

## 2024 TRAINING CALENDAR – KAIZEN ACADEMY LIMITED

1. **Kaizen Company Secretarial School for Company Secretaries/Legal Advisers**  
**January 31<sup>st</sup> - February 2<sup>nd</sup>, 2024 (NGN100,000)**
  - *Labor Law for HR Managers and Legal Advisers.*
  - *Compliance and Regulatory Reporting.*
  - *Company Secretaries and Board Effectiveness*
  - *Company Secretarial Practice for Optimum Productivity.*
2. **Kaizen Academy's 2-Day Masterclass on Presentation Skills and Building Media Personality**  
**March 14-15, 2024 (NGN60,000)**
  - *Critical Skills in Media Presenting*
  - *Critical Skills for Sustaining your Audience*
  - *Building an International On-Air Personality*
  - *and Managing Interviews Effectively*
  - *Building and Sustaining a Brand/Fan Base*
  - *Hosting Public Events*
  - *Keys to Effective Public Presentation*
3. **Kaizen Strategy School for Heads of Strategy Function**  
**April 4-5, 2024 (NGN60,000)**
  - *Business Re-Engineering for Enhanced Performance.*
  - *Adopting effective Post-Covid Strategies*
  - *Cutting Edge Skills for Exceptional Leaders*
  - *Developing, Executing & Sustaining Strategy for Competitive Advantage.*
4. **IFRS Basics for Lawyers**  
**April 15 2024 (NGN40,000)**
  - *Understanding Interpretation of Financial Statements*
  - *Understanding IFRS*
5. **Kaizen Company Secretarial School for Company Secretaries/Legal Advisers**  
**June 5-7, 2024 (NGN80,000)**
  - *Corporate Governance Evaluation: Best Practices for Optimum Results.*
  - *CSR/Sustainability Reporting*
  - *Effective Regulatory Corporate Compliance*
  - *Legal Documentation of Contracts*
  - *Litigation Management by In-House Counsel.*
6. **Finance and Soft Skills for Lawyers**  
**July 18, 2024 (NGN40,000)**
  - *Relationship Management*
  - *Developing Confidence, persistence and Assertiveness*
  - *Communication Skills*
  - *Developing an Executive Presence*

Board of Directors: Mercy Edukugho-Aminah (Chairman), Favour Udomessien (Managing Director),  
Ayokunle Ayoko (Non-Executive Director) Shofola Osho (Independent Non-Executive Director), Adeola Olumeyan (Independent Non-Executive Director)  
Aramide Nwokediuko, (Independent Non-Executive Director) Olubukola Olateru (Independent Non-Executive Director)

RC 1530761

**Lagos** - Unit 2, The Buxhub Station, 18B Bashorun R.I. Okusanya Ave, Lekki Phase 1, Lagos.

**Abuja** - Harlen Chambers, 80 Aminu Kano Crescent, Wuse II, Abuja.

**United Kingdom:** c/o Gilgal Dabih, Kemp House, 160 City Road, London EC1V 2NX

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Email: [info@kaizenacademyng.com](mailto:info@kaizenacademyng.com), [kaizenacademyng@gmail.com](mailto:kaizenacademyng@gmail.com)

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7. **Improving Board Efficiency – For Directors  
August 15 & 16, 2024 (NGN200,000)**
  - *Developing and monitoring a Board Annual Plan*
  - *Tracking Strategic Goals*
  - *Reinforcing Governance Safeguards*
8. **Kaizen Company Secretarial School for Company Secretaries/Legal Advisers - October 30-31, 2024 (NGN80,000)**
  - *Contract Evaluation and Negotiation*
  - *Improving Performance and Productivity of Legal Officers.*
  - *Extracting Value from Board Committees*
  - *Business Conduct and Ethics*
  - *Legal Issues on AI, Big Data and Machine Learning*
9. **Distinguishing Skills for the Quintessential General Counsel - November 12-13, 2024(NGN60,000)**
  - *Understanding International Legal Concepts*
  - *Public Speaking*
  - *Mastering Emotional Intelligence*
  - *Differentiating Practices for Company Secretaries*

### **BOARD TRAININGS – IMPLANT (Rates to be Agreed)**

10. **Ensuring Company Efficiency in A Volatile Macroeconomy, Special Focus on Nigeria: Feb 22 -23, 2024**
  - *Understanding Nigeria's Macroeconomic Landscape*
  - *Economic Volatility in Nigeria: Causes and Impact*
  - *Risk Management in a Volatile Macroeconomy*
  - *Managing Foreign Exchange Crises*
  - *Strategic Financial Planning and Budgeting*
  - *Supply Chain Resilience and Optimization*
  - *Regulatory Compliance and Government Relations*
  - *Talent Management and Workforce Efficiency*
  - *Investment and Diversification Strategies*
11. **The Role of the Board in an AI Environment – May 16-17, 2024**
  - *AI Landscape and Trends*
  - *AI Strategy and Governance*
  - *Board Responsibility in AI Decision-Making*
  - *AI Risk Assessment and Mitigation*
  - *Ethical AI and Responsible AI Practices*
  - *AI Investments and ROI Evaluation*
  - *AI Talent and Culture*
  - *AI and Competitive Advantage in the Digital Era*
12. **Shareholder Activism and Mergers & Acquisitions: June 27 – 28, 2024**
  - *Shareholder Activism: Types and Strategies*

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- Preparing for Shareholder Activism
- Mergers and Acquisitions (M&A) Landscape
- M&A Strategies and Decision-Making
- Evaluating and Negotiating M&A Deals
- The Role of the Board in M&A Transactions
- Defending Against Hostile Takeovers
- Post-Merger Integration and Value Creation

### 13. **Diversity, Equity, and Inclusion: September 5 – 6, 2024**

- *Business Case for Diversity and Inclusion*
- *Legal and Regulatory Aspects*
- *Unconscious Bias and Inclusive Leadership*
- *Measuring DE&I Progress*
- *Talent Management and Inclusive Hiring*
- *Diverse Supplier Engagement*
- *Crisis Management in DE&I*
- *Intersectionality and Special Considerations*

### 13. **Strategy, Risk, and Crisis Management- October 3-4, 2024**

- *Strategic Planning and Implementation*
- *Identifying and Assessing Business Risks*
- *Risk Management and Mitigation*
- *Crisis Preparedness and Response*
- *Crisis Communication and Reputation Management*
- *Ethics and Accountability in Governance*
- *Emerging Trends in Corporate Governance*

### 14. **Board's role in Environmental, Social, and Governance (ESG): Dec 5-6, 2024**

- *ESG Frameworks and Standards*
- *Integrating ESG into Corporate Strategy*
- *ESG Reporting and Disclosure*
- *Board Oversight of Environmental Impact*
- *Social Responsibility and Community Engagement*
- *Ethical Governance and Corporate Values*
- *Climate Change and Sustainability*
- *ESG Metrics and Performance Measurement*

#### **To Register:**

Please pay into:

Bank Name: First Bank of Nigeria Limited

Account Name: Kaizen Academy (Nigeria) Limited

Account Number: 2035813071

N/B: All payment receipts should be emailed to [info@kaizenacademyng.com](mailto:info@kaizenacademyng.com) or [kaizenacademyng@gmail.com](mailto:kaizenacademyng@gmail.com).

For more details, contact Lilian on +234 7039701049 or visit <https://kaizenacademyng.com/trainings/>

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