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**Executive Training Workshop for Skills Training/ Entrepreneurship Centre Managers & Supervisors**

The UNESCO-UNEVOC Centre for Technical Vocational Education, Training and Research University of Nigeria, Nsukka (CETVETAR-UNN), in Collaboration with Innovation in TVET Research Group and other international partners organizes International Executive Workshop for Skills Training/Entrepreneurship Centre Managers and Supervisors. CETVETAR-UNN is a centre of excellence in technical vocational education and training (TVET) in Nigeria with the mission to foster technical and skills training for self reliance and promotion of lifelong learning. It is also a network member of over 290 UNESCO-UNEVOC international centres globally.

**Theme: *Effectiveness in the Management of Skills Training/ Entrepreneurship Centres***

**Date:** November 27th - 1st December, 2017

**Venue:** Nnamdi Azikiwe Library, **University of Nigeria, Nsukka**

**Target Audience:**

The target audience for the executive training workshop includes:

* Managers, Directors, Programme Coordinators, Researchers, Technical Staff and Supervisors of Skills Training and Entrepreneurship Centres in Public and Private Tertiary Educational Institutions.
* Technical, policy and planning staff of Ministry of Education and Training Regulatory

Agencies.

**Training Programme Rationale**

Skills and knowledge are the drivers of economic growth and social development of any nation. Countries with higher and better levels of knowledge and skills respond more positively and promptly to challenges and opportunities of the globalized economy. Such skills will cut across professional, managerial, operational, behavioural, inter-personal and functional spectrums.

Tertiary institutions in Nigeria establish and operate skills training and entrepreneurship centres to provide hands-on training in various technical and vocational areas aimed at imparting skills, attitudes and knowledge required for effective performance in various occupational areas. The quality of training offered at these Centres varies depending on the professional competence and managerial ability of the centre managers, directors, training programme coordinators and supervisors. To ensure that these Centres deliver quality education and training that meets international standards and global best practices require that the centre Managers, Directors, Coordinators and Supervisors are equipped with best practices in modern management to upscale the level of skill acquisition, profit maximization and viable source of internally generated revenue for institutions.

**Objectives:**

The main objective of the workshop is to strengthen participants’ capacities to improve the quality, effectiveness, and relevance of their centre training programmes to meet the needs of trainees, employers of labour, the society and the economy.

Specifically,the training will equip participants with the knowledge and skills to;

1. Review their roles and responsibilities for improving the quality of teaching / training, learning and management practices in their centres/institutions
2. Reflect on existing relationship with stakeholders and take actions needed for the development of national and international partnerships necessary to implement reform initiatives
3. Plan/set short and long term goals and take the actions needed to develop monitoring and evaluation tools to measure achievement of targets required to operate a training center as well as design quality assurance mechanisms that will ensure optimum service delivery.
4. Anticipate and determine emerging skills for Green economy learning for inclusion in the centre programmes.
5. Explore alternative funding sources and develop grant proposal for attracting revenue for the centre from local and international communities.
6. Enable centres anchor training mandate on the 21st century skills, ICT protocols and Lifelong Learning needs.

**Training content:**

1. Roles and responsibilities of training/entrepreneurship centre managers: International best practices in the management of training centers
2. Partnerships in training centre management: National and International Perspectives
3. Monitoring and evaluation of Centres’ programmes and performance
4. Greening TVET and Anticipation of Skills for Green Economy
5. Funding sources and techniques for writing grant wining proposals by training Centres
6. ICT protocols and e-learning applications in skills training and development
7. Resources management for effectiveness in skill training and development
8. Management of research activities in training and development centres

**Learning Methodology**

The learning approach will include lectures by internationally recognized experts, case studies, participants’ practical exercises, knowledge exchange, group reflection and development of an individual or institutional road map for action on return at home institution.

**Registration and Cost**

The training fee is ~~N~~50,000 for each participant to cover training protocols and package, certification, tea break and lunch for five (5) days. Participants’ names and contact details (phone number and email address) and evidence of payment should be sent to this email: [cetvetar.cetvetar@unn.edu.ng](mailto:cetvetar.cetvetar@unn.edu.ng) or [emma.osinem@unn.edu.ng](mailto:emma.osinem@unn.edu.ng) on or before October 27, 2017. Please note that participants are expected to carter for their accommodation and any other needs they may have.

**The CETVETAR-UNN account details for payment:**

Account Name: ***CTR for TECH VOC. EDU. TRAINING & RESEARCH*** Account Number: ***1014212371***

Bank Name: ***Zenith Bank***

**Hotel Accommodation:** Comfortable and affordable accommodation is available at the University of Nigeria, Nsukka campus and it’s environ at various cost range. Participants are expected to pay for their accommodation but could be assisted by the programme management team in securing reservations.

1. University of Nigeria, Nsukka campus CEC Guest House N7,000 - N35,000
2. Grace Manor Suites, Nsukka N8,000 – N40,000
3. Onion Spring Hotel, near Old Army Barracks, Nsukka N4,000 - N8,000
4. Conis Hotel N4,000 – N5,500

**Important Dates:**

**Arrival** Sunday 26th November, 2017

**Opening and Plenary** Sessions Monday 27th November, 2017

**Training Sessions** Tuesday 28th November – 1st December, 2017

**Closing Formalities/Departure** Friday 1st December, 2017.

**For more information please contact:**

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**COLLABORATORATING ORGANIZATIONS**

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