

# Learning. Growth. Impact.





# Profile

HRMOffice specializes in end-to-end automated HR services, outsourcing & consulting. We provide best rated human resource management solutions for startups & SMEs, deploying industry leading expertise in recruitment, onboarding, capacity development & workforce management, with experience across diverse sectors.

*At HRMOffice, our L & D faculty is renown for creating robust & innovative training programs. We leverage on cutting edge learning tools and tailor our modules to ensure that learning engagements bring about lasting impact. This approach enhances your workforce performance and drives organizational success.*

”

# Why HRMOffice



**Customised Learning**



**Innovative Tools**



**Cross Sector Experience**



**Learning Continuity**



**Measurable Outcomes**



**Post Training Support**

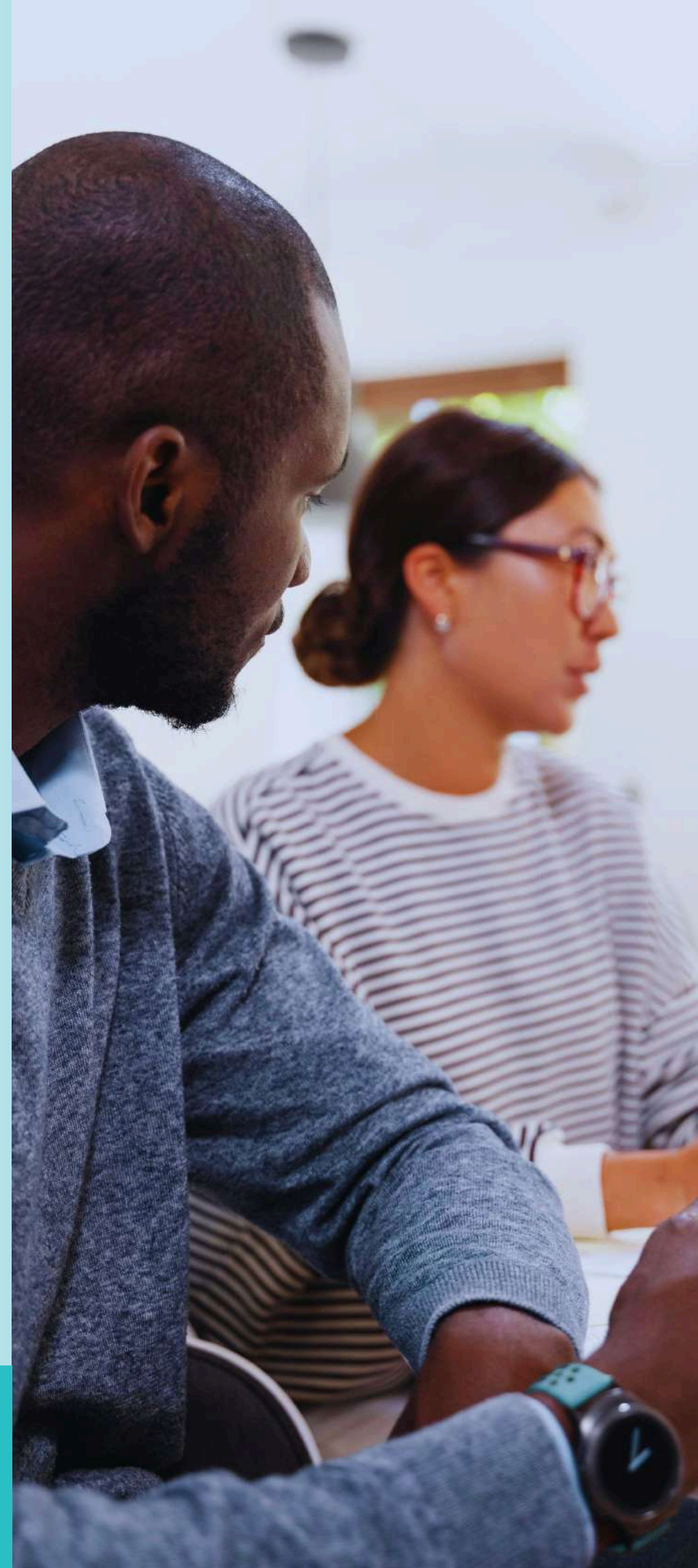


# How

*Through our focus on sustained learning, our dynamic & experienced team of trainers create the open, high-impact & non-discriminatory environment necessary to generate discussions that aid growth, capacity building & skill optimization.*



0704 307 1341  0803 261 3268





# Course Outline

Take advantage of our robust curriculum & fast track your team's learning curve.



## Human Resources +

- HR Metrics & Analytics
- Designing & Implementing Compensation & Benefits
- Designing a Performance Management framework
- Managing Employee Performance for Results
- Communication & Skills for HR Managers
- HR Business Partner Masterclass
- Data Analysis Strategies for HR Managers
- Essentials of Human Resource Management
- Negotiation, Influence & Conflict Resolution
- HR Skills for Non HR Professionals

## Leadership & Management +

- Becoming a Transformational Leader
- Unlocking Legacy Leadership
- Workforce Transformation & Team Re Engineering
- The Psychology of Understanding others
- Leadership, Critical Thinking & Innovation
- Work Ethics, Attitude & Productivity
- Understanding Self & Managing others
- Practical Tools for Effective Leadership
- Creative Problem Solving & Decision Making Skills
- Business Continuity & Strategy Management
- Effective Report Documentation skills
- Business Transformation through Effective Leadership
- Strategic Planning & Goal Setting
- Negotiation & Achieving Successful Outcomes
- Personal Mastery & Self Leadership
- Executive Leadership Development Course
- Leadership & Crisis Management
- Time Management Masterclass
- Attitude & Employee Performance

## Finance & Accounting +

- Finance & Accounting for Non Finance Professionals
- Business Performance Reporting
- Business, Finance & Accounting Skills
- Budgeting, Accounting & Cost Control
- Basic Financial Modeling
- Excel for Accountants Course
- Advanced Financial Modeling

Learning.  
Growth.  
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HR METRICS & ANALYTICS



# Course Outline

## Sales, Marketing & Customer Relationship Management

+

## Personal Effectiveness

+

## Project Management

+

- Customer Service Excellence
- Exceptional Customer Service
- Handling Customer Complaints
- Sales & Negotiation
- E Mail Marketing
- Digital Marketing Masterclass
- Service Quality & Excellence
- Strategic Brand Management
- Market Entry Strategies
- Value Added Marketing
- Sales & Marketing Management

- Developing a Winning Attitude
- Bringing your Whole Self to work
- Public Speaking & Presentation
- Emotional Intelligence
- Time Management, Planning & Prioritization
- Work Ethics & Business Etiquette
- Effective Communication Skills
- Goal Setting & winning over procrastination
- Work Life Balance
- Developing Emotional Intelligence
- Critical Thinking & Innovative Skills
- Employability in a competitive world.
- Stress & Anger Management
- Optimizing Time, Workflow & Productivity
- Managing Stress & Work Pressure

- Basic Project Management
- IT Project Management
- Project Team Leadership
- Advanced Project Analysis
- Project Management Office (PMO)
- Project Risk Management
- Agile Project Management
- Project Monitoring & Control
- Oil & Gas Project Management



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Getting to outsource our workforce management to HRMOffice has helped us immensely as their team of HR Experts did streamline all our HR processes and made employee engagement seamless. Their automated HR Management has transformed our HR services and employee experience.





# Do your managers have that leading edge ?

**The HRMOffice Certified Business Administration & Management Course** is an all-in-one, 7 week, mini MBA program that exposes all aspects of enterprise management to trainees - from leveraging business data to stakeholder management, digital transformation strategies, corporate governance & organizational development, market leadership 7 disruption, customer experience management and so much more.

Equip your line managers & team leads with proven insights for developing high performance teams & earn the prestigious **CBAM** badge.

**Sign up today.**

**THE**  
**CERTIFIED**  
**BUSINESS**  
**ADMIN**  
**MANAGERS**  
**COURSE**  
C - BAM



## Course Modules +

- |   |   |
|---|---|
| 1 Understanding Business as A Game                | 10 Sales And Marketing Fundamentals.                    |
| 2 The Business Anatomy – SWOT & PESTLE Analysis.  | 11 The Science of Market Leadership & Market Disruption |
| 3 The “Ball” Of Your Business Called the Customer | 12 Decision Making & Critical Thinking                  |
| 4 Corporate Governance & Stakeholder Engagement   | 13 The Psychology of Work-Life Balance                  |
| 5 Business Law, Ethics & Corporate Practices      | 14 Leading with Emotional Intelligence                  |
| 6 Strategy, Planning & Execution                  | 15 Operational Excellence & Supply Chain Management     |
| 7 People Management & Team Development            | 16 Organizational Leadership & Effectiveness            |
| 8 Business Technology & Digital Transformation    | 17 Managing Change & Staying Agile                      |
| 9 Finance for Non Finance Managers                | 18 Business Communications                              |

FEE **N450,000**

COHORTS **APR / JUL / OCT 2025**

CALL **0704 307 1341**



# Timeline

Explore our training calendar & select a flexible schedule for your team's learning journey.

TRAINING COURSE	DUR.	FEE	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Metrics & Analytics	2	150K				22-23					9-10		
Designing & Implementing Compensation & Benefits	2	150K					5-6				23-24		
Designing a Performance Management framework	2	150K				29-30					16-17		
Managing Employee Performance for Results	2	150K					12-13				30-31		
HR Business Partners Masterclass	2	150K					19-20					6-7	
Optimizing Time, Workflow & Productivity	2	250K		13-14					31-2				
Managing Stress & Work - Life Balance	2	200K		6-7				24-25					
Becoming a Transformational Leader	2	200K		20-21					7-8				
Unlocking Legacy Leadership	2	200K					26-27					13-14	
Workforce Transformation & Team Re Engineering	3	200K						3-4				20-21	
The Psychology of Personalities & Understanding Others	3	200K		27-28					14-15				
Leadership, Critical Thinking & Innovation	2	250K			24-25			24-25		11-12			
Work Ethics, Attitude & Productivity	2	200K				3-4			21-22				
Understanding Self & Managing Others	2	200K	21-22			10-11			28-29				
Practical Tools for Effective Leadership	3	200K						10-11				27-28	
Creative Problem Solving & Decision Making Skills	2	200K									2-3		
Emotional Intelligence	2	200K	28-29			17-18				4-5			
Customer Service Excellence	2	200K						17-18					4-5
Exceptional Customer Service	2	150K				1-2				18-19			
Certified Business Admin Managers Course		450K				15-16						20-21	
Basic Project Management	3	250K				8-9				25-26			
IT Project Management	3	250K											
Project Team Leadership	3	200K											



# Clientele





MEET THE

# Managing Partner

**Fredrick Okeagu** *MSc, PGD, ACIPM, HRPL, CMC, C-KPI*

*Mr. Fredrick Okeagu, is a seasoned HR professional, currently doing his Ph.D. in Industrial Relations & HR with Covenant University, a Master's degree holder in Int'l Human Resources Management from Valencia International University, Spain and Rome Business School; he holds a PGD in Guidance & Counselling from University of Lagos and a Bachelor in Engineering from University of Nigeria, Nsukka.*

*He is a Certified Management Consultant - trained by the Centre for Management Development (CMD). Fredrick is a Consultant Trainer at the Nigeria Employers Consultative Association (NECA), an FCMB Training Academy faculty member, a Trainer at Fate Foundation & Fate School, Lagos (a Lagos based entrepreneurship training school) and a Career Counselor at Rome Business School.*

*An ISO certified consultant and a certified KPI professional from the KPI institute of Australia, Fred is a practicing Senior HR professional & Performance Management expert, with over 15 years experience in Human Capital Management. He is certified with the Chartered Institute of Personnel Management (CIPM) Nigeria.*

*A Personality Assessment coach - Fredrick is the initiator of the novel **Certified Business Admin & Managers Course (CBAM)**, a mini - MBA program for Managers. He is the President of a Family Guidance & Counselling Center called **Smart Couples Clinic** and the Managing Partner, **HRMOffice Ltd** - a HR Technology & Consulting company in Lagos.*







# HRMOffice

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explore our service options