



AIDE MEMOIRE

FOR

TRAIN-THE-TRAINERS COURSE

For Faculty Staff of Management Development Institutes (MDIs) in West Africa

ORGANISED BY

**THE WEST AFRICAN MANAGEMENT DEVELOPMENT
INSTITUTES NETWORK (WAMDEVIN)**

21ST MAY - 1ST JUNE, 2018

AT

**THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA (ASCON)
TOPO - BADAGRY, LAGOS STATE, NIGERIA**

Background

Over the past four decades, Management Development Institutes (MDIs) in the West African sub-region have functioned as partners with governments in the development process with varying levels of success. The MDIs are engaged in the primary task of human capacity building which results in producing development-conscious managers for the Public Service. They also serve as think-tank to governments, as they carry out investigation into, and proffer practical and implementable solutions to problems of public administration and management. In their role as consultants to the governments, MDIs design, and evolve new systems, procedures and methods that will prevent waste and leakages, and thus make the Public Service more efficient and effective in service delivery and in the promotion of national development.

It is a known fact that the level of success achieved by the MDIs in discharging their functions depends on their internal professional capabilities as well as the quality of leadership the institutions are endowed with. In other words, the core competencies of staff that reside in a given MDI are critical to its performance. Whereas the aforementioned MDI responsibilities keep mounting over the years, the pool of professional and experienced members of faculty in the MDIs is being depleted year in year out. The inevitable attrition of professional staff in the MDIs can be attributed to the following:

- (a) voluntary exit of trained staff to greener pastures; and
- (b) mandatory retirements in line with conditions of service for Public Service employees.

This development creates human capacity gaps which even new recruitment does not often address fully. The reason for this dilemma is that although new employees may be academically sound, their pedagogical and andragogical

skills need to be enhanced through appropriate training before they can perform to expectation. It is in order to update these skills that the course is being put together by the West African Management Development Institutes Network (WAMDEVIN) for MDI Faculty Staff here in Administrative Staff College of Nigeria (ASCON), Topo - Badagry, Lagos from 21st May - 1st July, 2018.

Course Objectives

The course was designed to equip faculty staff of MDIs with the basic knowledge, skills and attitude which will assist them in discharging their responsibilities satisfactorily.

At the end of the course, participants should be able to:

- (i) analyze organizational and individual training needs;
- (ii) prepare suitable training proposals based on request or perceived needs of clients;
- (iii) design and implement training programmes;
- (iv) evaluate the relevance and effectiveness of training programmes; and
- (v) apply modern training technology.

Workshop Content

The TOT course is to be conducted using the andragogical approach to training which is most suitable for adult learning, and which the trainees will be expected to use on re-entry. Training methods and techniques such as lecturette, exercises, case studies, discussions management film and micro-teaching sessions will be adopted. The time-table is attached.

Target Population

The faculty staff with five years' experience or below in the MDI.

Duration/Timing

The duration is two weeks (from 21st May - 1st June, 2018).

Opening Ceremony

The Opening Ceremony is to be held on 21st May while the course commences fully as on the time table.

Course Venue: The venue of the programme is Room number 70, Phase 1.

Registration

Participants are expected to register on the first day of the course and fully attend the workshop.

Lodging and Meals

- All the participants are expected to pay for their own accommodation in ASCON and reservation has been made for them in the College for their convenience and security.
- Participants will be served lunch at the workshop.

Meeting Activities

All sessions will commence at 9.00am on 21st May, 2018. Please arrange to arrive on time.

WAMDEVIN wishes you safe trip to Topo-Badagry, Lagos and successful training experiences.

For further information/assistance, please contact the WAMDEVIN SECRETARIAT.