



# LCST LONDON COLLEGE of Science & Technology



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## **LCST Corporate & Consulting Services**

We pride ourselves on delivering a truly stress free, first class service with superior results. Using dedicated Professionals, seasoned Educational Specialists and top flight Management Consultants that has brought value to many organisations.

We are a company that believes in strong partnerships and technical excellence and our aim is always to provide our clients with quality solutions and services that deliver value quickly.

### **CORPORATE TRAINING**

- ⇒ Public Sector
- ⇒ Large Enterprise Sector
- ⇒ Small Business Sector

Effective use of State of the Art High Technology Solutions is no doubt pertinent to the growth, performance, effectiveness and competitiveness of any organisation in a dynamic world. Technology awareness and skills development in the effective use of the state of the Art High Technology is the heart of today's top flight organization. Human Resources are an organisation's greatest asset. Developing these asset is our greatest concern. Training and effective skills development ensures staff are up to date state of the art technology used around the world, making the staff professional and efficient in delivering a competitive and 'preferable' service to the customer. Outsourcing these services (High Tech training and software solutions) allows managers to focus on other aspects of the business that can be enhanced to help support staff training in IT.

#### **Effective Learning**

"Learn avidly. Question repeatedly what you have learned. Analyze it carefully. Then put what you have learned into practice intelligently. " Edward Cocker

LCST Corporate Services believes that training must be relevant to business objectives as well as allowing individuals to develop their own style of learning. The process of acquiring knowledge is not simply transfer-ring information from one person to another: as individuals we all respond to information in different ways. For training to be effective for both the organisation and the individual, it must be carefully planned and designed and aligned at every stage with business and organisational objectives. LCST believes that organisational development depends on continuous learning

Our courses are developed to provide a learning experience rather than mere traditional instruction.

According to Kolbe ‘to accomplish, complete learning’, an individual needs to pass through four stages:

- ⇒ Experience: having an experience, conscious or unconscious.
- ⇒ Reflect: review the experience - what actually happened?
- ⇒ Give meaning: conclude from the experience - why did it happen; formulate theories or link to new theories (this stage defines the learning)
- ⇒ Planning: consider subsequent steps; plan to do things that worked and how to change or improve those that didn't; plan opportunities to implement change.

LCST provide training and development that encompass all aspects of business. Although most of our courses are tailored to individual organisations' needs, they are loosely divided into the following categories:

- ⇒ MANAGEMENT (Project, Public, Organisational, & Change)
- ⇒ E-GOVERNANCE
- ⇒ FINANCE
- ⇒ GOOD GOVERNANCE SKILLS
- ⇒ PUBLIC RELATION, MARKETING AND CORPORATE COMMUNICATION
- ⇒ HUMAN RESOURCE MANAGEMENT
- ⇒ LAW AND COMPLIANCE
- ⇒ MANAGEMENT SKILLS
- ⇒ INFORMATION COMMUNICATION TECHNOLOGY

“The major challenge for leaders in the twenty-first century will be how to release the brain power of their organisations” Warren Bennis

#### Training services

We can provide your business with either an end-to-end, or modular training solution. Our experts will work with your objectives and ensure that your organisation receives the right training, for the right people, at the right time. This strategic business approach can be delivered to your organisation in the following ways.

#### Training course design

We recognise that every organisation's needs are unique. Many clients are able to deliver their own training but perhaps require our knowledge and experience when designing and developing in-house courses.

#### Training management

As an organisation grows, so does the need for training. The management of training providers consequently becomes an important element of organisational success. We work with your organisation to standardise all training, from delivery to billing, and ensure that every training provider delivers to a high standard. We provide back-up trainers for all training needs, thereby ensuring that courses are not cancelled due to illness, and are delivered within client timescales. The ordering and management of training will be centralised with a comprehensive management information system, ensuring that the client is fully up-to-date with training activity.

#### Training & Development Consultancy

We provide a full consultancy service to support and enhance your training and development strategy. The service provides full training needs analysis, training design, course delivery and a comprehensive evaluation against organisational objectives.

## **Training course design & delivery**

We can satisfy any organisational training need. Through our training consultants we are able to design and deliver the most effective bespoke training solutions for your needs. Thanks to our reputation, we have been very successful in attracting quality contract resource. Our in-house database has a dynamic sizable number of seasoned pre-qualified trainers. We are experienced in sourcing trainers to cover all areas of project management, management & leadership, communications, business skills, human resources, personal development, sales & marketing, train the trainer, IT & internet, health & safety, administration, engineering solutions, team building, contract management, call centres and customer services, as well as generalists who deliver bespoke programmes. All our courses are custom-designed to meet your specific needs.

## **ABOUT THE TRAINERS**

### **Felix A Taiwo: Course director**

Felix A Taiwo is the Director/Principal of London College of Science and Technology Limited (London).

He is an ardent ICT specialist with emphasis on Information and Network Security, digital forensics and e-governance.

As an educator, he has taught courses in digital forensics for almost 3 years. He was Managing Director of M and T Systems Software LTD for 8 years and gained Law experience from Olubi Solicitors in London.

He holds LLM Corporate Law and Strategy, MSc Forensic Accounting from Sheffield Hallam University, Postgraduate Certificate in Education from University of Greenwich, BSc Accounting from Greenwich School of Management, Member of Certified Fraud Examiner and Member of British Computer Society and Member of Forensic Certified Public Accountant.

He is happily married to Pastor (Mrs) Elizabeth Adetoun Taiwo and blessed with children.

### **Paul Lower**



Paul Lower, FCMA, is an enthusiastic business finance trainer and coach with comprehensive experience of writing and delivering financial, business and negotiation skills training courses for private and public sector delegates from the UK and overseas.

He is a seasoned finance professional with more than twenty years 'sharp-end' experience as Finance Director of global media, publishing and retail companies. He has board level experience in high growth businesses and

companies managing change, evolving market channels and supply chains. He is also an experienced consultant and adviser to small and medium sized businesses.

Paul has extensive practical experience of strategic planning; investment and acquisition appraisal; design and implementation of financial reporting and budgetary control systems. This gives him a wealth of practical experience with which he can bring to life his seminars and workshops.

Paul has worked extensively with clients from the Middle East and Africa and has travelled to these regions on many occasions. He has experience, and an innate understanding, of diverse cultural and business characteristics and adapts courses accordingly to achieve the most beneficial results for clients and delegates.

### **Areas of expertise**

- Bank Fraud – Detection and Control
- Building and Leading Winning Teams
- Effective Budgeting and Financial Management
- Effective Credit Management and Collection
- Fighting Corruption
- Finance for Non-Financial Managers
- International Finance and Economic Development
- Negotiating Skills
- Performance Management, Communication and Motivation
- Public Private Partnership and Private Finance Initiative
- Public Sector Reform and Governance
- Strategic Business Planning
- Writing a Winning Business Plan

### **Clients and feedback**

Pauls numerous clients include such organisations as KGOC (oil and gas), EDF Energy, PHB Nigeria (banking), Angel Trains, AB Foods, Mothercare, Pan Macmillan (publishers), Addlestone Goddard (solicitors), Nigerian President's Office, Central Bank of Nigeria, Nigerian Civil Aviation Authority, Nigerian Securities & Exchange Commission. The feedback from his training and coaching is as enthusiastic as his delivery, as the following comments demonstrate.

‘A great course that will teach you real financial skills you can apply to a real business.’

*Iestyn Jones, Business Analyst, EDF Energy*

‘Paul makes business finance accessible to anyone who wants to know how to run a really great business.’

*Ro Gorell, Managing Director, Ascent2Change Consulting*

‘Paul has a knack of explaining things in a way that makes them easy to grasp – I can now understand my financial statements and actually use them as practical tools to run my business. I don't have to rely on my accountant to help me.’

*Robert Garofalo, Managing Director, Classic Media Limited*

‘Paul is able to write and deliver training courses in a way that allows delegates to understand and use the key business finance skills. We always receive very high scores for his sessions.’

*Lola Charles, Director, ReCh Management Centre*

‘Truly inspiring.’

*Peter Smith, PSL Limited*

### **Emmanuel Nwachukwu**

Emmanuel Nwachukwu is an experienced finance professional / business partner with 21 years proven track record in the public and private sectors at senior management level.

Chief Accountant in Transport for London for six years with responsibility for business planning and corporate governance in the Surface Transport division.

Before that he was head of business planning at Slough Borough Council for 5 years and led the annual budget and council tax setting process, ensuring that the budget was robust and consistent with member decisions.

A strong pro-active leader, results orientated and customer focused, with excellent relationship management skills.

### **Annmarie Zehntner**

Annmarie has more than 20 years' practical HR and Learning and Development experience. She started out in 1989 as a Training Officer at Alders Department Stores and then had training/HR roles in Athena Retail/Pentos and Dorothy Perkins/Arcadia. In 1998 she joined Dixons Stores, first as Head of Training and Development before becoming HR Business Partner. She then spent two years as HR Director of Watford Football Club before starting her own training and consultancy business in 2007.

Annmarie's recent / current clients have included:

- Screwfix (recruitment project)
- The Post Office (career coaching programme)

- Watford Football Club (designing and developing a Leadership Development Programme; delivering Executive Coaching)
- First Friday (retail training consultants – management training)
- IPC Media / Time Warner (Interim Head of Learning and Development and Talent)
- Argos Retail (delivering 6 months Leadership and Coaching Programme)
- Top Golf (Interim Talent Manager)

### **Areas of expertise**

- Designing management, team and personal development programmes and solutions
- Focussed performance coaching for managers and leaders; one-to-one personal development coaching; career coaching
- Inspirational workshop delivery and facilitation
- Developing talent management processes
- Working as a partner with business leaders to support them in driving a high performance culture. Advising and coaching in all matters such as: ER, Performance Management; Talent Acquisition; Organisational design and development

### **Qualifications and training**

- Coaching programme at Ashridge Business School
- Associate CIPD
- NEBSS Supervisory management
- Certificate in Retail Studies
- HAY trained
- Level A and B qualified in Occupational Testing
- 360 degree feedback

# COURSES

## MARCH (LONDON) 12<sup>TH</sup> - 23<sup>RD</sup> MARCH 2012

<b>FN001</b>	Improving Management Performance through Budgeting and Cost Control
<b>FN004</b>	Driving Performance Through Enhanced Strategic and Financial Planning.
<b>FN008</b>	Public Financial Administration
<b>PR002</b>	Financial Public Relations
<b>GS005</b>	Performance and Accountability in Public Service
<b>GS019</b>	Resource Management and Financial Policies
<b>LC007</b>	Forensic Auditing and Accounting
<b>LC008</b>	Fraud Prevention and Detection in Government Accounting

## APRIL (DUBAI) 9<sup>TH</sup> – 20<sup>TH</sup> APRIL 2012

<b>GS001</b>	Human Resources in the Public Sector
<b>GS019</b>	Resource Management and Financial Policies
<b>HR005</b>	Efficient Training Needs Analysis: Corporate HR Development
<b>HR007</b>	Human Resource Management and Career Development
<b>GS008</b>	Good Governance and Social Welfare
<b>FN007</b>	Modernising the Internal Audit Function

## JUNE (DUBAI) 11<sup>TH</sup> – 22<sup>ND</sup> JUNE 2012

<b>LC005</b>	Cyber Crime
<b>LC008</b>	Fraud Prevention and Detection in Government Accounting
<b>HR007</b>	Human Resource Management and Career Development
<b>GS019</b>	Resource Management and Financial Policies
<b>GS015</b>	E-Government: Strategy and Implementation
<b>GS010</b>	Public Sector Reform and Capacity Building
<b>GS008</b>	Local Government Administration

## JULY (LONDON) 9<sup>TH</sup> – 20<sup>TH</sup> JULY 2012

<b>LC005</b>	Cyber Crime
<b>LC003</b>	Corruption in the work place
<b>LC006</b>	Evidence Gathering and Interview skills
<b>LC007</b>	Forensic Auditing and Accounting
<b>LC008</b>	Fraud Prevention and Detection in Government Accounting
<b>LC009</b>	Averting Financial and Economic Fraud

## SEPTEMBER (DUBAI) 10<sup>TH</sup> – 21<sup>ST</sup> SEPTEMBER 2012

<b>GS020</b>	Good Governance and Social Welfare.
<b>LC006</b>	Evidence Gathering and Interview skills
<b>LC007</b>	Forensic Auditing and Accounting
<b>LC008</b>	Fraud Prevention and Detection in Government Accounting
<b>LC009</b>	Averting Financial and Economic Fraud
<b>LC003</b>	Corruption in the Work Place

## NOVEMBER (LONDON) 12<sup>TH</sup> – 23<sup>RD</sup> NOVEMBER 2012

<b>HR002</b>	Behavioural Management and Emotional Intelligence.
<b>LC004</b>	Creating and Managing a Compliance Team
<b>MS005</b>	Facilities Management
<b>MS014</b>	Value Based Leadership
<b>GS008</b>	Local Government Administration
<b>HR004</b>	Competency Management
<b>HR008</b>	Knowledge Management and Managing

### ***Course fees and Charges***

The course fees cover field trips, a brand new laptop computer, course materials, and complimentary refreshments as well as certificate of course completion. All fees are due and payable at least 30 days prior to the commencement date of the course. Delegates are responsible for the costs of their flight tickets, daily feeding and incidental allowance, visas, and passports.

### ***Method of payment***

The College Bank details:

**Barclays Bank: Sort Code: 202178; A/C No. 23462706**

**LCST CORPORATE SERVICES NIG. LTD:**

**GT Bank Opebi Branch Ikeja Lagos A/C No. 221851633110**

### ***Course Assessment***

All course assessment is by class participation and attendance.

### ***Refund Policy***

Any course fee remitted to LCST bank account in the United Kingdom is valid for one year. In case the delegate is unable to attend the course due to emergency reasons, the course fee may be adjusted to the next available course for the same participant or another participant nominated by the sponsor. No course fee will be refunded on the ground for emergency reasons. However, in case of visa denial, the course fee will be refunded after retaining twenty five percent for administration expenses. This will be refunded within 60 days after a formal request is made to London College of Science and Technology. Course fees cannot be refunded after one year. The applicant must find a substitute to replace him/her and to use the course fees to attend the course. Deferment of participation may be considered depending on the length of prior notice and the availability of space.

### ***Hotel Accommodations***

London College of Science and Technology is a non residential institution. However, we can make hotel reservations for delegates near the training venue provided the requests for hotel accommodations are made 4 weeks prior to the arrival date and the money for the accommodations are remitted to London College of Science and Technology at least three weeks to the first day of the class. In UK, the average daily rate for hotels with single room and one bed is £60 - £120 per night.

### ***Letter of Invitation***

Upon receipt of letter of nomination or completed application form, a provisional letter of invitation will be dispatched to the applicant. After the course fee is paid, a full letter of invitation and a letter to the Foreign Consulate General Office in your country requesting for the issuance of appropriate visas to you will be dispatched.

### ***Entry Visas***

All candidates are requested to apply for appropriate entry visas at the nearest British Embassy in their country which administers visas. Please apply early for your appropriate visa because it may take several weeks before a visa is issued. We strongly advise candidates to have with them their full letters of invitation, copies of the receipts of payment for their tuition fees, copy of the letter to the British Embassy, clearance letter from their employers, and other important documents as may be requested by the British Embassy before attending the visa interview.

## ***How to Apply***

Any candidate who has at least a bachelor's degree or its equivalent is qualified to participate in any of our courses and workshops. To apply for any of the courses listed the applicant must send the following information by fax or e-mail attachment to the Course Director:

- A Completed application form downloaded from our website
- A Letter of nomination from the sponsor or employer
- Evidence of financial sponsorship

Please fax or scan and send via email attachment the nomination letter and completed application form to the Course Director at (fax) 020 7312 5451. The e-mail address is [admin@lcstweb.eu](mailto:admin@lcstweb.eu). A letter of invitation and other pertinent information materials will be sent to the candidate as soon as we hear from you. For further information about London College of Science and Technology, please visit our website at [www.lcstweb.eu](http://www.lcstweb.eu). Please send all your inquiries, requests and questions to London College of Science and Technology, Unit 7 Business City Centre Lower Road London SW16 2XB or call 447946796471, 447930860679, 2348036184645 or 2348059474176.

For further information about London College of Science and Technology training program, please visit our website at [www.lcstweb.eu](http://www.lcstweb.eu). Our course planning team will be happy to answer your questions and provide further help with correct course selection.

**London College of Science & Technology is a UK Accredited Higher and Further Educational Provider. Check the directory of accredited colleges on <http://asic.org.uk/collegedirectoryUK.php>**



## **Bespoke Training Programmes**

**We have a long and prestigious track record, managing international complex training programmes. Our combination of experience and innovative approach in using the latest technology makes us a formidable partner in delivering the most demanding of learning programmes.**

**We Offer**

- ⇒ Training programme and project managers with extensive experience in the training marketplace.
- ⇒ Learning consultants experienced in training needs analysis, blended solution design.
- ⇒ Bespoke learning content development expertise. We can design and develop conventional course materials, e-learning, video materials, self-teach workbooks, quick reference guides, train-the-trainer programmes.
- ⇒ A large and flexible pool of training delivery resources, which can be deployed globally.

**Our Training Methodology is our tried and tested approach to the successful delivery of many large and complex managed training programmes.**

**Training Project Phases**

