

ADVANCED COMMUNITY EDUCATION SERVICES

OF

Link International Ministries, Canada

An Innovative

PROFESSIONAL DIPLOMA CERTIFICATE

Program In

ADMINISTRATIVE MANAGEMENT



**THIS IS A PROGRAM FOR
DIRECTORS, EXECUTIVE
DIRECTORS, PASTORS,
MANAGERS &
SUPERVISORS IN ALL FIELDS**

An advance community education
service project of
Link International Ministries,
Canada held in collaboration

with Abia State University, Uturu, Nigeria



AS AN ADMINISTRATOR, ONE IN A MANAGEMENT POSITION

WHAT KIND OF RELATIONSHIP WOULD YOU LIKE TO HAVE WITH
YOUR EMPLOYEES?

**LEADER? FRIEND? TEACHER?
MENTOR?**



... THE PERSON WHO
MOTIVATES THEM, GUIDES
THEM,
ENCOURAGES THEM AND MAKES
THEM WANT TO WIN?
IF THAT IS YOU'RE DESIRE,
THEN THIS PROFESSIONAL

*DIPLOMA CERTIFICATE
PROGRAM
IN
ADMINISTRATIVE
MANAGEMENT*

IS FOR YOU!

**STUDENTS MUST COMPLETE A TOTAL OF 33 CREDITS
HOURS AND 3 LEADERSHIP PROJECT HOURS TO
GRADUATE**

Link International Ministries Canada has initiated this program as an aid in enhancing the leadership effectiveness in Africa's administrative competitive quality of life.

Today's businesses compete as much on the strength of their intellectual capital as on their financial capital. Employees of an organization at all levels provide this intellectual capital, but it takes strong innovative leadership to develop it. And tomorrow's leading organizations will succeed not by battling competitors but by creating new uncontested market space and that requires initiative, drive and innovation.

This program is designed to help individuals, organizations, Higher Institutions, corporations and businesses today meet this leadership challenge. Effective leaders – managers, directors, pastors and civic and political leaders, should know how to motivate and inspire, build strong teams, think creatively, manage conflicts, communicate authentically and develop and share visions, all while adapting to rapidly changing work environment. You have a maximum of nine months of tri-semester or nine weekends to complete the twelve (12) core courses, two (2) electives and the Leadership Project.

The program is also packaged in such a way that we can bring an intensive three (3) weeks leadership program into your workplace/Campus. A Diploma Certificate will be awarded to all participants who successfully complete the entire program.

Program Goal:

To develop mature and competent servant leaders that are committed to serve selflessly their communities with the skills, gifts and abilities that God invested upon them.

Program Objective:

To develop the knowledge, sensitivities and leadership skills that will enable the student to become more competent, innovative and dynamic leader.

Cognitively:

The student will understand administrative theory and practice sufficiently to apply sound processes, functions and systems in a leadership position with varying organizations.

The student will understand and develop an attitude towards the psychological, emotional, social, mental and spiritual aspects of man in order to exercise leadership that motivates colleagues.

The student will be aware of a basis and means for the selection, enlistment, orientation, development and evaluation of personnel.

The student will also be aware of well researched plans and methods for personal and organizational stewardship of resources such as time, talent, finances, information, personnel and facilities.

The student will understand and be able to develop contextualized leadership styles for varied cultural context.

Attitudinal:

The student will have a personal pragmatic philosophy and style of leadership that focuses on a stewardship/servant hood attitude towards others. The student will have perceived development attitudes and procedures needed for internal and external organizational change.

The student will have pragmatic attitude for humanity that are based on sincerity, faithfulness and integrity.

The student will have a pragmatic attitude toward the exercise and response to authority and power in an organized community.

The student will be devoted to others in the organization, encourage even those who differ in perspectives, plans and procedures.

Skills:

The student will have the skills and tools necessary for lifelong learning in an organization/community.

The student will be able to demonstrate the cognitive, relational and design skills essential for systematic, cross-cultural leadership.

The student will be able to demonstrate the skills needed to deal with contemporary and orthodox questions arising within the context of leadership.

The student will be equipped to demonstrate the skills needed to implement procedures that allow the leadership to evaluate, manage and develop strategies for the advancement of their operation.

The student will have the skills of perception, listening, empathizing, evaluating and leading necessary for the development of teamwork.

Teaching Staff:

The teaching staff will be made up of International and national renowned professional men and women with years of experience in cross-cultural leadership appointed and endorsed by Abia State University (ABSU) and Link International Ministries, Canada.

Teaching Methodology:

Seminars, workshops, case studies, research projects, industrial field trips, group projects, book reviews and class presentations, media (visual, video and audio) and Lectures would be the various methods used during the course of the program.

Text Books/Instructional Materials:

The "Insight and Foresight to Effective Cross-Cultural Leadership" – (A resource book for those involved in Administration & Management Cross-Culturally) by Rev. Paul C. Ndukwe and the related manuals will be the major text used.

Other related books, Journals, Articles, Manuscripts relevant to this program would be used and introduced by the teaching staff. The University Bookstore will have stock of the various textbooks, manuals and other related manuscripts relating to each course being thought.

Curriculum Overview

Course Descriptions:

Foundation of Leadership

In this course we will explore the myths of leadership and the dynamics of power, authority, and influence. We will examine the difference between transactional versus transformational leadership. Participants will examine core values and beliefs; leadership qualities such as reflective practice and critical thinking, characteristics and approaches. As well, explore the role that ethics play in the exercise of leadership in different situations. Insight on how to share and impart personal vision and empower others with the same vision will be derived from this course. The core principle of servant leadership will be articulated and expounded during this course.

Foundations for Effective Management

In this course the term management is explained and the essentials of effective management are clearly enunciated.

Organizational Development

Vision casting, mission, purpose, and core values of organizations are very vital in developing the corporate culture needed to become productive. How to set long range and short term goals will be communicated during this course. Topics include perception, motivation, and group behavior.

Time and Life Management

Are you getting bogged down in small details while big chances pass you by? Are you a slave to a cluttered desk? Have the pressures of time blurred your perspective? This course is a must for you. It is for the hurried but stouthearted; for the burdened but determined; for the overextended leader, regardless the level of leadership, who cares enough about his/her situation to change it.

Human Resource (HR) Management

In this course we will be focusing on the most important resources needed to

effectively fulfill our God given mission for life – People. Human resource management requires a specific set of skills, knowledge and abilities but most importantly, it requires the willingness to put forward a good effort. Topics include: selection; training; job and performance evaluation; and incentive schemes. Special attention is given to human resource management and development at various organizational levels.

Successfully Managing People

As the responsibilities of managers/executives constantly become more complex and demand the involvement of more people, it is essential that we explore alternate methods to motivate our staffs. The course has been designed to allow current managers/executives to develop new leadership and behavior styles which will accommodate our changing environment including: Improving interpersonal skills and managerial skills. The decision-making process, effective leadership through dynamic coaching styles, how to motivate individuals to meet objectives. We will then highlight clues in understanding management competencies for improving management effectiveness. It is also designed to help you improve all facets of your leadership and management style.

Teamwork and Team Building

Every day, in some way, you are a part of a team without even knowing it. The question is not, "Will you participate in something that involves others?" The question is, "Will your involvement with others be successful?"

Everyone knows that teamwork is a good thing – in fact, it's essential! But how does it really work? What makes a winning team? Why do some teams go straight to the top, seeing their vision and mission become reality, while others seem to go nowhere? The answer to that question is what we will strive to answer during this course.

Teams are keys to performance and success in the organizations of the 21st. Century.

The course is designed to explore some myths and assumptions about team and teamwork. We will take a look at the word "Team" and the purpose of a team. We will go on to examine how teams come together, grow and develop. We will also touch team member's behavior/task, team member's needs and roles. We will highlight the steps and stages of team development. We will not escape the task of team building and how to sustain the team even during conflictive situations.

Change Management

Even though we operate in the information age, organizations continue to reflect their traditional roots. This leads to stress, as programs that work in the past are not as effective today. Let's face it, most organizations, agencies, corporations and religious organizations models of operation were developed in an entirely different age. The models of operation developed in the agricultural and industrial ages are colliding head-on with the information and technological age. It is now conservative versus contemporary. That's what this course is all about.

This course is designed to help you find not only insight as to what changes have taken place, but also practical ideas you can use immediately to be more effective in your own vocation. We will concern ourselves with the role of leadership in producing change, redirecting or reconstructing the organization within which they are serving.

In this course we will learn how to manage change constructively, and how to help your organization, division, and people deal with the upheavals of change. You'll also learn practical things you can do to make change initiatives more successful and less painful for the people you manage.

We will during this course do an overview of the dimensions of change used by organizations. These include structural, cultural, and process change, as well as change that aims strictly to elimination of nonessential activities.

It also designed to explore the idea of being "change-ready," and will help you determine if your organization or unit is ready for

change. We will examine the seven steps that will help assure the success of your change initiative. Here resistance and the reactions manifested during change are highlighted and five strategies to help all involved adapting to change and strategies to acceptance to change will be emphasized.

Conflict Management

Conflict can either advance or derail your organization's vision and strategic plan. You cannot avoid it, but you can manage it well. This is a skill that effective leaders have learned. The goal of this course is to equip you to better understand conflict and to function more effectively in the midst of it. So whether working with a small team of your leaders or in larger, organizational settings, we can help bring understanding, direction and wholeness. Topics to cover include: Clues that a Conflict is Brewing, Levels of Conflict, Personal Conflict Styles, and Roles People Play, Organizational Responses to Conflict, Resolution Continuum, Overcoming Impasse and Dealing with Difficult People.

Sharpening Your Communication Skills

Communication involves far more than the words you speak. In this course you learn how to master the communication process so that you communicate what you intend ...and not what you don't intend. This is a great skill to include in your regular continuing education and leadership development cycles.

Project Management: Planning, Scheduling and Control

Examine project management from conceptualization through to final completion. Learn setting up an effective plan, applying project planning steps, developing the project plan, implementing the plan, managing, monitoring controls, reporting status, considerations for schedules, costs and resources, and evaluating.

Managing Performance

This course is an introduction to the ongoing process of observation, assessment, analysis, feedback and intervention to ensure an employee's best possible performance. It

focuses on HR management process and behavior rather than record keeping or formal procedures. Topic: motivational climate, performance excellence.

Leadership Project

To complete the certificate course, students/participants are required to complete a project and write a 25 page report on administrative management. The purpose of the project is to provide participants with an opportunity to increase their understanding of specific concepts they have studied by applying their leadership skills to an actual situation. Participants will be required to develop, implement, and evaluate a project where the quality of their leadership is examined in relation to both the theory and their practice. This project must be completed by the last month of completing all the required courses. Certificate will not be awarded without the completion of the project.

ELECTIVES:

Business Ethics/Financial Integrity

Basic ethics, business ethics, ethical issues in the work place, fraud and other high-risk situations.

Budgeting and Reporting

Budget defined, the budgetary process, types of budgets, preparation of budgets, budgetary controls and reporting issues.



Seminar/Workshop Series

Our mission is to assist you and all your employees in making the most of the talents, skills, and abilities you have devoted to public service. We do this by providing quality seminar/workshop series at affordable prices along with educational tools needed to help you and your state agency, local government council or organization meet your own unique challenges. Our goal is to disseminate the knowledge about Administrative Management related research at ABSU, address more general issues of interest to the faculty and participants/partner organizations and ultimately increase interaction opportunities among us and the academic community and enhance the research culture. The spirit of the seminars is developmental and hence the work presented will be at various stages of completion. Ultimately, we desire to enhance your ability to achieve your personal career goals.

CAMPUSES AND CORDINATORS:

ABIA STATE UNIVERSITY UTURU CAMPUS

CORDINATOR: THE REGISTRAR

UMUAHIA CAMPUS:

*CORDINATOR: MS JACINTA UZOESI
(+2348035891615)*

LAGOS CAMPUS:

*DIRECTOR: DR. HUMPHREY ERUMAKA
(+2348078480222)*

WEST AFRICA CORDINATOR:

DR. HUMPHREY ERUMAKA

Trimester Courses Scheduled into Three Modules

Students must complete a total of 33 Credit hours & 3 Leadership Project hours to graduate. The breakdowns are as follows:

- * 30 credit hours of core courses
- * 6 credit hours of Electives
- * 3 credit hours of Leadership Project

MODULE 1			Credits
ILT	Foundation of Leadership	<u>Description</u>	3
ILT	Foundations for Effective Management	<u>Description</u>	2
ILT	Organizational Development: Consulting, Design, Intervention & Evaluation	<u>Description</u>	2
ILT	Time and Life Management	<u>Description</u>	3
ILT	Leadership Project	<u>Description</u>	2
	TOTAL		12

EACH 3 CREDIT HOUR COURSES REQUIRES 9 INSTRUCTIONAL HOURS PER WEEK, WHILE EACH 2 CREDIT HOUR COURSES REQUIRE 6 INSTRUCTIONAL HOURS PER WEEK PER TRIMESTER

MODULE 2			Credits
ILT	Managing Performance	<u>Description</u>	2
ILT	Successfully Managing People	<u>Description</u>	2
ILT	Project Management: Planning, Scheduling and Control	<u>Description</u>	2
ILT	Sharpening Your Communication Skills	<u>Description</u>	2
ILT	Change Management	<u>Description</u>	3
ILT	Conflict Management	<u>Description</u>	3
	TOTAL		14

MODULE 3			Credits
ILT	Teamwork and Team Building	Description	3
ILT	Human Resource (HR) Management	Description	3
ILT	Leadership Project	Description	1
	ELECTIVES:		
ILT	Financial Integrity	Description	3
ILT	Budgeting and Reporting	Description	3
ILT	TOTAL		13

Ideal Course Schedule

COURSE NAME	DAYS SCHEDULED
Foundation of Leadership	MONDAY, WEDNESDAY, FRIDAY
Foundations for Effective Management	TUESDAY & THURSDAY
Organizational Development: Consulting, Design, Intervention & Evaluation	MONDAY, WEDNESDAY, FRIDAY
Time and Life Management	TUESDAY & THURSDAY (2 sessions)
Managing Performance	TUESDAY & THURSDAY
Successfully Managing People	TUESDAY & THURSDAY
Project Management: Planning, Scheduling and Control	TUESDAY & THURSDAY
Sharpening Your Communication Skills	MONDAY & THURSDAY
Change Management	MONDAY, WEDNESDAY, FRIDAY
Conflict Management	MONDAY, WEDNESDAY, FRIDAY
Teamwork and Team Building	MONDAY, WEDNESDAY, FRIDAY
Human Resource (HR) Management	MONDAY, WEDNESDAY, FRIDAY
Financial Integrity	MONDAY, WEDNESDAY, FRIDAY
Budgeting and Reporting	MONDAY, WEDNESDAY, FRIDAY

Our program runs every quarter in most of our campuses. All the campuses are now accepting registration. Contact any of your choice for registration or inquiry.

REGISTRATION INFORMATION

Registration

Please review our cancellation policy before enrolling into courses.

For registration procedures, contact:

The registrar's Abia State University
or
Our various Directors/Coordinators

CANCELLATION POLICY

In order to keep our registration fees as low as possible, we adhere to the following policies regarding cancellations and rescheduling. Confirmation letters for our classes are sent out within ten (10) workdays prior to the class start date. If you do not have e-mail, call us at with your address and we can mail it to you.

Cancellations must be made a minimum of seven (7) calendar days BEFORE the scheduled class to avoid being invoiced for the full amount of tuition.

We reserve the right to cancel any class not meeting minimum enrollment requirements. If this occurs, you will be contacted as soon as possible.

Cost per Semester:

Application: \$25 (non-refundable)
Tuition: (To be determined annually)
Extra fees:
Text books, Student ID cards & membership fees.

Please contact ABSU registrar's office or any of our campuses if you have training needs not listed here. We can provide a variety of additional training courses and can customize them to fit your needs!



On-Site Training Solutions

GET THE RESULTS YOU'RE LOOKING FOR!

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

CHOOSE FROM OVER 50 COURSES!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting, and intriguing!

TAILOR THE TRAINING TO MEET YOUR SPECIFIC NEEDS!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues, and scheduling concerns.

MAXIMIZE YOUR TRAINING BUDGET!

On-Site Training allows you to train work groups, teams, and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge, and confidence they need to meet tough workplace challenges head-on, realize their full potential, and perform at their peak.

For a free consultation, visit us online www.Linkinternational.org or call us at 0803-589-1615