralization and Decentralization 6. Corporate Social Responsibility 7. Franchise Management 8. Participative Management 	Total Number of Units 12
3rd Semester	Strategy 631	Strategic Management (Compulsory) Courses/Topics: <ol style="list-style-type: none"> 1. Introduction to Management 2. Strategic Management 3. Strategic Game Theory for Managers 4. Strategic Brand Leadership 5. Customer Retention Strategies 6. Strategic Brand Management 7. Strategic Pricing 	Total Number of Units 12
4th Semester	Skills Dev. 641	Skills Development Courses/Topics: <ol style="list-style-type: none"> 1. Emotional Intelligence 2. Advanced-Emotional-Intelligence and Personal Skills 3. Entrepreneurial Skills 4. Social Entrepreneurship 5. Youth Entrepreneurship 6. Anger Management 7. Assertiveness Skills Complete 8. Basic of English speaking Workplace 9. Brainstorming Skills 10. Building Influence 11. Building Resilience 12. Building SelfConfidence 13. Business Networking 	Total Number of Units 9

		<ul style="list-style-type: none"> 14. Coaching and Mentoring Skills 15. Conducting Interviews 16. Conflict Management 17. Corporate Etiquette 18. Creative Thinking 19. Delegation Skills 20. Facing Interviews 21. Fitness Training 22. Handling Complaints 23. Hotel Reception Reservation Assistant 24. Interior Designing 25. Job Search Strategies 26. Learning to Learn 27. Listening Skills 28. Making Small Talk 29. Managing Success and Failures 30. Mastering Art of Technical Writing 31. Meeting Skills 32. Memory Skills 33. Negotiation 34. Negotiation Skills Advanced 35. Neuroscience for Leaders and Managers 36. NLP Core Skills 37. Overcoming Procrastination 38. Personal Branding and Image Building 39. Personal Goal Setting 40. Personal SWOT Analysis 41. Persuasion Skills 42. Positive Attitude 43. Presentation Skills 44. Proactive Thinking 45. Problem Solving 46. Public Speaking for Success Completed 47. Questioning Skills 48. Read Smarter Consuming Information 49. RecruitmentSkills 50. Resume Writing 51. Self-Motivation 52. Skills for Hiring and Interviewing Manager 53. Stress Management 54. Student to Professional 55. Supervisory Skills 56. Telesales Skills 57. Time Management 58. Train the Trainer 59. Traits of successful Senior Executives 60. Writing Proposals 	
5th Semester	HCDM 651	People Management (HCD&M) Courses/Topics: 1. 360 Degree Feedback	Total Number



		<ol style="list-style-type: none"> 2. Career Development 3. Coaching Skills 4. Compensation Management 5. Competency Based Assessment 6. Constructive Feedback 7. Diversity Management 8. Employee Behaviour 9. Employee Development 10. Employee Relationship Management 11. Employee Retention 12. Employee Retention Management 13. Employee Satisfaction 14. Employee Absenteeism Management 15. Employee Engagement 16. Employee Onboarding 17. Employee Selection Process 1 18. Employee Selection Process 2 19. Employer Branding 20. Five Dimensions of Culture 21. Grievance Discipline and Dismissal 22. HR Consulting 23. Human Capital Management 24. Human Resource Development 25. Human Resource Management 26. Improving Employee Performance 27. Counselling and Psychotherapy 28. Job Analysis & Design 29. Johari Window 30. Knowing Your Employees 31. Knowledge Management 32. Management Consulting 33. Manpower Planning 34. NGO Management 35. Online Recruitment and Selection 36. Pareto Analysis 37. Participative Management 38. Performance Appraisals 39. Performance Management 40. Personnel Management 41. Power of Feedback 42. Relationship Building 43. Rewards Management 44. Principles of Psychology 45. Basics of Psychology 46. Social Psychology 47. Succession Planning 48. Talent Management 49. Target Orientation 50. Training & Development 51. Training Needs Analysis 	of Units 9
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		52. Transitioning from Individual Contributor to Manager 53. Work Life Balance 54. Workplace Efficiency 55. Workplace Politics	
6th Semester	ORGBM 661	Organization Behaviour and Management Courses/Topics <ol style="list-style-type: none"> 1. Organization Management 2. Organization Culture 3. Organizational Change Management 4. Organizational Diversity 5. Charles Handy Model of Organization Culture 6. Managerial Communication 7. Barriers to Effective Communication 8. Berlo Model of Communication 9. Business Communication 10. Communication Basics & Strategies 11. Organizational Communication Barriers 12. Grapevine Communication 13. Seven Cs of Effective Communication 14. Business Agility 15. Change Management 16. Collaborative Management 17. Corporate Dressing 18. Decision Making 19. Decision Making Style 20. Designing Feedback 21. Edgar Schein Model 22. Goal Setting Theory of Motivation 23. Group Behaviour 24. Herzberg Theory of Motivation 25. Interpersonal Relationship 26. Management By Objectives 27. Maslow Need Hierarchy Model 28. McClelland's Theory of Needs 29. Motivation 30. Non Profit Organizations 31. Political Science 32. Psychology 33. Public Administration 34. Reinforcement Theory of Motivation 35. Risk Management 36. Team Building 37. Theory X and Y of Motivation 38. Values and Ethics 39. Virtual Teams 40. Workplace Violence 	Total Number of Units 9
7th	MKT 671	Strategic Marketing	Total

		<p>49. Advanced intellectual Property Rights 50. Cloud Computing 51. Cyber Law Analyst 52. Database Management System 53. Environment Health Safety Management 54. Waste Management 55. Workplace Safety 56. Balancing Demand and Productive 57. Capacity in Service Operations</p>	
9 th Semester	FINMNGMT 691	<p>Financial Management Courses/Topics: 1. Financial Management 2. Financial Accounting 3. Basics of Accounting 4. Introduction to Auditing 5. Cash Flow Management 6. Working Capital Management 7. Commodity Trading 8. Ratio Analysis 9. Derivatives 10. Corporate Finance 11. Equity Valuation 12. Stocks and Investing Basics & Advanced 13. Research Analyst 14. Financial Modelling 15. Job Order Costing 16. Mergers and Acquisitions 17. Basics of Banking 18. Basics of Pharmaceutical Industry 19. Crypto currency and Bit coin 20. Forex Market 21. Portfolio Management 22. Behavioural Financing</p>	Total Number of Units 9
10 th Semester	MGRECO 711	<p>Managerial Economics Courses/Topics: 1. Managerial Economics 2. Basics of Monetary Economics 3. Gross Domestic Product 4. Economics of Human Resources 5. Econometrics of Human Resources 6. Unemployment 7. Subprime Mortgage Crisis 8. Quantitative Easing 9. Real Estate</p>	Total Number of Units 9
11 th Semester	PUB 721	<p>Public Office Administration Courses/Topics: 1. The Score Card; My 1st 100 days in the office 2. What is Different about Working for the Government 3. Guiding Principles of Managing People in Government</p>	Total Number of Units 9

		<ul style="list-style-type: none"> 4. Strategies and Tactics for Managing Government Employees 5. Dealing with Difficult People 6. Performance Management 7. Rewards and Recognition 8. Attendance Management 9. Labour Relations 10. Equal Employment Opportunity 	
12 th Semester	PUB 731	Political Office Leadership Courses/Topics <ul style="list-style-type: none"> 1. The Opportunity to Supervise 2. Looking Inside, Understanding Yourself 3. The Power of Ten Supervisor Role 4. Getting the Best Work from Others 5. Making Good Things Happen 6. Clarify Expectations 7. Match Strategy to Situation 8. Accelerate Your Learning 9. Secure Early Wins 10. Build the Team 11. Create Alliances 12. Achieve Alignment 13. Avoid Predictable Surprises 14. Manage Yourself 15. Accelerate Everyone 	Total Number of Units 9



(2)

Master of Business Administration – MBA

MASTER OF BUSINESS ADMINISTRATION - MBA

Programme Description:

Professionals from various field of endeavor with updated top management and leadership skills are in charge of the global economy through their various organizations.

Master of Business Administration (MBA) Programme gives you the applied opportunities to Master the Act of Business Development, Management, Administration, Operations, Developing Capacity for Wealth Creation and Building Trans-Generational Business Empires

HCM & Office Admin Programme will walk you through the hiring process skills, equip you with skills to motivate, build a committed/high competence team, conduct appraisal, develop appropriate compensation and reward system. This course is a perfect launch into an HR & Office Admin career

Outline:

- a. Executive Certificate Programme in Business Administration - ECPBA
- b. Master of Business Administration - MBA
- c. Human Capital Development - HCM
- d. Office Administration (Office Admin)

Duration: 12 Months – 18 Months

S/N	Course Number	Course Title	Units
1st Semester	MBA 511	BUSINESS FORMATION AND DEVELOPMENT Courses/Topics: <ol style="list-style-type: none"> 1. The Entrepreneurial life 2. Integrity, Ethics, and Social Entrepreneurship 3. Starting a Small Business 4. Franchises and Buyouts 5. The Family Business 6. The Business Plan: Visualizing the Dream 7. The Marketing Plan 8. The Organizational Plan: Teams, Legal Structures, Alliances, and Directors 9. The Location Plan 10. Understanding a Firm's Financial Statements. 11. Forecasting Financial Requirements 12. A Firm's sources of Financing. 13. Planning for the Harvest 14. Customer Relationship Management (CRM) Building Customer Relationships 15. Product Development and Supply Chain Management 16. Pricing and Credit Decisions 17. Marketing, Selling Skills and Promotional Planning 18. Global opportunities for Small Businesses 19. Leadership and Professional Management 20. Human Resources Management and Office Administration (HRM & Admin) 21. Managing Business Operations 22. Managing the Firm's Assets 23. Risk Management 24. Project Management (PM) and Health, Safety, Security and Environment (HSSE) 	Total Number of Units 9
2nd Semester	MBA 521	COMPREHENSIVE AND BANKABLE BUSINESS PLAN Courses/Topics <ol style="list-style-type: none"> 1. Table of Contents 2. Approval page 3. Executive Summary 4. Introduction 5. The Market 6. Strategy and Implementation Analysis (Marketing Plan) 7. Production Plan 8. Business Operation 9. Organization and Management Structure 10. Business Legal, Regulatory and Environmental Framework 11. Financial Plan 	Total Number of Units 9

		<p>12. Risk Analysis, Contingency and Exit Strategy</p> <p>13. Other Considerations Conclusion and Recommendations</p> <p>14. Appendix and References</p>	
3rd Semester	MBA 531	<p>Practical MBA at Today's Leading Companies</p> <p>Courses/Topics:</p> <ol style="list-style-type: none"> 1. The MBA Experience 2. Accounting Principles 3. The Principles of Economics 4. Business Ethics 5. Marketing Management 6. Financial Management 7. Operations Management 8. Managing People 9. Supply Chain Management 10. Strategy: Defining and Developing Competitive Advantage 11. System Development, Structure and Behaviour 12. System and Us 13. Creating Change in Systems and in Our Philosophy 14. Financial Analysis and Firm Valuation 15. Consumer Behaviour 16. New Product Creation 17. Entrepreneurship 18. Emerging Markets and Development 19. Enterprise Risk Management 20. Leading from the Middle 21. Managing Teams 22. Enhancing Your Career with an MBA Non-Thesis 	Total Number of Units 9
4th Semester	MBA 541	<p>Synopsis of MBA at Today's Leading Institutions</p> <p>Courses/Topics</p> <ol style="list-style-type: none"> 1. Accounting 2. Finance 3. Marketing 4. Organizational Behaviour 5. Business History 6. Business Law 7. Economics 8. Entrepreneurship 9. Ethics and Social Responsibility 10. Operations Management 11. Quantitative and Qualitative Research and Analysis 12. Strategy 13. International Global Business 14. Business Planning 	Total Number of Units 9

1. INNOVATION, DESIGN THINKING AND GROWTH

1. Innovation, Design Thinking and Growth Innovation, Growth and Mission of Firms
2. Human Centered-Design
3. Design Thinking, Innovation Lessons
4. Innovation, Strategy, and Digital Transformation
5. Agile Methodology and Innovation
6. Business Growth, Supply Chain, Lean Principles in Supply Chain Optimization
7. 30 Startup Innovation Cases (10 Africa, 5 USA, 5 India, 5 China, 5 UK)
8. Empires on Tech and Vision of Venture Investing
9. First-Scaler Advantage and Growth Marketing

2. BUSINESS SYSTEMS AND PROCESSES

1. Business Systems and Processes The Grand Playbook of Business
2. Procurement Management
3. Financial Performance Management
4. Process Improvement, Operations, Management and Project Planning
5. Quality and Asset Management
6. Driving Growth and Operational Excellence Using Lean Six Sigma
7. Building Agile Workforce in Companies
8. Effective Pricing Strategy and Systems
9. Workplace Productivity, collaboration and Automation

3. BUSINESS MODEL AND TRANSFORMATION

1. Business Model and Transformation Business, Vision, Mission and Strategy
2. Great Modern Business Models
3. Mechanism of Digitally Transforming Enterprises
4. Organisational Change Management
5. Building Your Business Financial Models (Templates Included)
6. Effective Corporate Partnerships
7. Satellite Broadbands, SpaceX, Starlink, Opportunities



4. EXPONENTIAL TECHNOLOGIES AND SINGULARITY- TAFD USA

1. Exponential Technologies and Singularity
2. Exponential Technologies and Business Opportunities in the age of Singularity
3. Singularities, Transhumanism and Entrepreneurship
4. Singularity, Exponential Growth and Technology
5. Futurism, Malleability, and Category King Companies
6. Energy Economics and Future

5. NEW TECHNOLOGIES, GROWTH, DISRUPTIVE INNOVATION

1. New Technologies, Growth and Disruptive Innovation AI & Cloud
2. 5G and Mobile Internet
3. Tokeconomics Design, DOA Structuring and Incentives
4. Cybersecurity
5. Digital Business Risk Management
6. Information Security and Digital Forensics
7. Satellite, Broadbands, SpaceX Starlinks, Opportunities
8. Blockchain, Cryptocurrency
9. Data Management, Big Data Analytics

6. FINANCE, INVESTING, FUND RAISING

1. Finance, Investing, Fund raising Capital Market Operations
2. Investing & Fundraising
3. Understanding Global Capital Markets - Lagos, London, and New York
4. Fund raising Opportunities - Grants, DFIs, Governments, etc -
5. Financial Planning & Management
6. Personal Finance & Wealth Management

7. LOGISTICS AND SUPPLY CHAIN MANAGEMENT

1. Logistics & Supply Chain Management Supply Chain & Logistics Management
2. Supply Chain Management
3. AFCFTA and Business Growth in Africa
4. E-commerce Growth in China

8. MARKETING, SALES MANAGEMENT AND BUSINESS OBJECTIVES

1. Marketing, Sales Management & Business Objectives
Blitzscaling Business Ideas and Pursuit of Growth
2. Developing and Executing an Effective Enterprise Marketing Plan
3. Mastering The Art of Sales Excellence
4. Consumer Marketing in FMCG
5. Sales Management, Marketing and Growth

9. LAW, CONTRACTING AND GLOBALISATION

1. Law, Contracting, Globalisation, Business and Commercial Law
2. Contracting, Negotiation and IP
3. Tax Law, Policy and Dispute Resolution
4. Supply Chain Management, Global Partnership and Contracting
5. Intellectual Property: Strategy, Management and Commercialization
6. Business Relationship Management and Negotiation Skills
7. Due Diligence and Business Intelligence

10. LEADERSHIP, HUMAN CAPITAL AND PROJECT MANAGEMENT

1. Leadership, Human Capital & Project Management Leadership
and Knowledge Management
2. Human Resources Management
3. Leading and Managing Teams, Stakeholder Management with NICER Model
4. Career Planning
5. Effective Project Management
6. Human Productivity Systems
7. Building Agility in Companies

11. BUSINESS COMMUNICATION, DESIGN, MEDIA AND BRANDING

1. Business Communication, Design, Media & Branding Webinality and The
Mechanics of Personal Branding in the Digital Age
2. Media, Communications, and PR
3. Branding and Advertising
4. Workplace & Teams
5. Product Design and Packaging



12. Accounting, Sustainability and Risk Management

1. Accounting, Sustainability & Risk Management Risk Management
2. Physical Security Risk Management
3. The Grand Unification: Cell for Biology, Binary for Computing and Accounting for Business – Introduction.
4. Accounting
5. Auditing, Forensics, Policies and Controls
6. Internal Auditing Strategy for SMEs
7. Sustainability

13. GROWTH, OPPORTUNITY AND TAXATION

1. Growth, Pricing, Taxation, Managerial Accounting, Business Decision Making and Growth
2. Tax Management for SMEs
3. Tax Treaties and Their Benefits
4. Regional Case: Tax Law and Compliance in Enugu and Lagos State
5. Effective Product & Service Pricing, Accelerated Revenue and Profit Maximization

14. THE MECHANICS OF MINIMUM VIABLE PRODUCT (MVP)

1. Startups, New Businesses, Products, Markets, and Customers
The Mechanics of Minimum Viable Product (MVP) and Product Development
2. The NEP Framework – Discovering and Listening to Customers
3. Customer Validation and Building for What Customers Really Want.
4. Knowing and Defining Your Market
5. Navigating Business Growth Phases
6. ChatGPT, DALL-E 2 and Emerging AI Innovations:
Business Opportunities in Africa
7. How to Scale a Business/Startup

(3) Masters and PGD in Specialised Professions

Masters

These programme will provide several benefits to students who are seeking advanced education beyond their undergraduate studies.

Here are some of the key benefits of the masters programme specialization, career advancement, professional development, flexibility, networking opportunities, and a pathway to further education.

By completing a master programme, students will gain the knowledge and skills needed to succeed in their chosen field and achieve their career goals.

PROGRAMME

1. Masters in Human Resource Management and Office Administration
2. Masters in Political / Public Office Leadership and Administration
3. Masters in Managerial Economics
4. Masters in Financial Management
5. Masters in Operations Management
6. Masters in Strategic Marketing and Sales
7. Masters in Organization Behaviour
8. Masters in Human Capital Development and People Management
9. Masters in Organization Skills and Capacity Development
10. Masters in Modern Teaching Techniques and Methodology (MTTM)
11. Masters in Facility Management
12. Masters in Project Management
13. Masters in Corporate Governance and Workplace Politics
14. Master in Emotional Intelligence and NLP Core Skills
15. Masters in Business Proposal and Technical Writing
16. Masters in Sage 50 Accounting Software
17. Conflict Management and Resolution

Duration: 12 Months





(4) Advanced Executive Diploma in Business Administration and Management

1. Advanced Diploma Middle Level Management and Leadership Development
2. Advanced Diploma in Organized Micro, Small and Medium Enterprises (MSME) for Profitability and Long-Term Sustainability

Programme Description:

“Leadership defines what the future should look like, aligns people with that vision, and inspires them to make it happen despite the obstacles.” – **John Kottler**

The least is to equip yourself to become a strategic leader and managerial expert irrespective of your level of education or course of study; your ability to make sound business, economically attractive and financial decisions while working with people from different continents as a team or running your own organization will set you apart from competitors.

This programme will position you to be the obvious choice in every share of life, with hands-on knowledge, sound understanding of the business aspect of your course/profession/career/vocation, and equip you with job ready and global relevant skills.

As a matter of urgency, you need to prepare yourself as a global productive professional, fortified with future competitive capacities, ready for opportunities that will come your ways irrespective of location.

Duration: 12 Months

1st Session Programme Outline:

MLML 111 = Leadership and Management Skills Development:

1. The Making of Burj Al Arab -7 Star Hotel
2. Personal Evaluation
3. Introduction to Leadership
4. Leadership-Skills
5. Management Skills
6. Leadership vs Management
7. Ethical Leadership
8. Loyalty above ability
9. Strategic-Management
10. Change Management
11. Assertiveness-Skills-Basics
12. The Power of Feedback
13. Brainstorming-Skills
14. Centralization-and-Decentralization
15. Competency-Iceberg-Model
16. Delegation of Authority
17. Emotional-Intelligence
18. Group Discussion Strategies
19. Negotiation Skills Basics
20. Persuasion-Skills-Basics
21. Presentation-Skills
22. Public Speaking for Success
23. SWOT-Analysis
24. What Leadership is at Keeping It Real (KIR) Foundation,
25. Revision and Examination.

2nd Session Programme Outline:

MLML 221 = Human Capital Development, Proficiency, Professional Skills, and Career Development:

1. Project Management Professional (PMP)
2. Health, Safety, Security and Environment 1,2,3&4 (HSSE 1,2,3&4)
3. Human Resource Management (HRM)
4. Customer Relationship Management (CRM)
5. Office Administration
6. Report Writing
7. Business-Writing-Skills
8. Writing and Mastering-Art-of-Technical-Report
9. Writing-Effective-Minutes-of-Meeting
10. Writing-Proposals
11. Communications Basic & Strategy
12. Communication in Organizations
13. Total Quality Management (TQM)
14. Revision and Examination

3rd Session Programme Outline:

MLML 331 = Entrepreneurship, Business Structure, System Design and Development:

1. Entrepreneurial-Skills and Business Design Thinking
 2. System Designs, Development and Business Structure
 3. Business Model and Revenue
 4. Business Strategic Management
 5. Customer Acquisition and Retention
 6. Business Marketing and Sales
 7. Financial Management and Revenue Model
 8. Raising Capital For Start-Ups in Africa
 9. Directory (List) of Business Investors with detailed Contacts
- Revision and Examination

Essential Business Development Templates for Hands-on Class

- 1) 250 Essential Business Documents and Templates
- 2) 100 Standard Operating Procedures (SOP) Templates
- 3) 90-Employee-Template-for-SMEs-in-Nigeria
- 4) 20 Important Interview Questions for Fresh Graduates
- 5) 20 Important Questions for Experienced Persons by Interviewer-Must-Ask
- 6) Bio-Data-Form
- 7) Daily-Time-Sheet-Template
- 8) Employee-Welcome-Pack-Checklist
- 9) Guarantor's-Form
- 10) Interview-Evaluation-Form
- 11) Employment Application
- 12) Job-Offer-Letter
- 13) Letter-of-Appointment
- 14) Oath of Confidentiality
- 15) Non-Compete-Agreement
- 16) Non-Disclosure-Agreement
- 17) PEM Questionnaire
- 18) Reference
- 19) Undertaken
- 20) Payroll-Enrollment-Form
- 21) Self-Appraisal-Form
- 22) Staff-Induction-Checklist
- 23) Current Business Assessment Sheet
- 24) SWOT-Analysis-Ebook
- 25) General Job-Description Format, Job Description & Key Performance Indicators
Templates for:

1. Operations Manager/ Store Manager/ Business Manager
2. Inventory Manager
3. Production Manager
4. Accountant
5. Social Media Manager
6. Sales and Marketing Manager
7. Human Resources Manager
8. Store Sales Representative
9. Online Customer Service Representative
10. Receptionist
11. Dispatch Rider
12. And even you the CEO and more.

General Review, Examination, Graduation, and Certification.



(5) DIPLOMA IN BUSINESS ADMINISTRATION AND MANAGEMENT

Programme Description:

Learn To Live Business School Diploma Programme will position you to be the obvious choice in every share of life, with hands-on knowledge, sound understanding of the business aspect of your course/profession/career/vocation, and equip you with job ready and global relevant skills.

As a matter of urgency, you need to prepare yourself as a global productive professional, fortified with future competitive capacities, ready for opportunities that will come your ways irrespective of location.

Duration: 12 Months

Programme Content

- 1 Understanding Business Activity
 - 1.1 Introduction to Entrepreneurship
 - 1.2 Business Activity
 - 1.3 Classification of Businesses
 - 1.4 Enterprise, Business Growth and Size
 - 1.5 Types of Business Organization
 - 1.6 Business Objectives and Stakeholder Objectives

- 2 People in Business
 - 2.1 Motivating Employees
 - 2.2 Organisation and Management
 - 2.3 Recruitment, Selection and Training of Employees
 - 2.4 Internal and External Communication

- 3 Marketing
 - 3.1 Marketing, Competition and The Customer
 - 3.2 Market Research
 - 3.3 Marketing Mix
 - 3.4 Marketing Strategy

- 4 Operations Management
 - 4.1 Production of Goods and Services
 - 4.2 Costs, Scale of Production and Break-Even Analysis
 - 4.3 Achieving Quality Production
 - 4.4 Location Decisions
 - 4.5 Data Entry Skills and Office Administration

- 5 Financial Information and Decisions
 - 5.1 Business Finance: Needs and Sources
 - 5.2 Cash-Flow Forecasting and Working Capital
 - 5.3 Income Statements
 - 5.4 Statement of Financial Position
 - 5.5 Analysis of Accounts
 - 5.6 Business Intelligence
 - 5.7 Data Analysis for Beginners
 - 5.8 Business Plan and Pitching for Fund Raising

- 6 External Influences on Business Activity
 - 6.1 Economic Issues
 - 6.2 Environmental and Ethical Issues
 - 6.3 Business and The International Economy

- 7 Introduction to Proficiency and Professional Skills Certification
 - 7.1 Customer Relationship Management (CRM)
 - 7.2 Human Resource Management (HRM)
 - 7.3 Project Management Professional (PMP)
 - 7.4 Facility Management (FM)
 - 7.5 Quality Control (QC) and Total Quality Management (TQM)
 - 7.6 Office Administration and Report Writing
 - 7.7 Health, Safety, Security and Environment (HSSE 1, 2, 3 & 4)
 - 7.8 Supply Chain Management and Logistics
 - 7.9 Risk and Assets Management

(6)

MASTERS IN STRATEGIC COMMUNICATION & MEDIA MANAGEMENT CONSULTING (MSCMC)

Programme Description:

The LLBSUK Masters programme in Strategic Communications & Media Management Consulting provides applied opportunities to master the field of Strategic Communications & Media Management Consulting targeted mostly at practicing Media practitioners, preferably at mid-level to top management cadre.

Duration: 12-18 Months

S/N	COURSE No.	COURSE TITLE	UNITS
1 st Semester	MSCMC 520	STRATEGIC COMMUNICATIONS FOR BUSINESS Courses/Topics <ul style="list-style-type: none"> ò Introduction to Strategic Communications in Business ò Communications Basics ò Internal Communications ò External Communications & Reputation Management ò Marketing & Brand Communications ò Digital & Social Media Communications ò Strategic Communications Planning ò Global and CrossCultural Communications 	
	MSCMC 530	MEDIA MANAGEMENT Courses/Topics <ul style="list-style-type: none"> ò Introduction to Media Management ò Boardroom Media Management ò Media Licencing & Regulation ò Ownership & Leadership Relationship ò Leadership and Decision Making ò Human Resources for Media Establishments ò Business Models & Revenue Generation ò Content Quality Control & Quality Assurance ò Media Ethics & Social Responsibility ò Audience Engagement and Analytics 	
2 nd Semester	MSCMC 540	MEDIA ENTERTAINMENT & LAW Courses/Topics <ul style="list-style-type: none"> ò Overview of Media, Entertainment & the Nigerian Legal System ò Media Ethics ò The Nigerian Copyright Act ò Intellectual Property Rights in Nigeria ò Media Regulation & Policy ò Media & Politics ò Media & Entertainment: Contracts, Negotiations & Rights protection 	

	MSCMC 550	MEDIA STRATEGIES FOR SMALL BUSINESS Courses/Topics <ul style="list-style-type: none"> ò Introduction to Media Strategies for SMEs ò Comprehensive Media Planning ò Audience Targeting & Media Mapping ò Social Media Marketing ò Content Marketing ò SEO & SEM ò Local Marketing & Community Engagement ò SME Budgeting for Media ò Media Success Measurement 	
3 rd Semester	MSCMC 560	CONSULTING FOR MEDIA ORGANIZATIONS Courses/Topics <ul style="list-style-type: none"> ò Business Diagnostic Assessment Tool ò Capability Gap Assessment Tool ò Problem Solving Tools - 5 Whys & Fishbone Diagram ò Root Cause Analysis Tool ò Accelerated SWOT Analysis Tool ò Benchmarking Assessment Template ò Business Initiative Project Charter ò Business Vision Template ò Organization Impact Assessment Template ò Pain Point Analysis Tool 	
	MSCMC 570	CONSULTING FRAMEWORK TRAINING Courses/Topics <ul style="list-style-type: none"> ò Cost-Benefit Assessment Framework ò Solution Ideation & Ranking Framework - How to Select the Best Ideas ò Cost-Benefit Assessment Framework ò Customer Experience Design Framework ò Future State Process Change Framework ò PEST Analysis Trend Matrix ò Process Flow Analysis Framework ò Business Transformation Framework ò Customer Experience Design Framework ò Future State Process Change Framework 	
4 th Semester	MSCMC 580	CONSULTING COMPETENCY TRAINING Courses/Topics <ul style="list-style-type: none"> ò Writing Effective Consulting Proposals ò Designing Business Model using the Business Canvas ò Designing a Business Growth Plan for a Business ò Consulting Pricing & Setting Professional Charges ò Reduce Clients Debts; Getting Paid on Time ò Digital Marketing Skill for Consultants ò Designing E Commerce & Database Website using WIX ò Managing a Consulting Practice ò Strategy Pyramid ò Business Initiative Project Charter 	
	MSCMC 590	PROJECT MANAGEMENT REPORTING TOOLS Courses/Topics <ul style="list-style-type: none"> ò Project Evaluation Template ò Project Issues Register 	

		<ul style="list-style-type: none"> ò Project Risk Register ò Project Status Report Template ò Project Executive Update Template ò RACI Matrix Template ò Swimlane Process Map Template 	
	MSCMC 510	<p>HR CONSULTING</p> <p>Courses/Topics</p> <ul style="list-style-type: none"> ò HR FUNCTIONAL TRAINING: The functional training will focus on HR functions, processes and procedures. ò HR CONSULTING SOLUTIONS: The second part will be HR Consulting Skill, focusing on solving HR problems. <p>TRAINING OBJECTIVE</p> <ul style="list-style-type: none"> ò Developing HR Knowledge & Competency ò Acquiring HR Problem Solving Skills ò Acquiring HR Consulting Skills ò Knowledge of HR Processes, Tools & Methodology ò Ability to Solve HR Problems ò Becoming a fully trained Consultant ò Seek Employment as HR Manager or Officer <p>SOME HR CONSULTING COURSES</p> <ul style="list-style-type: none"> ò HR Strategy Development ò Compensation & Benefits ò Recruitment ò HR Capacity Gap Assessment ò Training Needs Analysis ò Competency Framework Development ò HR Processes, Procedures & Policy 8. HR Project Management ò Managing Organizational Change ò Resource Planning & Scheduling 	

(7) ADVANCED EXECUTIVE DIPLOMA IN MEDIA COMMUNICATIONS & STRATEGY

Programme Description: The Advanced Executive Diploma in Media Communications, & Strategy programme provides updated knowledge in Media Communications and pays better attention to Strategy, Media Management, Business Processes Re-Engineering for Media organizations and Media for Development.

The Advanced Executive Diploma Programme enables participants operate Audience Analysis, Success Management, Market Segmentation and more.

Duration: 9-12 Months

S/N	COURSE No.	COURSE TITLE	UNITS
1 st Semester	ADMCS 440	ADVANCED COMMUNICATIONS Courses/Topics ò Principles of Effective Communications ò Communications Skills & Strategy ò Communication & Innovation ò Future of Media & Communications	
	ADMCS 450	MEDIA STRATEGY Courses/Topics ò Introduction to Media Strategy ò Audience Analysis & Segmentation ò Media Planning ò Media Channels & Selection ò Media Buying & Negotiation ò Digital Media & Online Advertising ò Measurement & Evaluation	
2 nd Semester	ADMCS 460	COMMUNICATIONS & MEDIA DEVELOPMENT Courses/Topics ò Introduction to Communications & Media Development ò Audience Analysis & Segmentation ò Content Development and Strategy ò Project Management in Media Development	

		<ul style="list-style-type: none"> ò Emerging Media Technologies & Trends ò Creative and Visual Communications ò Media Development Tools and Platforms 	
	ADMCS 470	<p>MEDIA FOR DEVELOPMENT Courses/Topics</p> <ul style="list-style-type: none"> ò Introduction to Media for Development ò Theories of Communication for Development ò Media Tools & Techniques for Development ò Participatory Approaches and Community Engagement ò Media for Education & Change ò Ethical and Cultural Considerations 	
3rd Semester	ADMCS 480	<p>BRANDING & BRANDING STRATEGIES Courses/Topics</p> <ul style="list-style-type: none"> ò Introduction to branding ò Brand Identity & Personality ò Brand Positioning & Strategy Development ò Brand Management & Evolution ò Brand Differentiation & Competitive Advantage ò Branding & Consumer Behavior ò Brand Strategy Success Measurement 	
	ADMCS 490	<p>MEDIA SUCCESS MEASUREMENT Courses/Topics</p> <ul style="list-style-type: none"> ò Introduction to Media Success Measurement ò Media Planning Strategies ò Critical Thinking & Analysis ò Market Segmentation, Environmental Profiling & Applications ò Key Performance Indicators ò Media Measurement Tools ò Data Collection & Analysis ò Multi-Channel Measurement ò Realtime Monitoring & Measurement ò Organization Impact Assessment Template ò Pain Point Analysis Tool 	
4th Semester	ADMCS410	<p>DIGITAL MARKETING, SEO ANALYTICS & INFLUENCING Courses/Topics</p>	

		<ul style="list-style-type: none"> ò Introduction to Digital Marketing ò SEO and Organic Traffic ò Advertising & PPC ò Data Analytics and Marketing Measurement ò Sponsored Content & Monetization Techniques ò Social Media Platforms and Trends ò Social Media Influencing ò Audience Engagement and Community Building ò Personal Branding 	
	ADMCS420	<p>MEDIA MANAGEMENT BASICS</p> <p>Courses/Topics</p> <ul style="list-style-type: none"> ò Introduction to Media Management ò Boardroom Media Management ò Media Licencing & Regulation ò Ownership & Leadership Relationship 	



(8) DIPLOMA IN MEDIA & COMMUNICATIONS, BRANDING AND CONSULTING (DCMSBC)

Programme Description:

The Diploma in Media & Communications, Branding & Consulting course is the first step in gaining skill in the Modern-day Media and Communications sector.

This programme affords you a foundational background in Mass Communications & Journalism and more importantly in Content Development. The Diploma Programme focuses on providing the foundational knowledge in the backroom mechanics of the Media Industry and affords participants a deep exposition into how things work in the Media and the critical and presently most demanding sub-sectors, which is mostly in Content Development.

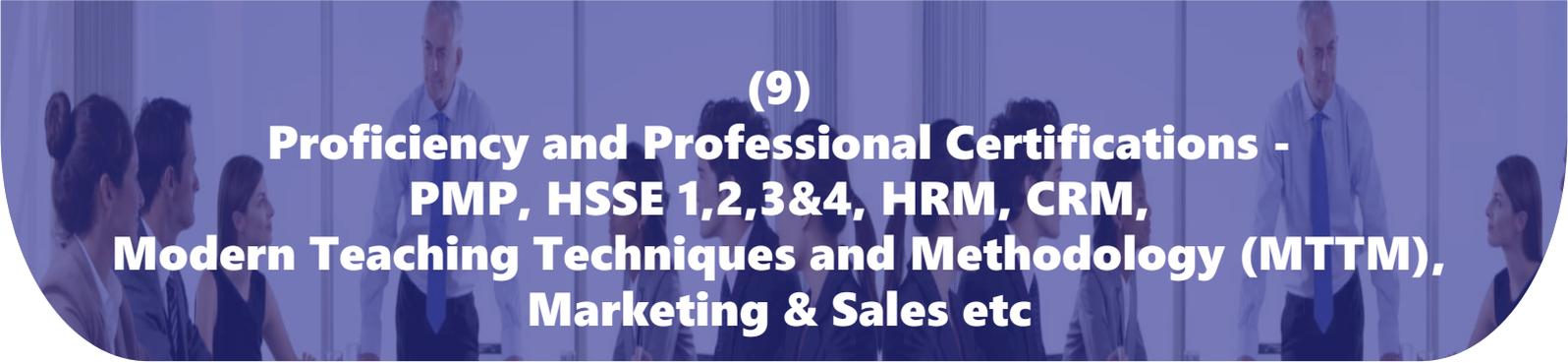
The Diploma programme enables participants operate effectively in Programming, Programs Planning and Development, Social Media Management, Scripting & Production for Radio and Television.

Duration: 6-9 Months

S/N	COURSE No.	COURSE TITLE	UNITS
1 st Semester	DCMSBC 230	MASS MEDIA COMMUNICATIONS Courses/Topics ò Introduction to Mass Communication ò Media Theories ò Mass Media & Society ò Media Literacy & Critical Analysis ò Media Communications Ethics	
	DCMSBC 240	JOURNALISM, BROADCAST JOURNALISM Courses/Topics ò Introduction to Journalism ò Introduction to Broadcast Journalism ò News Reporting & Writing ò Feature writing & Human-Interest Stories ò Multimedia Storytelling ò Future of Journalism ò News Reporting for Broadcasting ò Video Production Techniques ò Documentaries & Long-Form Journalism ò Interview Techniques ò Broadcast Journalism Ethics & Responsibilities	
2 nd Semester	DCMSBC 250	COMMUNICATIONS BASICS Courses/Topics ò Communication Fundamentals ò Communication Elements, Communication Theory	

		<ul style="list-style-type: none"> ò Communication Models, Communication Types ò Communication Methods & Communication Mediums ò Communication Processes ò 7C's of Communication 	
	DCMSBC260	<p>CONTENT DEVELOPMENT & PROGRAMMING BASICS</p> <p>Courses/Topics</p> <ul style="list-style-type: none"> ò Introduction to Content Development & Broadcast Programming ò Understanding Content Development ò Broadcast Platforms ò Audience Analysis ò Programme Formats ò Programme Schedules Basics ò Introduction to Radio Broadcasting ò Scriptwriting for Radio ò Broadcast Journalism for Radio ò Advertising & Commercials ò Radio Production Basics ò Introduction to TV Broadcasting ò Scriptwriting for Television ò TV Production Basics ò Post Production & Editing ò Radio Production Basics ò Broadcast Journalism for TV 	
3rd Semester	DCMSBC270	<p>NEW MEDIA</p> <p>Courses/Topics</p> <ul style="list-style-type: none"> ò Introduction to New Media ò New Media Technologies ò Digital Storytelling & Content Creation ò Online Communities & Social Networking ò Emerging Technologies in New Media ò Media Ethics & Social Responsibility ò New Media & Society 	
	DCMSBC280	<p>BASIC CONSULTING TOOLKITS</p> <p>Courses/Topics</p> <ul style="list-style-type: none"> ò Business Diagnostic Assessment Tool ò Capability Gap Assessment Tool ò Problem Solving Tools - 5 Whys & Fishbone Diagram ò Root Cause Analysis Tool ò Accelerated SWOT Analysis Tool ò Benchmarking Assessment Template ò Business Initiative Project Charter ò Business Vision Template ò Organization Impact Assessment Template ò Pain Point Analysis Tool 	





(9)
**Proficiency and Professional Certifications -
PMP, HSSE 1,2,3&4, HRM, CRM,
Modern Teaching Techniques and Methodology (MTTM),
Marketing & Sales etc**

Professional and proficiency certification programs offer numerous benefits to individuals and organizations alike.

Some of the key benefits include:

1. Global recognition,
2. Competitive advantage,
3. Continuing education,
4. Improved reputation,
5. Personal satisfaction.
6. Enhanced credibility,
7. Improved job prospects,
8. Career advancement opportunities,
9. Increased knowledge,
10. Networking opportunities.

Duration : 4 weeks - 12 weeks

At LLBS we offer over 250 Hands-on Bespoke Short Term Professional and Proficiency Certifications Programmes for Individuals, and Organizations such as:

1. Successful Succession Planning and Implementation
1. Conflict Management and Resolution
2. Corporate Governance
3. Customer Relationship Management (CRM)
4. Human Resource Management (HRM)
5. Project Management Professional (PMP)
6. Facility Management (FM)
7. Quality Control (QC) and Total Quality Management (TQM)
8. Modern Teaching Techniques and Methodology (MTTM)
9. Health, Safety, Security and Environment (HSSE 1, 2, 3 & 4)
10. Sage 50 Accounting Software
11. School of Leadership, Management, Administration and Structuring Masterclass
12. Structure Your Organization and Business Masterclass
13. Hands-On Seminars, In-Plant Training, Workshops, Management Training etc



(10)

ANTI-KIDNAPPING, HOSTAGE SURVIVAL AND TERRORISM PREPAREDNESS

Notably, Criminals have found kidnapping and hostage taking as a very rewarding access to Riches and whisking people away as hostages has become relatively easy for them due to the low level of knowledge people have about their antics and tactics which has led to an increase in the number of abductions and assaults in recent times.

Popularly targeted are executives of corporations, politicians and people in high governmental parastatals, this has become a nightmare. Kidnappers are motivated by money and they lack guilt. So, they use a wide variety of cunning strategies in order to pursue their victims.

This training offers practical guide that will help you understand how you might become a target for kidnapping and how you can detect when you are being monitored. The training covers effective surveillance detection strategies and counter surveillance strategies, with practical steps on becoming security vigilant.

The strategies discussed in this training are those being utilized by criminal gangs in both within your region and beyond, ranging from the most common tricks to the most advanced. Students will be exposed to these strategies with well researched counter response on how to handle them.

This training is geared towards providing you with the most recent and pertinent anti-kidnapping tactics that have ever been communicated to the general public.

Course Outline:

1. Anatomy of kidnappings in Nigeria
2. Counter Abduction principles
3. Situational Awareness
4. Potential threat Recognition
5. Vulnerability Assessment
6. Physical & Personal Security
7. Surveillance Identification & Counter Surveillance
8. Becoming a hard target
9. What to expect when kidnapped and taken hostage.
Escape and evasion possibilities, and behaviour in the event of capture.



**(11)
EDUCATION CONSULTANT
ACCREDITATION**

**BUILT TO THRIVE
HOW TO BUILD YOUR DREAM SCHOOL BUSINESS
THAT CAN THRIVE WITHOUT YOU**

**WE HELP SCHOOLS BUILD SYSTEMS
AND DEVELOP THEIR
HUMAN RESOURCE FOR
OPTIMAL GROWTH AND
EFFORTLESS PRODUCTIVITY**

PROGRAMMES

1. Built To Thrive: The Blueprint for a Systemised School Business
2. Setting a Global and Local Standard Systems for Schools
3. Systems Design Templates and Documentations Process
4. Building Your School Systems and Structures for Optimal Performance
5. Creating Your School Standard Operating Procedure Manual
6. Professional Education and Management Consulting
7. School Employee Onboarding and Orientation Program
8. School Administration and Leadership
9. Modern Teaching Techniques and Methodologies - MTTM
10. Professionalism in a School Setting
11. Teaching Methodology in a 21st Century Learning Environment
12. Effective Classroom Management Techniques
13. Proficiency and Professional Certifications - PMP, HSSE 1,2,3&4, HRM, CRM, TQM, Facility Management, Office Administration, Basic Business Analysis etc

LEARN HOW TO CREATE THE ESSENTIAL SYSTEMS AND STRUCTURES THAT WILL ALLOW YOUR SCHOOL RUN SEAMLESSLY

Duration: 12 Months





(12) EXECUTIVE MANAGEMENT CONSULTANT ACCREDITATION

1. Leadership and Administration Consulting
2. Boardroom and Top Management Consulting
3. Strategic Management Consulting
4. Business and Operations Consulting

Programme Description:

- The World is in NEED of People who can Think and Solve Problems.
- Consulting is a Professional Skill, Product and Service that will make and keep You Financially Independent Irrespective of Your Location and Profession.
- The Acquisition and Application of Consulting Knowledge Amplifies Your Current Professional Skills, Products and Services which Translates into more Streams of Income.
- Become an Executive Consultant in Your Current Area of Expertise.
- Consulting is one of the Fastest Growing Professional Occupations in the World
- Consulting is a life time Top-Notch Professional Career (No Retirement)
- The Global Consulting market size is expected to grow to over \$343 billion by 2026, with Africa being one of the regions with significant growth potential.
- In Nigeria, the Consulting Industry is estimated to be worth over \$2.5 billion, and it is projected to grow at a rate of 7% annually. - Source: Startup Tips Daily, 12 Mar 2023

Consulting have become a very stretching leadership and management function. This is borne out of the increased complexities of organizations, new developments and challenges in the global business and organization environment.

Consulting serves as a strategic tool to effectively diagnose and proactively respond to challenges facing individuals and organizations. Is a tool that helps individuals and organizations to develop shared vision, integrate processes, develop blue prints, implement programs, manage changes and more.

Individuals and Organizations have the need to achieve competitive advantage, excel in service delivery and make a difference to their clientele.

They require appropriate values, skills and competencies to achieve these goals. These are achievable through efficient and effective consulting

Consulting is an effective tool for honing values, skills, competencies, and for taking individuals and organizations to a higher level of performance as a strategic and competitive tool.

Those who handle the consulting functions must have competencies in consulting, coaching, training delivery, mentoring and learning transfer.

Leaders and Top Management Team have to effectively leverage on consulting to improve team work, shared values and sustained organizational performance.

Consultants at the senior and top levels must enjoy the respect of other managers through their competencies and disposition.

They have to effectively draw on the consulting functions to enhance the capability, effectiveness and performance of their organizations.

Strategic management, leadership and business consulting programmes are designed to enable participants acquire competencies and professionalism in consulting.

To provide further knowledge, skills, attitude and values which consultants need to competently perform their functions.

**STEP INTO A FUTURE WHERE YOUR
DECISIONS SHAPE GLOBAL SUCCESS**



PROGRAMME CONTENT, OUTLINE AND STRUCTURE:

- SESSION 1.** BASIC MASTERCLASS
- SESSION 2.** INTERMEDIATE MASTERCLASS
- SESSION 3.** ADVANCED MASTERCLASS
- SESSION 4.** PROFESSIONAL MASTERCLASS
- SESSION 5.** SPECIAL PROGRAMMES
- SESSION 6.** FINAL PROJECT FOR CERTIFICATION AND ACCREDITATION

Table of Content

1. Management Development Process, Training Functions and Responsibilities
2. How People Learn
3. Psychology of Adult Learning
4. Identification of Learning Needs
5. Setting Learning Objectives
6. Curriculum Design and Development
7. Effective Presentation Skills
8. Lecture Method
9. Discussion and Brainstorming Methods
10. Games Method
11. Case Study Method
12. Role Play Method
13. Training Proposal Writing
14. Training Budget Preparation and Control
15. Training Materials Development
16. Computer-Based Training
17. Training Administration
18. Training Programmes Evaluation
19. Transfer of Learning
20. Micro-Facilitation

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1. Human Capital Development
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- 2.2 The current consulting scene
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- 39.7 Writing report

1. Executive Consultants Masterclass

- a. Deep Thinking: Thriving Against All Odds
- b. Business, Management, and Boardroom Consulting
- c. Public Sector Leadership and Management
- d. Private Sector Leadership and Management
- e. Strategic Succession, Executive Transition; Not Retirement
- f. Scaling Your Business to 7 Figures and above through Appropriate Practical Application of Global Best Practice Consulting Skill Toolkits, Knowledge and Secrets
- g. Strategy, Management and Leadership
- h. In-depth Understanding of the 7 Levels of Management
- i. Business Systems, Structures and Operations Management
- j. Marketing and Sales Consulting Skills
- k. Cash Flow Management and Tracking of Business Capital
- l. Business Plan Writing
- m. Financial Model Development and Business Funding
- n. Modern Office Administration Skills
- o. Data and Business Intelligence for Strategic Decision-Making
- p. Comprehensive Onboarding, Orientation, Engagement and Re-Tooling Retreat Program
- q. Project Management Concept and Implementation



2. CONSULTING TOOLS COURSE SYLLABUS

1. Business Diagnostic Assessment Tool
2. Capability Gap Assessment Tool
3. Problem Solving Tools - 5 Whys & Fishbone Diagram
4. Root Cause Analysis Tool
5. Accelerated SWOT Analysis Tool
6. Benchmarking Assessment Template
7. Business Initiative Project Charter
8. Business Vision Template
9. Organization Impact Assessment Template
10. Pain Point Analysis Tool

3. CONSULTING FRAMEWORK TRAINING

1. Cost-Benefit Assessment Framework
2. Solution Ideation & Ranking Framework - How to Select the Best Ideas
3. Cost-Benefit Assessment Framework
4. Customer Experience Design Framework
5. Future State Process Change Framework
6. PEST Analysis Trend Matrix
7. Process Flow Analysis Framework
8. Business Transformation Framework
9. Customer Experience Design Framework
10. Future State Process Change Framework

4. CONSULTING COMPETENCY TRAINING

1. Writing Effective Consulting Proposals
2. Designing Business Model using the Business Canvas
3. Designing a Business Growth Plan for a Business
4. Consulting Pricing & Setting Professional Charges
5. Reduce Clients Debts; Getting Paid on Time
6. Digital Marketing Skill for Consultants
7. Designing E Commerce & Database Website using WIX
8. Managing a Consulting Practice
9. Strategy Pyramid
10. Business Initiative Project Charter

5. PROJECT MANAGEMENT REPORTING TOOLS

1. Project Evaluation Template
2. Project Issues Register
3. Project Risk Register
4. Project Status Report Template
5. Project Executive Update Template
6. RACI Matrix Template
7. Swimlane Process Map Template

6. HR CONSULTING

- HR FUNCTIONAL TRAINING

The functional training will focus on HR functions, processes and procedures.

- HR CONSULTING SOLUTIONS

The second part will be HR Consulting Skill, focusing on solving HR problems.

TRAINING OBJECTIVE

Developing HR Knowledge & Competency

Acquiring HR Problem Solving Skills

Acquiring HR Consulting Skills

Knowledge of HR Processes, Tools & Methodology

Ability to Solve HR Problems

Becoming a fully trained Consultant

Seek Employment as HR Manager or Officer

HR CONSULTING COURSES

1. HR Strategy Development
2. Compensation & Benefits
3. Recruitment
4. HR Capacity Gap Assessment
5. Training Needs Analysis
6. Competency Framework Development
7. HR Processes, Procedures & Policy
8. HR Project Management
9. Managing Organizational Change
10. Resource Planning & Scheduling

SESSION 6. FINAL PROJECT FOR CERTIFICATION AND ACCREDITATION

Stage 1 – Review of A to D Above

Stage 2 - Application of Acquired Knowledge to Solve Real Life Business Problems

Stage 3- 3000 Word Dissertation and Report on the Outcomes of Stage 2

Examination:

Part 1: UNDERSTANDING CONSULTING

1. What is Consulting.
2. Who is a Consultant?
3. What Do Consultants do.
4. Consulting Practice,
5. Ethics,
6. Behaviour,
7. Essential Consulting Skills.

Part 2: CONSULTING MODELS & TOOLS

1. Consulting Business Models,
2. Tools,
3. Methods,
4. Techniques,
5. Consulting Marketing,
6. Branding,
7. Differentiation,
8. Consulting Services & Products.

Part 3: MANAGING CONSULTING ASSIGNMENTS

1. Marketing Consulting Business.
2. Securing Consulting Assignments.
3. Managing Consulting Assignment.
4. Delivering the Brief

Part 4: GROWING YOUR CONSULTANCY BUSINESS

1. Consulting Practice Management
2. Structures
3. Systems
4. Processes
5. Service Management
6. Scaling
7. Growth
8. New Markets

DURATION: SIX MONTHS INTENSIVE ONSITE AND ONLINE CLASSES

METHODOLOGY

Use of Case Studies & Business Scenarios, Post Training Mentoring, Access to Resources,

Network with other Consultants, Coaching & Mentoring.

Lecture, discussion, role-play, exercises and other relevant learning methods. Audio-visual aids will be used to reinforce these learning methods.

MODE OF ASSESSMENT FOR CERTIFICATION

100 per cent onsite or online attendance, active participation and micro presentation.

And INDUCTION OF MEMBERS

A well-trained consultant is akin to gold in the international market. Your value will be appreciated regardless of location.

A well-trained Consultant is a global citizen, you can operate in any business, organization, or nation.

Your ability to address critical challenges using professional consulting skills in your expertise area makes you indispensable — be it as a consultant, employee, entrepreneur, or transformative leader.

The list of roles where you excel is endless.

WHO SHOULD ENROLL:

High Potential Individuals, The Presidency, Governors, Senators, Ministers, Federal, State and Local Government Elected and Appointed Officers, Diplomats, Top Level Officers, Mid-Level Managers, Experienced Leaders Seeking to Improve Their Personal Leadership Skills, Emerging Leaders, CEOs, Entrepreneurs, Commissioners, Directors, Permanent Secretaries, Chief Executives, Director General, Executive Secretaries, or Equivalent: who Serve as the Accountable Officers in a Ministry, Department or Agency or as Appointed Heads of Statutory Government Agencies and Parastatals or are likely to move into such a Position within the next two years.

Experienced and Top Officers at Various Levels, Professionals, Business Owners, Business Developers, Managers, Trainers, Consultants, Human Resource Managers, Management Educators, Lecturers, Heads of Departments, Supervisors, Experienced Retired but not Tired Individuals, Supervisors and Heads of Non-Profit & NGOs, Public Servants, Elected & Appointed Officials, Church Administrators, Church Workers & Clergy, Lawyers, Legal Practitioners and more.

The Difference Between Thriving and Just Surviving Uncertain Times is PREPARATION!

**There's nothing more powerful than a prepared mind
anticipating market changes.**

**We're arguably living through one of the most chaotic
times we've seen in recent decades.**

**While this means uncertainty, lost profits, and diminished impact for some,
it can mean untold opportunities for those who prepare.**



The true meaning of life is to plant trees, under whose shade you do not expect to sit.

- **Nelson Henderson**

Someone's sitting in the shade today because someone planted a tree a long time ago.

- **Warren Buffett**

Until you dig a hole, you plant a tree, you water it and make it survive, you haven't done a thing. You are just talking. - **Wangari Maathai**

It will never rain roses: when we want to have more roses; we must plant more rose trees. - **George Eliot**

KNOWLEDGE KEEPS YOU AT THE SAME LEVEL WITH YOUR EQUALS BUT SECRETS SETS YOU APART

- **Dr. Kingsley C Nelson**

OUR GOAL IS TO GROOM YOU AT YOUR CURRENT LEVEL TO
BECOME A FORMIDABLE EMPLOYEE, PROFESSIONAL, CEO,
EMPLOYER, A PROFESSOR, AND MORE...

WITH GLOBAL RELEVANCE THROUGH
LEARN TO LIVE BUSINESS SCHOOL
CLASSROOM TO BOARDROOM PROJECT

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