



IMPROVING PERFORMANCE THROUGH TRAINING AND KNOWLEDGE TRANSFER



Some of our Training Workshops & Courses

Introduction to Project Management – 1 Day

This one day introduction to project management course will help participants understand the language, principles and core tools/techniques required for managing projects to successful completion. This course will introduce some key terminologies used in Project Management including how to break down projects into manageable chunks of tasks (WBS)

Project Management & Organisation Management – 3 Days

This course will provide an awareness/overview as well as the latest information on a complete project cycle from business case to handover. It will explore how to break down projects into manageable chunks of tasks (WBS). Participants will learn how to monitor project programmes, assess and manage risks. Other aspects of this interactive course will include project planning with Gantt Chart using Microsoft Project as well as how to carry out a project audit. On completion, participants will be confident on how to deal with Variation Orders (dealing with changes) as well as how to write Progress Reports.

Asset Management & Maintenance Workshop – 5 Days

This course while introducing people who are new to the concept of Asset Management focuses on the details on Asset Management by looking at the entire process of the life of an asset from planning to buy an asset to its disposal. The need for Planned Preventive, Condition and Risk-Based Maintenance will be discussed.

An overview of PAS55/ISO55000 is also covered. Participants will understand the roles that Asset Management policy and strategy play in delivering organisational strategy & objectives and their interdependencies.

Strategic Leadership & Developing High Performance Teams – 3 Days

Participants will recognise and practise a set of behaviours that will enable them to demonstrate and role model 'The Golden Rules of Leadership'. Equally, an understanding will be gained of the different leadership styles and when to employ them. At the end of the course, participants will learn how to develop key people within an organisation and how to use different strategies for dealing with conflict to ensure high team performance.

Health & Safety at Work – 1 Day

This course provides an insight about Human Factors (HF) and the safety critical reality. Participants will understand how human decision making/problem solving can contribute to incidents/accidents. Also, different types of Hazards, Human Failures and Errors will be explored with a session on how to manage risks and improve work place environments.



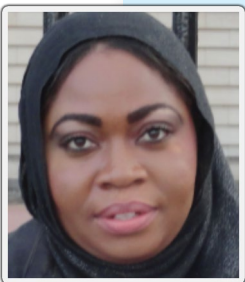
"I am writing to recommend the services of CODUB...their knowledge and attention to detail have aided in keeping professionals abreast with modern trends and data information of virtually all areas during the course of our short but interactive lectures...their quick response and assistance to enquires, the event location, timing and organisation were all very much exemplary, lectures were loaded with great ideas and presented superbly... I enjoyed and will say it was an eye opener for me... I intend to introduce a lot of my colleagues to CODUB ...Kudos CODUB"

Clifford Ohikere, MNIA, Managing Director, HomePlus Consult Ltd.



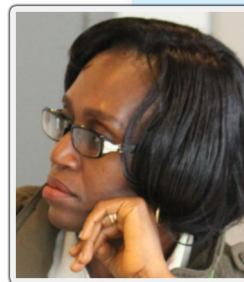
Other Courses

Change Management (Communication)	1 Day
Change Management (Organisational)	1 Day
Change Management (Technology)	1 Day
Crisis & Conflict Management	2 Days
How to run Seminars and Workshops	2 Days
Introduction to Asset Management	1 Day
Asset Management Overview	2 Days
Selecting an Asset Management Information System	1 Day
Asset Management Policy	1 Day
Sustainable Development & the Role of Governance within Asset Management	1 Day
PAS55 / ISO55000	1 Day
Running a Helpdesk, Service Desk or Call Centre	2 Days
Business Case for Waste Management New Technologies	1 Day
Waste Management - Training on Hazardous Wastes	3 Days
Technical CMMS Training (IBM Maximo) - Introduction & Basics	2 Days
Technical CMMS Training (IBM Maximo) - Intermediate Level	2 Days
Technical CMMS Training (IBM Maximo) - Admin Users	5 Days
Technical CMMS Training (Maintenance Connection)	1 Day
Technical CMMS Training (Maintenance Connection) - Intermediate	2 Days
Technical CMMS Training (Maintenance Connection) - Admin Users	5 Days
Other customised courses depending on client needs <i>e.g. Financial Payment System, Data Security, Logistics</i>	



"A very enlightening, educating and memorable changing experience. I enjoyed particularly the sessions on sustainable development."

*Arc. Fatima Danjunma, Director,
Upscale Consultants Ltd.*



"It has been a good time out. This seminar will reach more people (public and private), if conducted back home in Nigeria"

*Dr. Franca Awurum, Nigeria Navy
Reference Hospital Lagos*

What differentiates Codub from other training providers?

- ✓ **Real Life Examples:** Our trainers are very experienced and have worked in various industries in Europe, America and Africa for almost 25 years, so courses are based on real world problems that clients typically face.
- ✓ **Company Focus:** The focus of our entire company, including senior management, is on providing excellent and quality training that will be retained and used by the participants.
- ✓ **Updated Expertise:** All our trainers are hands-on consultants working for corporate clients ensuring we are up to date regarding current legislations, working practices and techniques.
- ✓ **100% Knowledge Transfer:** We don't keep knowledge to ourselves. We empower you through training and knowledge transfer. This is supported by our motto "You Talk...We Listen...We Share"
- ✓ **Don't take our word for it.** We are happy for you to speak to one or two of our clients and hear what they have to say about us.

100% Knowledge Transfer Guaranteed

You Talk... We Listen... We Share



Some of the organisations we have trained in the past...



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