



2024 TRAINING CALENDAR

FOR REGISTRATION & ENQUIRIES,
PLEASE CONTACT:

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- ◆ Formerly Deloitte Corporate Services Limited – a Deloitte Entity.
- ◆ Core Competencies in Governance, Company Secretarial, Training, Immigration, Executive Talent Recruitment and HR Outsourcing, Business & Compliance Advisory.
- ◆ Operating from Head Office in Lagos, with an operational branch in Abuja.

Vision:

To be the preferred corporate services provider in Nigeria

Mission:

The pursuit of excellence in service delivery

Core Values:

- Integrity
- Professionalism
- Teamwork
- Accountability
- Respect for self and others

1.



Governance

2.



Company Secretarial

3.



DCSL Academy

4.



Executive Talent Recruitment
and HR Outsourcing

5.



Business & Compliance Advisory

COMPANY SECRETARIAL

- Scheduling of dates, time and venue as well as general co-ordination of Board, Committee and statutory meetings
- Attendance at the meetings as well as preparation and circulation of minutes of the meetings
- Preparation and distribution of documentation
- Filing and maintenance of statutory records and other corporate documents
- Preparation and Review of the Directors' Report
- Governance support on an ongoing basis

GOVERNANCE SERVICES

- Board Evaluation and Peer Review
- Governance Review
- Codification of Board and Committee Charters
- Remuneration surveys and benchmarking
- Director Selection
- Research External Quality Assessment of the Internal Audit Function
- Surveys
- Set-up and Hosting Whistleblowing Infrastructure

DCSL ACADEMY

- Directors Inductions & Onboarding
- Director Development Programme
- Board Retreat & Strategy Sessions
- Bespoke Training for Executive & Senior Management
- Offshore Training
- Specialized Training
- Open Enrolment Trainings and Seminars
- Graduate Trainee Programme
- Leadership Programme and Workshops
- Roundtables and Webinars

BUSINESS AND COMPLIANCE ADVISORY

- Business Advisory
- Company Set-Up
- Statutory & Regulatory Advisory
- Joint Ventures & Partnerships
- Due Diligence
- Mergers & Acquisition
- Intellectual Property
- Immigration & Tax Advisory

EXECUTIVE SELECTION & HR OUTSOURCING

- Executive and Senior Level Hires
- Administration of Assessment Centers
- Psychometric Testing
- HR Outsourcing
- Payroll Administration

DCSL WEBINAR SERIES 24

 **Thursday, 11th January 2024**  Virtual  Free

MODULES:

- Breakfast Session: 2024 Economic Outlook

HR BREAKFAST SESSION

THEME:
FUTURE OF HR: TRENDS AND PERSPECTIVES

 **Thursday, 19th January 2024**  Virtual  By Invitation

MODULES:

- Tracking Performance & Productivity in the Hybrid Work Ecosystem
- Improving Employee Experience: A focus on Total Well-being
- Building adequate Bench Strength
- HR Analytics: Data -Driven Decision - making
- Driving Organizational Success with AI
- Ethical & Other Implications of AI in the Workplace
- Employee Engagement and Retention: A Holistic Approach

DCSL COMPANY SECRETARIES ROUNDTABLE

THEME:
SUSTAINING BOARDROOM EFFECTIVENESS

 **Thursday, 15th February 2024**  Virtual  Strictly By Invitation

MODULES:

- Leading Change: The Company Secretary's Role in achieving Board Effectiveness
- Ethical Considerations: Navigating Grey Areas in Board Decisions
- Efficient Agenda Setting
- Artificial Intelligence and Board Governance - Addressing Ethical Concerns
- Confidentiality and Data Protection

THE BOARD CHAIR: FIRST AMONGST EQUALS

THEME:
THE BOARD CHAIR: FIRST AMONGST EQUALS

 **Thursday, 22nd February 2024**  Virtual  N180,000

MODULES:

- The Chair & the CEO - Key Essentials for a Successful Relationship
- Mastering the Art of Board Leadership
- Embracing Digital Transformation and Technology Trends
- Monitoring & Measuring Board & director performance.
- Ethical Leadership - Setting the tone at the top

BOARD EFFECTIVENESS MASTERCLASS 1

THEME:
BOARD EFFECTIVENESS: NAVIGATING THE NEW PARADIGM OF BOARD GOVERNANCE

 **Thursday, March 14th 2024**  Virtual  N180,000

MODULES:

- Future - Focused Governance: Digital and Cyber Resilience
- Mitigating Risk in a Dynamic World: Building Resilience
- Leading Digital Business Transformation
- ESG Integration: Trends, Best Practices, and Impact on Business Strategy



CHIEF FINANCE OFFICER PROGRAMME

THEME:
THE ROLE OF THE CFO AS A STRATEGIC PARTNER

Thursday, March 28th 2024 **Virtual** **N180,000**

MODULES:

- Automating Financial Planning and Analysis for better decision-making
- Cloud ERP: Embracing Technology to Drive Transformation
- The Forward-Looking CFO: From Number Crunchers to Strategic Thinkers
- Sustainable finance and ESG
- Achieve Resilience and Unlocking Growth
- Finance IT – The Path to Autonomous Finance

REAL ESTATE TRAINING

Thursday - Friday, April 25th - 26th 2024 **Hybrid** **N250,000**

MODULES:

- Property Investment Strategies for a Global Market.
- Digital Transformation in Real Estate.
- Sustainable Development & Green Building Practices.
- Risk Management & Crisis Preparedness
- Real Estate Financing & Innovative Funding Options.
- Risk Management & Real Estate Portfolio Diversification.
- Leveraging ESG for Sustainable Real Estate Development
- Artificial Intelligence: Property Technologies and the Internet of Things (IoT)
- Exploring Real Estate Investment Trusts (REITs)

IMPROVING THE PERFORMANCE OF THE AUDIT COMMITTEE ©

THEME:

AUDITING IN A DYNAMIC ERA: EMBRACING CHANGE, ENSURING INTEGRITY

Wednesday & Thursday, June 19th and 20th 2024 **Hybrid** **N300,000**

MODULES:

- Understanding Financial Reporting & New Standards.
- ESG Risk Reporting and Auditing
- Audit Committees in a New Era of Governance
- Building an effective Internal Audit function.
- Leveraging AI Tools for Efficient and Accurate Audits
- Whistleblower Programs and Audit Committee Oversight
- Essentials of a Successful Audit Committee-Auditor relationship
- The Role of Audit Committees in Ensuring Transparent Financial Reporting
- Unpacking the Audit Committee's Mandate

DIRECTOR DEVELOPMENT SERIES

THEME:

ACHIEVING LEADERSHIP EXCELLENCE & STRATEGIC LEADERSHIP.

Thursday, June 27th, 2024 **Virtual** **N200,000**

MODULES:

- The Director and Board Dynamics.
- Achieving Leadership Excellence: Leading with Purpose and Vision
- Emotional Intelligence and Leadership
- Corporate Strategy & the Role of the Board
- Digital Transformation and Technology Integration



INTERNAL AUDIT & CONTROL MASTERCLASS

THEME:

**UNLOCKING AUDIT EXCELLENCE:
EMPOWERING INTERNAL CONTROL CHAMPIONS**

 **Thursday, July 18th, 2024**  Virtual  **N200,000**

MODULES:

- The Evolving Role of Internal Audit: Future Trends & Innovation
- Risk-based Internal Auditing: Best Practices
- Fraud Detection & Forensic Auditing.
- Stakeholder Communication & Reporting.
- Cybersecurity and Data Privacy Auditing
- Integrating (ESG) considerations in audit procedures or Regulatory Compliance and Auditing
- Digital Disruption: Leveraging AI in the Audit and Control Processes

SALES AND MARKETING

THEME:

**EFFECTIVE SALES AND MARKETING:
THE PERFECT BLEND**

 **Thursday August 29th 2024**  Virtual  **N150,000**

MODULES:

- Sales Automation & CRM Tools.
- Digital Marketing - Trends and Innovation
- Leveraging AI in Sales and Marketing.
- Ethical Marketing & Brand Authenticity.
- Data Analytics and Business Intelligence
- Digital Storytelling: The Key to a Data-Driven Marketing Strategy

COMPANY SECRETARIES MASTERCLASS

THEME:

**EXECUTIVE PRESENCE: EMPOWERING
COMPANY SECRETARIES FOR THE FUTURE**

 **Thursday, September 5th 2024**  In Person  **N150,000**

MODULES:

- Balancing Stakeholder Interests: Insights for the Company Secretary
- Leveraging Technology for Effective Board Support
- ESG Reporting and the Company Secretary's Role
- Emerging Corporate Governance Trends and Best Practices.
- Financial Literacy for Company Secretaries.
- Global Trends in Company Secretarial Practice.
- Personal Branding & Gravitas for Effectiveness

FINTECH TRAINING

THEME:

**UNLOCKING THE POWER OF FINTECH:
BUILDING A SMARTER FUTURE**

 **Thursday, September 19th 2024**  Virtual  **N200,000**

MODULES:

- Advanced Data Analytics & Big Data
- Cybersecurity and Fraud Prevention
- ESG: Sustainable Investments in Fintech
- Digital Identity and KYC: Opportunities and Challenges
- Artificial Intelligence in Finance and Open Banking
- Customer Data Protection and Privacy
- Harnessing Data with Artificial Intelligence and Machine Learning
- Green Finance Initiatives and Sustainability Reporting

ESG WORKSHOP

THEME:

**ESG: AN IMPERATIVE TO PERFORMANCE AND
BUSINESS SUSTAINABILITY**

A 1 - day ESG workshop aimed at enabling Directors and Senior Managers in the private and public sectors understand and apply a range of standards and tools underpinning Environmental, Social and Governance (ESG) reporting. The workshop will discuss:

 **October, Thursday 10th 2024**  Virtual  **N150,000**

MODULES:

- Introduction to ESG, Global ESG Trends and Challenges.
- Regulatory Landscape & Compliance.
- Environmental Responsibility, Social Responsibility & Impact.
- ESG Integration in Business Strategy
- ESG Metrics, Data, and Reporting.
- The Business Case for ESG and Sustainability
- Building ESG Foresight and Oversight
- ESG Implementation: Monitoring and Measuring Performance
- Leveraging Digital tools for ESG reporting

BOARD EFFECTIVENESS MASTERCLASS 2

THEME:

BOARD EFFECTIVENESS: THE RENAISSANCE OF MODERN BOARDROOMS

 **Thursday, October 24th 2024**  Virtual  **N200,000**

MODULES:

- Navigating the Changing Responsibilities of Boards.
- Championing Boardroom Diversity, Equity, and Inclusion.
- Identifying and supporting growth opportunities
- Secure Digital Transformation: Balancing Innovation and Cyber Resilience
- Leveraging AI and data analytics for effective decision making



INTENSIVE COMPANY SECRETARY/ COMPLIANCE WORKSHOP

An intensive workshop of specialized learning for Company Secretaries, In-House Legal Counsel, Compliance Officers, and all those seeking training in the areas of managing Board of Directors, Minutes & Meetings, Stakeholders & the Board, Governance & Compliance.

 **Monday - Friday, April 1st - 5th, 2024**
November 11th - 15th 2024  Hybrid  **N350,000**

MODULES:

- Day 1: - An overview of Corporate Governance, Governance Framework, NCCG 2018 and Sectoral Guidelines
- Day 2: The Board of Directors - Types, duties, responsibilities, and expectations
- Day 3: Managing Meetings - Preparing for Board, Board Committee and General meetings, Identifying and Managing Stakeholders/Improving Stakeholder Engagement
- Day 4 : Practical guide on effective minutes writing and record keeping
- Day 5 : Legal, Regulatory & Statutory Compliance and Financial Statements

DIRECTOR DEVELOPMENT PROGRAMME 3

(In collaboration with Hawkamah Institute of Corporate Governance)

THEME:
STRATEGIC LEADERSHIP

 **Monday - Tuesday**
April 15th - 16th, 2024  In Person - Egypt  **\$4,000**




MODULES:

- The Governance of Strategy
- Evaluation Strategy Delivery & Executive - Directors Performance
- The Governance of Risk
- Corporate Responsibility

DIRECTOR DEVELOPMENT PROGRAMME 4

(In collaboration with Hawkamah Institute of Corporate Governance)

THEME:
FINANCIAL STEWARDSHIP ACCOUNTABILITY & LEADING, PLANNING IMPROVEMENT

 **Wednesday - Thursday**
April 17th - 18th, 2024  In Person - Egypt  **\$4,000**




MODULES:

- Financial Stewardship
- Corporate Finance
- The Control Environment
- Leading, Planning Improvement

DIRECTOR DEVELOPMENT PROGRAMME

3 DAYS

THEME:
THE FUTURE FOCUSED BOARD: STAYING AHEAD OF THE CURVE

 **Monday - Wednesday**
May 13th - 15th, 2024  In Person - Nairobi  **\$3,000**

MODULES:

- What the Board should know about Artificial Intelligence
- Implications of Artificial Intelligence on Board Governance
 - The Impact of AI in the Workplace (The Future of Work)
 - Ethical Considerations in AI: Implications for the Board
 - AI Governance and Risk Management for Directors
 - AI Talent and Skills: Building a Board with AI Expertise
 - Digital Transformation and the Board

- Governance, Strategy & Financial Stewardship
- The High Performing Board - Building Blocks
 - Integrating ESG into Business Strategy
 - The Board's Role in Shaping Organizational Culture
 - Strategy Setting, Monitoring and Evaluation
 - Global Macro Economic Outlook
 - Financial Stewardship
 - Understanding Financial Risks and Ratios
 - Financial Disclosures & the Board

MODERN DIRECTOR PROGRAMME

(In collaboration with In Professional Development)

 **Monday - Wednesday**
March 18th - 20th, 2024  In Person - Birmingham  **£2,500**

MODULES:

- Strategy - Aligning your Organisation to meet today's challenges.
- Finance - How you really need to be thinking and approaching finance in today's world.
- Embracing Environmental, Social, Governance (ESG).
- Equality, Diversity, and Inclusion (EDI) and Implementing Change.
- Action Plan - Implementing Change

ADVANCED LEADERSHIP FOR DIRECTORS

(In collaboration with In Professional Development)

 **Tuesday - Wednesday**
August 13th - 14th, 2024  **In Person - Manchester**  **£2,000**

MODULES:

- Understanding and defining leadership
- Strategic leadership
- Leading organizational change
- Leading and motivating teams
- Impact of culture on projects and improvement



BUSINESS GROWTH & ENTREPRENEURSHIP MASTERCLASS

(In collaboration with Brunel Business School)

 **Wednesday - Thursday**
October 16th - 17th, 2024  **United Kingdom**  **£2,500**

MODULES:

- Marketing, Branding and Visibility
- Operations and Supply Chain Management
- Artificial Intelligence and Digital Transformation
- Innovation and Design Thinking
- Integrating sustainability to Businesses
- Financial Management and Digitization



ASPIRING DIRECTORS WORKSHOP

THEME:

BUILDING SKILLS AND CONFIDENCE FOR ASPIRING AND NEWBIE DIRECTORS

Objective: The training session aims to equip aspiring and newbie directors with essential skills, knowledge, and strategies to excel in the role. Participants will gain a deeper understanding of the director's responsibilities, effective leadership techniques, and practical tools for decision-making and problem-solving.

 **Monday - Tuesday**
July 1st - 2nd, 2024  **Virtual**  **N250,000**

MODULES:

1. Understanding the Role of a Director

- o Define the role and responsibilities of a director.
- o Discuss the importance of effective leadership and the qualities of effective directors.
- o Highlight the legal and ethical obligations that directors must adhere to.

2. Developing Effective Communication Skills

- o Explore different communication styles and how these impact leadership.
- o Provide tips for active listening and effective verbal and non-verbal communication.
- o Discuss strategies for communicating with stakeholders, including employees, board members, and external partners.

3. Decision-Making and Problem-Solving Techniques

- o Introduce decision-making models and frameworks.
- o Discuss strategies for analyzing and evaluating options.
- o Simulate Boardroom sessions to practice problem-solving skills and decision-making under different scenarios.

4. Building and Managing High-Performing Teams

- o Explore the characteristics of high-performing teams and the role of a director in team development.
- o Discuss strategies for fostering collaboration, motivation, and accountability within teams.
- o Provide tips for managing conflicts and promoting a positive team culture.

5. Strategic Thinking and Planning

- o Introduce the concept of strategic thinking and its importance for directors.
- o Discuss techniques for setting goals, developing a vision, and creating a strategic plan.
- o Guide participants through a practical exercise to apply strategic thinking to their own roles.

6. Case Study, Role Play and Simulation



NOMINATION, GOVERNANCE, AND REMUNERATION COMMITTEE WORKSHOP

THEME:

BOARD NOMINATION, GOVERNANCE, AND REMUNERATION COMMITTEE TRAINING: ENHANCING EFFECTIVENESS AND BEST PRACTICES

Objective: The training session aims to provide members of the Board Nomination, Governance, and Remuneration Committee with the knowledge, skills, and tools necessary to fulfill their roles effectively. Participants will gain a deeper understanding of corporate governance principles, best practices in board nominations, and remuneration strategies.



Thursday
June 6th, 2024



Virtual



N250,000

MODULES:

1) Understanding the Role and Responsibilities of the Committee

- o Define the role and responsibilities of the Board Nomination, Governance, and Remuneration Committee.
- o Discuss the importance of the committee's functions in ensuring effective corporate governance.
- o Highlight the legal and regulatory obligations that guide the committee's work.

2) Corporate Governance Principles and Best Practices

- o Provide an overview of corporate governance principles and their relevance to the committee's work.
- o Discuss best practices in board nominations, including diversity, independence, and expertise considerations.
- o Explore case studies and real-life examples to illustrate effective governance practices.

3) Board Nominations and Enterprise-wide Succession Planning

- o Discuss the process of board nominations and the committee's role in identifying and evaluating potential candidates.
- o Explore strategies for ensuring diversity, independence, and the right mix of skills and expertise on the board.
- o Provide guidance on succession planning and the development of a pipeline prospective successors to key roles.

4) Board Remuneration and Executive Compensation

- o Discuss the committee's role in setting remuneration policies and practices for executives and board members.
- o Explore different remuneration structures, including base salary, bonuses, incentives, and equity-based compensation.
- o Discuss best practices in aligning executive compensation with

company performance and shareholder interests.

- o Analyze case studies and engage in interactive discussions on remuneration-related challenges and solutions.

5) Ethics and Compliance Oversight

- o Discuss the committee's role in overseeing ethical conduct and compliance.
- o Provide guidance on establishing and maintaining a strong ethical culture within the company.

FINANCE FOR NON - FINANCE DIRECTORS WORKSHOP

THEME:

FINANCE DEMYSTIFIED: MAKING SENSE OF THE NUMBERS

Introduction: In today's dynamic business environment, the ability to understand and effectively manage financial information is crucial for Directors to make informed decisions. This training aims to bridge the gap between financial concepts and the practical application of financial principles, equipping non-finance Directors with the essential financial literacy and analytical skills required to contribute effectively to strategic decision-making, budgeting, and resource allocation processes. At the end of the workshop, participants will be provided with a solid foundation in financial management which empowers users of financial statement to confidently interpret financial statements, evaluate investment opportunities, manage costs, and make sound financial decisions that drive organizational success.

The 2 day workshop will discuss the following modules:



April 10th & 11th 2024



Hybrid



N250,000 - N300,000

Day 1:

Session 1: Introduction to Finance

- Importance of financial knowledge for non-finance managers
- Basic financial terms and concepts
- Understanding financial statements (Balance Sheet, Income Statement, Cash Flow Statement)

Session 2: Understanding Financial Ratios

- Ratio analysis for decision making
- Understanding profitability, liquidity, and solvency ratios
- Interpreting financial statements to assess the financial health of a company

Session 3: Budgeting and Forecasting

- Importance of budgeting in financial management
- Types of budgets (operating, capital, cash)
- Creating and managing budgets
- Forecasting techniques

Session 4: Cost Management

- Understanding different types of costs (fixed, variable, direct, indirect)
- Cost control and cost management strategies

Day 2:

Session 5: Capital Budgeting and Investment Decisions

- Introduction to capital budgeting
- Techniques for evaluating investment & projects (payback period, net present value, internal rate of return)
- Assessing the financial viability of investment opportunities

Session 6: Financial Risk Management

- Identifying and managing financial risks.
- Understanding risk and return trade-off.
- Techniques for managing financial risks (hedging, diversification)

Session 7: Disclosure Requirements

- Importance of disclosure in financial reporting
- Legal and regulatory framework for disclosure requirements
- Key Disclosure Requirements
- Disclosure Best Practices

Session 8: Understanding IFRS

