



**Garden City Premier
Business School**

... Creating global business leaders



MAY GCPBS EXECUTIVE MANAGEMENT PROGRAMMES





Programme: Administrative Skills

Course Venue: Garden City Premier Business School, 13, Herbert Macaulay Street, Old GRA, Port Harcourt, Rivers State.

Course Duration: May 4 – May 8, 2026

Learning Hours: 5 day (20 Hours)

Course Fees: ₦1, 400,000 per participant

WEEK ONE

DAY 1: Foundations of Professional Administration

Introduction

This session provides a strong foundation for modern administrative professionals by redefining their role from routine support to strategic contributors within organizations. It emphasizes professionalism, ethical conduct, and effective communication as essential tools for supporting business operations and executive leadership in a global corporate environment.

Objectives

- Understand the evolving role of administrators in modern organizations
- Analyze organizational structures and reporting relationships
- Apply ethical standards, confidentiality, and professionalism
- Develop strong verbal and written communication skills
- Apply business etiquette in corporate environments
- Manage stakeholder communication effectively
- Demonstrate cross-cultural communication competence

Course Outline

Morning Session:

- Evolution of administrative roles
- Organizational structure and reporting lines
- Ethics, confidentiality, and professionalism

Afternoon Session:

- Corporate communication
- Email protocols and documentation
- Stakeholder communication
- Cross-cultural communication

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DAY 2: Office Systems, Documentation & Data Management

Introduction

This session focuses on modern office systems and the importance of structured data and document management. It equips participants with tools and techniques to ensure efficient workflow, regulatory compliance, and secure handling of corporate information.

Objectives

- Understand advanced office management systems
- Apply electronic document management systems (EDMS)
- Design effective filing systems (digital and physical)
- Optimize workflows for efficiency
- Understand ERP systems (SAP basics)
- Apply data governance and compliance standards
- Manage confidential information securely

Course Outline

Morning Session:

- Office management systems
- EDMS
- Filing systems
- Workflow optimization
- ERP tools

Afternoon Session:

- Records management
- Data classification and retention
- Compliance and governance
- Documentation control

DAY 3: Time Management & Operational Efficiency

Introduction

This session equips participants with practical tools to manage time effectively and improve operational efficiency. It integrates prioritization strategies with process improvement techniques to enhance productivity in high-pressure work environments.

Objectives

- Apply time management and prioritization techniques | Research & Development



- Use scheduling tools and frameworks (Eisenhower Matrix)

- Manage executive calendars effectively
- Handle multiple priorities under pressure
- Apply Lean principles in administrative processes
- Identify and eliminate inefficiencies
- Track performance using KPIs

Course Outline

Morning Session:

- Time management techniques
- Scheduling tools
- Calendar management
- Delegation

Afternoon Session:

- Lean administration
- Waste elimination
- Continuous improvement (Kaizen)
- KPI tracking

DAY 4: Technology & Digital Competence

Introduction

This session explores digital tools that enhance administrative efficiency and productivity. It also highlights cybersecurity awareness and data protection practices essential for modern business environments.

Objectives

- Use advanced Microsoft Office tools (Excel, Word, PowerPoint)
- Apply collaboration tools (Teams, Zoom, SharePoint)
- Understand automation tools (Power Automate)
- Develop data reporting and dashboard skills
- Identify cybersecurity risks
- Apply data protection and privacy practices
- Understand GDPR principles

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Morning Session:

- Microsoft Office tools
- Collaboration platforms
- Automation tools
- Data dashboards

Afternoon Session:

- Cybersecurity awareness
- Password and phishing protection
- Data privacy
- Secure communication

DAY 5: Leadership, Stakeholder & Team Coordination

Introduction

The final session focuses on leadership capabilities required by administrative professionals. It emphasizes emotional intelligence, stakeholder management, and effective support for executive functions.

Objectives

- Develop emotional intelligence (EQ)
- Apply decision-making and problem-solving skills
- Influence without authority
- Resolve conflicts effectively
- Manage executive expectations
- Coordinate meetings and reporting
- Handle stakeholder engagement and logistics

Course Outline

Morning Session:

- Leadership skills
- Emotional intelligence
- Decision-making
- Conflict resolution

Afternoon Session:

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- Meeting coordination
- Stakeholder management
- Event and travel planning

WEEK TWO (PROGRAMME 1)

Programme: Advanced Budgeting Workshop / Efficient Finance & Accounting Operations

Duration: May 11 – May 15, 2026

Location: Garden City Premier Business School, 13, Herbert Macaulay Street, Old GRA, Port Harcourt, Rivers State.

Learning Hours: 5 day (20 Hours)

Course Fees: ₦2, 000,000 per participant

DAY 1: Strategic Financial Management Foundations

Introduction

This session introduces finance as a strategic driver of value in organizations, especially within the energy sector. Participants will explore how financial management supports operational performance and decision-making through effective analysis of financial statements.

Objectives

- Understand the strategic role of finance in organizational value creation
- Analyze the energy sector value chain (upstream, midstream, downstream)
- Link financial performance to operational outcomes
- Interpret financial statements (Income Statement, Balance Sheet, Cash Flow)
- Apply ratio analysis for decision-making
- Identify financial red flags in organizations

Course Outline

Morning Session:

- Finance in value creation
- Energy value chain
- Financial governance

Afternoon Session:

- Financial statements analysis

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- Financial insights for decision-making

DAY 2: Advanced Budgeting Techniques

Introduction

This session focuses on modern budgeting approaches and their alignment with corporate strategy. It provides tools for developing flexible, responsive budgets in volatile environments such as oil and gas.

Objectives

- Compare traditional and modern budgeting methods (ZBB, ABB)
- Develop rolling forecasts and flexible budgets
- Align budgets with strategic objectives
- Consolidate departmental budgets
- Differentiate CAPEX and OPEX planning
- Conduct scenario and sensitivity analysis

Course Outline

Morning Session:

- Budgeting frameworks (ZBB, ABB)
- Rolling forecasts
- Strategic alignment

Afternoon Session:

- Budget consolidation
- CAPEX vs OPEX
- Scenario planning
- Sensitivity analysis

DAY 3: Cost Management & Control Systems

Introduction

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This session emphasizes cost efficiency and control systems essential for financial sustainability. Participants will learn how to analyze, monitor, and optimize costs in complex operational environments.

Objectives

- Understand cost behavior (fixed vs variable)
- Apply Activity-Based Costing (ABC)
- Identify cost drivers in operations
- Implement cost reduction strategies
- Use variance analysis for performance monitoring
- Develop KPI dashboards for cost control
- Benchmark performance against industry standards

Course Outline

Morning Session:

- Cost analysis
- Cost drivers
- Cost optimization

Afternoon Session:

- Budgetary control systems
- Variance analysis
- KPI dashboards
- Benchmarking



DAY 4: Financial Reporting & Compliance

Introduction

This session focuses on financial reporting standards and regulatory compliance, ensuring transparency, accountability, and adherence to legal requirements.

Objectives

- Understand IFRS principles and applications
- Prepare accurate and timely financial reports
- Apply internal control systems
- Ensure audit readiness
- Understand Nigerian financial regulations (FIRS, SEC)
- Identify financial risks and mitigation strategies
- Prevent fraud and ensure compliance culture

Course Outline

Morning Session:

- IFRS principles
- Financial reporting
- Internal controls

Afternoon Session:

- Regulatory compliance
- Risk management
- Fraud prevention

DAY 5: Cash Flow & Treasury Management

Introduction

This session provides insights into managing liquidity, cash flow, and financial risks. It equips participants with tools for effective treasury operations and financial sustainability.

Objectives

- Develop cash flow forecasting techniques
 - Manage working capital effectively
 - Control liquidity risks
 - Optimize receivables and payables
 - Understand treasury operations
 - Manage FX risks and hedging strategies
 - Analyze financing and debt management options
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Course Outline

Morning Session:

- Cash flow planning
- Working capital management
- Liquidity management

Afternoon Session:

- Treasury operations
- FX risk management
- Investment decisions
- Debt management

WEEK TWO (PROGRAMME 2)

Programme: Mastering the 7 Habits of Highly Effective People

Duration: Duration: May 11 – May 15, 2026

Location: Garden City Premier Business School, 13, Herbert Macaulay Street, Old GRA, Port Harcourt, Rivers State.

Learning Hours: 5 day (20 Hours)

Course Fees: ₦1, 400,000 per participant

DAY 1: Personal Effectiveness Foundation

Introduction

This session establishes the foundation of personal effectiveness by shifting mindsets from dependence to independence and interdependence. It introduces proactive behavior as a key driver of success in dynamic work environments.

Objectives

- Understand effectiveness vs efficiency
- Align personal goals with organizational objectives

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- Apply proactive thinking and ownership mindset
- Distinguish between circle of influence and concern
- Improve decision-making in operational contexts
- Develop responsibility and accountability

Course Outline

Morning Session:

- Effectiveness principles
- Performance culture
- Paradigm shift

Afternoon Session:

- Habit 1: Be Proactive
- Ownership mindset
- Decision-making

DAY 2: Goal Setting & Strategic Focus

Introduction

This session emphasizes clarity of vision and disciplined execution. Participants will learn to set meaningful goals and prioritize effectively to achieve strategic outcomes.

Objectives

- Develop vision-driven goals
- Align personal and organizational strategies
- Apply Habit 2 (Begin with the End in Mind)
- Apply Habit 3 (Put First Things First)
- Manage priorities effectively
- Strengthen execution discipline

Course Outline

Morning Session:

- Vision and goal setting
- Strategic thinking



Afternoon Session:

- Priority management
- Time management
- Execution discipline

DAY 3: Interpersonal Effectiveness

Introduction

This session focuses on building strong relationships and collaboration through trust, communication, and mutual benefit.

Objectives

- Apply win-win thinking in professional relationships
- Develop negotiation skills
- Build trust and stakeholder relationships
- Practice active listening and empathy
- Improve communication in diverse teams
- Resolve conflicts effectively

Course Outline

Morning Session:

- Habit 4: Win-Win
- Relationship management

Afternoon Session:

- Habit 5: Understanding others
- Communication skills
- Conflict resolution

DAY 4: Team Synergy & Collaboration

Introduction

This session highlights teamwork and collaboration as drivers of innovation and performance in organizations.

Objectives

- Leverage diversity for innovation
- **Build High Performance Teams | Advisory | Strategy | Research & Development**



- Apply collaborative problem-solving
- Strengthen trust and accountability
- Improve cross-functional collaboration
- Break organizational silos

Course Outline

Morning Session:

- Habit 6: Synergy
- Team dynamics

Afternoon Session:

- Cross-functional collaboration
- Case studies

DAY 5: Personal Renewal & Resilience

Introduction

The final session focuses on continuous improvement, resilience, and adaptability in dynamic environments.

Objectives

- Apply Habit 7 (Continuous renewal)
- Prevent burnout and manage stress
- Build resilience and adaptability
- Develop continuous learning habits
- Improve mental toughness
- Manage change effectively

Course Outline

Morning Session:

- Personal renewal
- Productivity systems

Afternoon Session:

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- Resilience
- Stress management
- Change management

WEEK THREE SNAPSHOT (PROGRAMME 1)

Programme: Advanced Management Workshop for Secretaries & Personal Assistants

Course Venue: Garden City Premier Business School, 13, Herbert Macaulay Street, Old GRA, Port Harcourt, Rivers State.

Course Duration: May 18 – May 22, 2026

Learning Hours: 5 day (20 Hours)

Course Fees: ₦1, 400,000 per participant

DAY 1: Strategic Role of the Modern PA

Introduction

This session redefines the role of Secretaries and Personal Assistants from administrative support to strategic partners. It focuses on professionalism, executive alignment, and the competencies required to operate effectively in high-level corporate environments.

Objectives

- Understand the evolving strategic role of PAs
- Align with executive expectations and organizational structures
- Apply professionalism, ethics, and confidentiality
- Develop executive presence and confidence
- Demonstrate corporate etiquette in global environments
- Manage sensitive interactions effectively

Course Outline

Morning Session:

- Role evolution of PAs
- Organizational structure
- Ethics and professionalism

Afternoon Session | Consulting | Advisory | Strategy | Research & Development





- Executive presence
- Corporate etiquette
- Communication tone
- Managing sensitive interactions

DAY 2: Advanced Communication & Relationship Management

Introduction

This session enhances communication and interpersonal skills required for managing executives and stakeholders effectively in complex corporate settings.

Objectives

- Develop executive-level communication skills
- Improve report writing and presentations
- Manage upward and downward communication
- Build strong stakeholder relationships
- Apply conflict resolution techniques
- Strengthen networking capabilities

Course Outline

Morning Session:

- Business communication
- Report writing
- Presentation skills

Afternoon Session:

- Stakeholder management
- Relationship building
- Conflict resolution
- Networking

DAY 3: Time, Priority & Office Management Excellence

Introduction

This session equips participants with tools for managing time, priorities, and office operations efficiently in high-pressure environments.

Objectives

- Executive presence | Executive calendar | Strategy | Research & Development



- Apply prioritization tools (Eisenhower Matrix)
- Coordinate across time zones
- Handle last-minute changes effectively
- Optimize office workflows
- Track tasks and follow-ups efficiently

Course Outline

Morning Session:

- Calendar management
- Scheduling tools
- Priority management

Afternoon Session:

- Office coordination
- Workflow systems
- Task tracking

DAY 4: Digital Tools & Technology Mastery

Introduction

This session focuses on leveraging digital tools and technologies to enhance productivity, collaboration, and information security.

Objectives

- Use advanced Microsoft Office tools
- Apply virtual collaboration platforms
- Utilize project and task management tools
- Manage digital documents effectively
- Understand cybersecurity risks
- Protect sensitive executive information

Course Outline

Morning Session:

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- Microsoft Office tools
- Virtual meeting tools
- Collaboration platforms

Afternoon Session:

- Document management
- Data protection
- Cybersecurity awareness

DAY 5: Financial & Procurement Support Skills

Introduction

This session introduces financial and procurement responsibilities that enhance the strategic value of PAs in supporting business operations.

Objectives

- Track budgets and expenses
- Manage petty cash and reimbursements
- Understand basic financial reporting
- Support finance operations
- Understand procurement processes
- Coordinate vendors and contracts
- Ensure compliance with procurement policies

Course Outline

Morning Session:

- Financial administration
- Expense tracking
- Reporting basics

Afternoon Session:

- Procurement processes
- Vendor coordination
- Contract tracking

WEEK THREE (PROGRAMME 2) | Advisory | Strategy | Research & Development



Programme: ISO 27001 Information Security Management System (ISMS) Lead Auditor Training

Location: Garden City Premier Business School, 13, Herbert Macaulay Street, Old GRA, Port Harcourt, Rivers State.

Learning Hours: 5 day (20 Hours)

Course Fees: ₦2, 000,000 per participant

DAY 1: ISMS Fundamentals & Context

Introduction

This session introduces information security principles and the ISO 27001 framework, focusing on protecting organizational data and ensuring operational resilience.

Objectives

- Understand information security principles (CIA triad)
- Explain the importance of ISMS
- Understand ISO 27001 structure
- Identify cyber threats in organizations
- Define ISMS scope and context
- Apply risk-based thinking

Course Outline

Morning Session:

- Information security fundamentals
- ISO 27001 overview
- Cyber threats

Afternoon Session:

- Organizational context
- ISMS scope
- Risk-based thinking

DAY 2: Leadership, Planning & Support

Introduction

This session focuses on governance, leadership, and risk planning within ISMS implementation.

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Objectives

- Understand leadership roles in ISMS
- Develop information security policies
- Define roles and responsibilities
- Conduct risk assessments
- Develop risk treatment plans
- Define security objectives and KPIs

Course Outline

Morning Session:

- Leadership and governance
- Policy development

Afternoon Session:

- Risk assessment
- Risk treatment
- Security objectives

DAY 3: Implementation & Operation

Introduction

This session provides practical insights into implementing ISMS controls and managing operational security processes.

Objectives

- Understand Annex A controls
- Apply access control and cryptography
- Manage third-party risks
- Implement operational security practices
- Develop ISMS documentation
- Apply document control systems

Course Outline

Morning Session:

- ISMS controls
- Operational security

Afternoon Session | Consulting | Advisory | Strategy | Research & Development



- Documentation
- Policies and procedures
- Change management

DAY 4: Performance Evaluation & Internal Audit

Introduction

This session focuses on evaluating ISMS performance and conducting internal audits for continuous improvement.

Objectives

- Monitor and measure ISMS performance
- Conduct internal audits
- Develop audit plans
- Collect and evaluate audit evidence
- Manage nonconformities
- Apply continuous improvement (PDCA cycle)

Course Outline

Morning Session:

- Performance evaluation
- Audit principles
- Audit planning

Afternoon Session:

- Management review
- Corrective actions
- Audit reporting

DAY 5: Lead Auditor Competencies

Introduction

The final session develops competencies required to lead ISO 27001 audits effectively.

Objectives

- Understand audit principles (ISO 19011)
- Differentiate audit types
- Manage audit lifecycle
- Conduct audit interviews

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Morning Session:

- Marine terminal overview
- Terminal types and components
- Role in value chain

Afternoon Session:

- Regulatory frameworks
- International standards
- Safety and environmental compliance

DAY 2: Marine Terminal Operations & Cargo Handling

Introduction

This session focuses on the operational processes involved in handling crude oil and petroleum products at marine terminals. It emphasizes efficiency, safety, and coordination in loading and unloading operations.

Objectives

- Understand cargo handling processes in marine terminals
- Identify equipment used in loading and unloading operations
- Apply safe loading and discharge procedures
- Understand tank farm operations and storage systems
- Coordinate ship-to-shore operations effectively
- Minimize operational risks during cargo transfer

Course Outline

Morning Session:

- Cargo handling operations
- Loading and unloading systems
- Tank storage systems

Afternoon Session:

- Ship-to-shore coordination
- Operational safety procedures

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- Risk management in cargo handling

DAY 3: Health, Safety & Environmental (HSE) Management

Introduction

This session highlights the critical importance of health, safety, and environmental management in marine terminal operations, ensuring compliance and risk mitigation.

Objectives

- Understand HSE principles in oil & gas operations
- Identify hazards in marine terminal environments
- Apply safety procedures and emergency response systems
- Manage environmental risks and pollution control
- Implement incident reporting and investigation
- Ensure compliance with HSE regulations

Course Outline

Morning Session:

- HSE fundamentals
- Hazard identification
- Safety procedures

Afternoon Session:

- Environmental management
- Emergency response systems
- Incident reporting

DAY 4: Maintenance, Inspection & Asset Integrity

Introduction

This session focuses on maintaining infrastructure and ensuring the integrity of marine terminal assets to prevent failures and ensure continuous operations.

Objectives

- Understand maintenance strategies (preventive, predictive, corrective)
- Conduct inspection of terminal equipment and facilities

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- Ensure integrity of pipelines, tanks, and jetties



- Apply corrosion control techniques
- Implement asset integrity management systems
- Reduce downtime and operational failures

Course Outline

Morning Session:

- Maintenance strategies
- Equipment inspection
- Asset integrity

Afternoon Session:

- Corrosion control
- Monitoring systems
- Reliability and performance

DAY 5: Marine Logistics, Security & Operational Excellence

Introduction

The final session integrates logistics, security, and performance optimization strategies required for efficient marine terminal operations in a global energy environment.

Objectives

- Understand marine logistics and scheduling
- Coordinate vessel traffic and terminal operations
- Apply maritime security frameworks (ISPS Code)
- Manage risks related to piracy and unauthorized access
- Optimize terminal performance and efficiency
- Apply best practices for operational excellence

Course Outline

Morning Session:

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- Marine logistics



- Vessel scheduling
- Terminal coordination

Afternoon Session:

- Maritime security
- Risk management
- Performance optimization

Yours truly,

For: Garden City Premier Business School

Prof. Silva Opuala-Charles
FNIM, FCE, FSM, FCILG, FCCdipl, FCIML
President