

ROUNDSQUARE EDUCATION SECTOR PROGRAMMES

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PROFESSIONAL DEVELOPMENT CATALOGUE



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CATALOGUE



ROUNDSQUARE

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WELCOME

I am delighted as always to introduce to you our soft skills training catalogue for the education sector. As the Principal Consultant, I am well aware of the importance of professional development for those who are charged with teaching and nurturing our children. Haven trained over 25,500 private and public school leaders and teachers, worked with and trained over 450 education policymakers. I know that for schools to grow so must their people.

Commitment to continuing professional development and 21st century skills is the mark of those looking to the future realities in education. We understand this. Roundsquare Integrated Services Limited has a combined 25 years' experience in teaching and learning. We are constantly developing cutting edge soft skills contents for the education sector. Our unique training delivery methodology puts learning and learners at the centre of everything we do. Our approach is practical experiential and highly enjoyable ensuring maximum benefit in the workplace. Our experiential methods are informed by up to date research into learner-centred and interactive approaches. This means we take on board differing learning styles, learners' expectations, and the effectiveness of training room techniques on each. We are constantly adapting, refining and updating our training programmes to ensure they are cutting edge and practical.

Our approach is interactive and highly regarded and feedback from schools, school heads and teachers is extremely positive. Our pool of facilitators are very experienced in the education sector and we are constantly recruiting the best practitioners available. Their expertise and qualifications are garnered from a rich variety of organisational backgrounds and roles.

Our overarching approach is based on a cycle of acknowledgment of current *practice - reflection and critique - lessons learned-action*. Participants are guided towards their own learning outcomes which fosters sustained behavioural impact and transferability of skills absorbed.

Contact us for our online, in-house and or public workshops, all listed in this catalogue.

Ifeanyi Enukorah
Principal Consultant

LIST OF SATISFIED CLIENTS



COURSES FOR **LEADERS**

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TESTIMONIALS



The trainings I have received over the years have been excellent. Members of my team and I have continued to grow and develop in so many ways because of the learning we constantly get each time we are privileged to have Ifeanyi Eukorah (Principal Consultant at Roundsquare Integrated Services Ltd) at our school.

I have personally referred to material from trainings from way back and there is always a refining process after every encounter. Keep building, keep training and keep impacting.

Regina Jemide

Head of School, Riverbank Schools,
Lagos, Nigeria



Participating in a session led by Ifeanyi Eukorah (Principal Consultant at Roundsquare Integrated Services Ltd) is always a pleasure.

His unique approach is a combination of his vast experience, his deep knowledge and understanding, his grounding in the real-life context of Nigeria, and his never ending charisma. His facilitation style never fails to impact participants. I highly recommend his services and that of Roundsquare.

Helen Chatburn-Ojehomon, M.Ed, M.E.S.

Deputy Head of School,
Ibadan International School,
Oyo State, Nigeria



I attended a leadership training organised by the British Council in January, 2020. The training was facilitated by Mr. Ifeanyi Eukorah (Principal Consultant at Roundsquare Integrated Services Ltd). He is a seasoned facilitator with the most relevant skills needed to groom 21st century educators. He is an erudite and assertive facilitator who derives satisfaction in actively engaging his learners.

I overheard 2 other school principals who were participants in his training session whisper to each other, "This man is so good with this training". I strongly agree that his passion for coaching and mentoring is highly commendable. Also, his flexible and dynamic style of teaching endears his learners to him.

My recommendation would be that he is part of the policy makers in the education sector and I really want to see some of his suggestions implemented. Private school owners should also engage his services in order to accelerate their efficiency.

Kilaso Kehinde Omonike,

Head of school,
Glowing Ages Academy, Abuja, Nigeria.



I've known Mr. Ifeanyi Eukorah (Principal Consultant at Roundsquare Integrated Services Ltd) for about five (5) years.

His training is practical, participative and result-driven. With best practices reinforced and exposure to new ideas and concepts, staff performances have greatly improved with many of them displaying stronger leadership qualities.

Amaka Ndoma-Egba (Mrs.)

Director, Start-Rite Schools, Abuja, Nigeria

SN	COURSE	PROFILE	CATEGORY	DURATION
1	Building Successful School Leadership Teams	This leadership course shows School Leaders why some school leadership teams succeed while others stagnate, snipe, or disintegrate and the key lessons that apply no matter what your school situation. The course distills a decade of on-the-ground innovation and research pointing to what school leadership teams can do to focus on and increase student achievement. The course also includes tools that have contributed to school leadership teams' successes.	Leadership	2 Days
2	Transform whole school and student's achievements through transformational leadership	This is a practical course for school leaders looking to push their school's and students' achievement to the next level. The course focuses on the five categories that drive a school's success: Learning and Teaching, School Culture, Talent Management, Operations and Systems, and Personal Leadership. The course illustrates how each of these factors contributes to breakthrough gains, and outlines a plan for implementing changes in your own school. Leaders will learn how to accurately diagnose the current state of their school's academics and culture and create an action plan for the year ahead.	Leadership	2 Days

SN	COURSE	PROFILE	CATEGORY	DURATION
3	Managing the business dimension of schools	This course shows how the role of school principals and their executive staff has changed rapidly and radically over time. They are now required to be, not only leading educators, but also effective business persons. This course will assist school leaders to develop the understanding, knowledge, and skill of business processes that they need to perform this 'new' role effectively. The course provides the key principles and tactics of business operations that school leaders need if they are to effectively manage both the educational and business imperatives of their schools.	Leadership	2 Days
4	Conducting quick training sessions during meetings that build teacher effectiveness	Busy school leaders need an easy-to-apply resource to increase teacher effectiveness quickly and efficiently. This course is for school leaders who want to see their students' achievement soar and improve the teaching in their school. In this course, we'll show you how to conduct brisk, efficient ten minute in-services that will improve teaching immediately. Teachers will look forward to these meetings. And you, the administrator or staff developer, will become a more effective instructional leader.	Leadership	2 Days

SN	COURSE	PROFILE	CATEGORY	DURATION
5	Effective management skills for high performing schools	This course shows how school leaders, middle managers, heads of departments, administrators in education can contribute to school improvement, and focus on the essential personal and practical management skills needed to instill a positive team culture.	Leadership	2 Days
6	The 21 Responsibilities of a School Leader	Marzano in his research ties Principal behaviors to student achievement and provides examples of what each should look like. Based on his analysis of 69 studies conducted since 1970 that met their selection criteria and a recent survey of more than 650 building principals, the research identified a list of 21 leadership responsibilities that have a significant effect on student achievement. This course will show School Leaders how to work smart by choosing the right work that improves student achievement. In this course we will look at how each trait or behavior is linked to higher student academic achievement and think about the obstacles a principal might face in trying to implement these into his/her practice and how to overcome them.	Leadership	2 Days

SN	COURSE	PROFILE	CATEGORY	DURATION
7	Giving Constructive Feedback to Teachers	Feedback is very tricky. We all need it, many of us know we need it and say we want it. But it's also very hard for a coach to effectively deliver feedback, and it's often very hard for us to hear feedback. Teachers have been blamed for far more than their share of the failure of schools. This course is designed to empower school leaders to give empowering feedback to teachers.	Leadership	1 Day
8	Performance Management That Raises Achievement	This intensive course is for leaders from all phases. Middle leaders, and those appraising staff, will get an understanding of the current framework as well as learning the skills to lead the performance management process in a professional manner.	Leadership	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
9	Managing and Sustaining Change	School leadership teams are often torn between the need to lead strategic and responsive change whilst having to manage the operational and day to day business of school life. This course will offer a solution to this problem and equip leaders with the tools to effectively lead a devolved system of change that will create sustainable improvement. This course is suitable for both middle and senior leaders.	Leadership	
10	Creating and Communicating a Vision	<p>The vision represents the future that you wish to create. When your aspirations are set out clearly and with confidence, they become a powerful vehicle for communicating what you want to achieve to the wider school community. Your vision also underpins your strategy.</p> <p>Your strategy details the areas and issues that you need to address in order to fulfil your vision for the school, and gives all involved a clear understanding of where you want to go. The schools that achieve this most successfully are rigorous in examining where they are now, where they want to be, and what they need to do in order to get there. This course is designed for Leaders who want to achieve stellar results and be able to communicate that to their team.</p>	Leadership	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
11	Effective Instructional Leadership	The course highlights and explores many of the features of outstanding provision and will offer delegates practical and applicable examples to make an instant impact within their own schools. Delegates will leave the course with development plans which will deliver sustainable and measureable improvement in teaching and learning.	Leadership	2 Days
12	Staff Retention Strategies	Successful organizations realize employee retention and talent management is integral to sustaining their leadership and growth in the marketplace. Attracting, hiring, and retaining high-caliber employees in today's labor market challenges all organizations to manage talent at all levels. This workshop is designed to provide strategies and suggestions on ways to turn an average school into a highly productive, low-turnover environment where leaders can focus on productivity — not recruiting and replacing an endless stream of teachers.	Leadership	2 Days

SN	COURSE	PROFILE	CATEGORY	DURATION
13	Succeeding as a New Head of Department	The shift from managed to manager is a time of great change. New skills must be learned quickly and applied. Changing relationships will need to be managed and a newly-increased workload will need to be handled effectively. This course offers both teaching and non-teaching staff an overview of proven strategies for preparing for, settling into and succeeding in their first management role.	Leadership	2 Days
14	Leading a Successful Department	Heads of department and curriculum leaders working in schools and colleges carry out a critical role in the management of schools and learning. This course aims to give practical advice that will enable you to ensure that your department is playing a full part in transforming learning and teaching in your school.	Leadership	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
15	Managing Conflict and Dealing with Difficult People	<p>Most people have at some time had to deal with difficult behaviour from colleagues at work. This course will help individuals to develop positive strategies for managing negative behaviour.</p> <p>The day will involve a balanced mix of tutor input, group discussion and tactful proactive strategies for managing conflict and difficult situations. This course is ideal for those staff from primary, secondary and special schools.</p>	Leadership	
16	Raising the Performance of Under-Performing or Difficult Staff	<p>Schools and departments are increasingly responsible for the quality of teaching and learning experienced by every student. From time to time this will involve dealing with problems associated with under-performing or difficult staff.</p> <p>The course aims to give senior and middle leaders the confidence to make an early intervention when concerns relating to performance arise. The course will develop skills and processes that will enable leaders to plan for improvement and progression.</p>	Leadership	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
17	Making Student Voice a Positive Force for Change in Your School	When implemented effectively, student voice enables schools to develop a strong ethos, where pupils are engaged and excited about learning. This course will offer you practical guidance on how you can get the best feedback from your student body, how far you should go and how to get past any initial teething problems.	Leadership	1 Day
18	How to Engage Parents with Your School	Students whose parents engage actively in school make better progress, so how do you involve more parents in school? This comprehensive guide to this sometimes tricky topic will give you a whole host of ideas for getting parents inside the school gates and participating actively in school life. This course is suitable for senior leaders, middle leaders and anyone with a responsibility for parent liaison.	Leadership	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
19	Understanding Staff Motivation	Anyone who has spent time in education knows that teachers achieve more when they feel better motivated. The media, policy makers, teachers' unions, and a multitude of others have opinions on how leaders should motivate staff, but what really works? This course looks at why looking at Staff Motivation is very important, the impact of motivation on performance and the options you have as a leader when a teaching or non-teaching staff becomes an underperformer?	Leadership	1 Day
20	Anger Management	Schools are close communities, and sometimes there's just no avoiding the people or things that drive you mad. This course helps you to manage that anger reflex and give you back control of your emotions in difficult situations.	Soft Skills	1 Day
21	Coaching for Managers	Effective coaching used as part of a manager's toolkit will develop a team's skills, enhance performance and increase productivity. It also encourages ownership and responsibility. This course unlocks natural coaching skills and helps challenge beliefs that inhibit successful performance. It provides models and techniques that can be put into practice immediately, so participants leave with increased confidence in their ability to release the potential of your staff.	Leadership	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
22	Mentoring for Success	There's more to mentoring than many people think. There's also much more to gain for mentors as well as mentees in attending a programme that allows them to reap the rich rewards that come from understanding mentoring and enhancing key skills to get the relationship off to a good start. The key to success lies in keeping up the momentum and making the most of the time the Mentor and Mentee have together.	Leadership	2 Days
22	HR Essentials for Effective Management	The world of work has changed dramatically in the last twenty years and the practice of Human Resource Management has changed in order to maximise the contribution made by employees by creating a positive and supportive working environment so that they can deliver effectively and efficiently. There are essential soft and hard skills required by managers in order to achieve this. If you wish to understand the key activities of HR to support the achievement of the school's objectives or enhance your people management skills then this is the right training course for you.	Leadership	2 Days

COURSES FOR **TEACHERS**



TESTIMONIALS



Mr. Ifeanyi Enuorah (Principal Consultant at Roundsquare Integrated Services Limited) is a professional and prolific facilitator whose training sessions are designed to motivate participants to 'think outside the box', explore and manifest their hidden potential.

His trainings are geared towards making participants expand their horizon, boost their self-esteem and confidence through individual and collaborative activities.

Since I participated in a training he facilitated (Running Your Classroom like a Full Time Business), my mindset has undoubtedly become transformed and my confidence level has tremendously improved.

I recommend this training to everyone who desire excellent and outstanding feats in all their endeavours.

Chinyere Anjorin

Assistant Head of School Nursery Department,
Child of Promise School, Ajah, Lagos, Nigeria

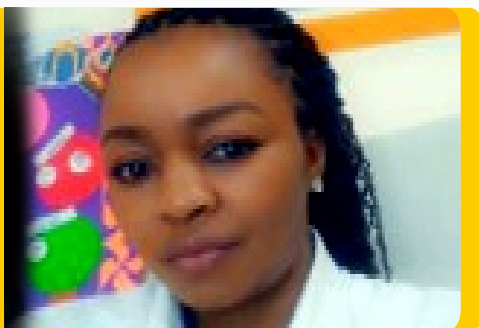


Mr. Ifeanyi Enuorah (Principal Consultant at Roundsquare Integrated Services Ltd) has been an effective and unique facilitator well known and loved by our staff for his positive energy and unique teaching style.

He has over the years exposed our Staff to extraordinary pedagogical skills and practices that has raised our benchmark to become excellent service providers in the education sector.

Deaconess (Mrs.) Oluwatoyin Esther Ebor, B.A .ED, PhD,

Head of School, Child of Promise School,
Lekki, Lagos, Nigeria.



Mr. Ifeanyi Eukorah (Principal Consultant at Roundsquare Integrated Services Ltd) is indeed a life coach, trainer and teachers' motivator. He made a long-lasting impression on me and a lot of my colleagues' during a British Council Connecting Classrooms workshop held in Abuja.

His disposition, wealth of knowledge and experience was visible as the trainees were captivated by his teaching style. His facilitation has challenged me to execute various teaching strategies that will help my learners apply the 21st Century Skills in their daily lives.

On that note, I recommend Mr. Ifeanyi and his team. Bravo!

Jennifer Deshi

Class Teacher
Glowing Ages Academy, Abuja, Nigeria.



Mr. Ifeanyi Eukorah, the Principal Consultant of Roundsquare Integrated Services Limited has proven himself as a dynamic facilitator with an in depth background knowledge of every facet of topic he chooses to teach. His intellectual capacity often reflects both in his methodologies and topic(s) of discourse.

Attending his course "Running Your Classroom like a Full Time Business" was the beginning of self-discovery for me as a person and a teacher. Mr. Ifeanyi provided a practical life seminar where my knowledge on Unique Selling Point (USP), Customer Profiling was broadened. The course has given me an edge over my competitors not only in the academic industry but in all the industries as the knowledge gained can be applied in every area of life.

I recommend this course to anyone who wants career advancement. The course is a journey to self-discovery and improvement in all spheres of life

Anayo Ngene, M.A

Head of Language and Communication Department
Child of Promise School, Ajah, Lagos, Nigeria

SN	COURSE	PROFILE	CATEGORY	DURATION
1	Effective Strategies for checking Student Understanding	Teachers always have students who are reluctant to tell when they don't understand something—or worse, tell them they understand when they really don't. This course will give teachers lots of ways to check for understanding. Teachers will learn why typical methods to check for understanding are usually ineffective. And explore formative assessment techniques that work in any subject area and grade level. Teachers will be shown extensive classroom examples and how to use these formative assessments to correct misconceptions, improve learning, and model good study skills for individual students/pupils or across multiple classrooms.	Soft/Core Skills	2 Days
2	The Art and Science of Teaching	Though classroom instructional strategies should clearly be based on sound science and research, knowing when to use them and with whom is more of an art. In the Art and Science of Teaching course, teachers will be walked through a model for ensuring quality teaching that balances the necessity of research-based data with the equally vital need to understand the strengths and weaknesses of individual students. This methodical, user-friendly course will help teachers examine and develop their knowledge and skills, so they can achieve that dynamic fusion of art and science that results in exceptional teaching and outstanding student achievement.	Soft/Core Skills	2 Days

SN	COURSE	PROFILE	CATEGORY	DURATION
3	Effective use of Formative Assessments to transform students achievements	Teachers always ask what does formative assessment look like, and when should I use it? What kind of planning does it require, and what kinds of data does it generate? How will formative assessment improve my teaching and help my students succeed in a standards-based environment? How does it relate to differentiated instruction, and to everything else I am already doing in my classroom? This course shows teachers' what they really need to know in order to make formative assessment a seamless part of their everyday practice. The course also includes Illustrations of formative assessment across the content areas, from math to language arts to science to social studies to health and physical education, guidance on making informed instructional adjustments.	Soft/Core Skills	2 Days
4	Giving Effective Feedback to Students	Giving students good feedback on all their schoolwork is one of the toughest challenges every teacher faces. This course helps teachers to always know how to give the right feedback for all kinds of assignments, in every grade level and subject area. The course covers every possible aspect of the topic. Throughout the course, examples of good feedback will help Teachers choose the right feedback strategy and helps them tailor their feedback to different kinds of learners, including successful students and struggling students. The course also gives Teachers' tips for how to help students use their feedback.	Soft/Core Skills	2 Days

SN	COURSE	PROFILE	CATEGORY	DURATION
5	The Power of Positive Teaching: 35 Successful Strategies for Active and Enthusiastic Classroom Participation	This course is packed with valuable and innovative classroom participation strategies that are indispensable guide to effective teaching. The course explains viable ideas for adapting the techniques to fit different teaching situations. The course also provides quick-reference teacher-friendly strategies that gain and maintain students' attention, build teamwork, keep students organized, enhance review and reinforcement lessons, and help sustain a positive learning environment.	Soft/Core Skills	2 Days
6	The Business of Teaching: Running Your Classroom Like a Full-Time Business	Running your classroom like a full-time business is a highly engaging and self-reflective workshop designed to help teachers think of their classrooms like a business make their teaching flexible, spontaneous & creative. During the course of the 2 days, participants will come up with their idea about an ideal classroom, create empowering values, vision and mission statements and work with worksheets to move their ideas from their heads to paper and also enable them explore the key issues about their classroom management through modeling. It is a very practical class.	Soft/Core Skills	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
7	Teaching the 21 st Century Skills	We speak a great deal about 21st century learners and the skills, knowledge and understandings they require. This course looks at why teachers should have and be able to integrate 21st century skills in the class, be lifelong learners, adventurous, innovative and imaginative? This course is designed to show teachers how to support and teach these skills in schools.	Soft/Core Skills	2 Days
8	Running Inclusive Classrooms	The purpose of the workshop is provide teachers an opportunity to write a lesson plan with the guidance of an experienced trainer. The workshop is aimed towards both new and old teachers and all participants will complete a lesson plan by the end of the workshop.	Core Skills	

SN	COURSE	PROFILE	CATEGORY	DURATION
9	Writing an Effective Lesson Plan Workshop	The purpose of the workshop is provide teachers an opportunity to write a lesson plan with the guidance of an experienced trainer. The workshop is aimed towards both new and old teachers and all participants will complete a lesson plan by the end of the workshop.	Core Skills	
10	Innovative Teaching Workshop	Innovative Teaching workshop is designed to show Teachers how to be innovative in a class while leading on learning in the class. Innovative teachers are instinctive about student challenges such as lack of understanding, loss of focus, low engagement or demotivation.	Core Skills	
11	Emotional Intelligence Workshop	The Teacher's responsibility to his/her students is to teach. Students look to them for the wisdom they have gained from their research, their educational background or their practical experience and their overall intelligence. However, being an effective teacher does not solely depend on their intellectual quotient (IQ); it also depends on how well they can use their emotional intelligence (EI). The workshop is designed to help teachers create an environment of respect, take responsibility for their emotions and validate students.	Soft Skills	

SN	COURSE	PROFILE	CATEGORY	DURATION
12	Developing Questioning Skills	Good learning starts with questions, not answers. Questioning enables teachers to check learners' understanding. It also benefits learners as it encourages engagement and focuses their thinking on key concepts and ideas. This workshop is designed to show Teachers' how to use questions to develop thinking and dialogue skills in students.	Soft Skills	
13	Personal Branding and Image Building Workshop	In schools there is always a particular teacher that stands out. Educators are developing personal brands don't even know it. Activities they do and impact on student is expected and inherent in their careers. Perceptions are formed that impact value. This course is designed to show teachers how to create their brands through their work with students, parents, and peers.	Soft Skills	

SN	COURSE	PROFILE	CATEGORY	DURATION
14	Time Management Workshop	Managing your time as a teacher in this fast-paced world can be a very difficult task. This phrase pretty much sums it up "A teacher's work is never done?" Teaching is a challenging profession, and with it comes the need to balance daily tasks, goals, and not to mention an overwhelming amount of paperwork. This workshop is designed to help teachers prioritize basic classroom tasks as well as increase their productivity so they can have more time to spend teaching.	Soft Skills	
15	Building Self Confidence Workshop	Having confidence will only improve a teacher's value as it naturally boosts their overall effectiveness. It is a key component of being successful. Students in particular quickly pick up on a lack of self-confidence and use that to tear a teacher down even further. This workshop is designed help the teacher become both professionally effective and personally self-confident.	Soft Skills	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
16	Communication and Presentation Skills Workshop	An effective teacher is an excellent communicator and therefore thinks about improving his or her presentation skills. One of the most important aspects of communicating is shaping both content and style to fit your audience. In the classroom, if a teacher cannot communicate in a way that is both comprehensible and interesting to their students, their learning will be greatly reduced. This workshop is designed to help teachers speak more confidently with zest, humour and impact.	Soft Skills	1 Day
17	Personal Goal Setting Workshop	Teachers are in a unique position to have a direct impact on their students. Teachers can see their work in action, see the changes they affect, and in so doing they witness firsthand their goals coming to fruition. Goal setting is an important and ongoing part of any career. As a teacher, setting personal goals can help them stay focused and motivated, develop their sense of self as a teacher. This workshop shows teachers how to set both big, long-term goals and small, short-term goals.	Soft Skills	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
18	Stress Management Workshop	Providing care to young students is an intense and demanding job. Teachers are under pressure to meet the demands of running a classroom, personal concerns, and responding to students in their care. Stress is natural and can be inevitable, but stress can take a toll on your health and effectiveness as a teacher. Stress doesn't just affect teachers, it also impacts the students in their care. This workshop is designed to help teachers to identify common sources of stress and find individualised ways for handling them.	Soft Skills	1 Day
19	Building Self Confidence Workshop	Having confidence will only improve a teacher's value as it naturally boosts their overall effectiveness. It is a key component of being successful. Students in particular quickly pick up on a lack of self-confidence and use that to tear a teacher down even further. This workshop is designed help the teacher become both professionally effective and personally self-confident.	Soft Skills	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
20	Customer Service Workshop	Customers (parents) are the life-blood of any business so providing great customer service is critically important. Your customers expect to receive the same quality of customer service as what they perceive they are giving. Keeping your customers satisfied needs to be the goal of everyone in the school. Today it seems that everyone knows the business of education better than the professionals do, and they are not shy about sharing their expertise. When upset, it is not unusual for customers to vent their frustration and anger toward the school secretary, bus driver, teacher, principal or other staff members on the school site. This workshop is designed to teach the powerful tools that guarantee that participants gain the insight into their client behavior and learn the effective tools for creating lasting client satisfaction.	Soft Skills	1 Day
21	Anger Management Workshop – (Keeping Calm in Trigger Situations)	Schools are close communities, and sometimes there's just no avoiding the people or things that drive you mad. This course helps you to manage that anger reflex and give you back control of your emotions in difficult situations.	Soft Skills	2 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
22	The Confident Teaching Assistant	There are good teaching assistants, and there are great teaching assistants. One thing that great teaching assistants all have in common is a confident approach to the variety of tasks they are expected to undertake. This course them develop the skills and knowledge needed to take a more confident approach to their work, whether they are dealing with students, staff or parents, increase their confidence in leading and supporting lessons.	Soft Skills	1 Day

COURSES FOR NON TEACHING STAFF



TESTIMONIALS



The first time I saw Mr. Ifeanyi Eukorah (Principal Consultant at Roundsquare Integrated Services Ltd) train was at the British Council, most of our teachers attended that class. The feedback I received inspired me to recommend him as one of our training consultants.

Our staff are never bored with him, even if we bring him one million times. His sessions are very engaging and fun with in-depth knowledge of the area being covered. We have consistently engaged his services for most of our inset programs, availability is usually the challenge. You can taste and see.

Glory David

Human Resource Manager,
Springhall British School & Cradle to Crayon,
Abuja, Nigeria.



I stepped out of Mr. Ifeanyi Eukorah's (Principal Consultant at Roundsquare Integrated Services Ltd) training session and got charged to do things better, to operate with an excellent mindset.

Applying the strategies he provided helped me guide my school to our first British Council International Schools Award with a perfect score. Mr. Ifeanyi is deep, practical and result-oriented. I can guarantee a return on investment with Mr. Ifeanyi's training services and therefore recommend him without reservations.

Daniel Chukwuemeka

International Partnership Manager,
Start-Rite Schools, Abuja, Nigeria.

SN	COURSE	PROFILE	CATEGORY	DURATION
1	The Successful School Secretary	An effective school needs a secretary who can provide outstanding secretarial skills to support busy managers and the organisation. Successful school secretaries will have those special qualities that enable them to manage themselves and their time effectively in order to be able to support the school's success.	Soft Skills	1 Day
2	Time Management for Support Staff	Without effective time management, it can often feel as if there are not enough hours in the day, and even the simplest of tasks can seem beyond control. By exploring practical ideas and strategies for time management and prioritisation of tasks, this course will offer support staff the opportunity to reinvent the way they work, thereby enabling to achieve a more efficient and less stressful working pattern.	Soft Skills	1 Day

SN	COURSE	PROFILE	CATEGORY	DURATION
3	Customer Service Workshop	Customers (parents) are the life-blood of any business so providing great customer service is critically important. Your customers expect to receive the same quality of customer service as what they perceive they are giving. Keeping your customers satisfied needs to be the goal of everyone in the school. Today it seems that everyone knows the business of education better than the professionals do, and they are not shy about sharing their expertise. When upset, it is not unusual for customers to vent their frustration and anger toward the school secretary, bus driver, teacher, principal or other staff members on the school site. This workshop is designed to teach the powerful tools that guarantee that participants gain the insight into their client behavior and learn the effective tools for creating lasting client satisfaction.	Soft Skills	2 Days
4	School Office Reception Skills for Frontline Staff	As they are frequently the first point of contact with the outside world, frontline staff play a vital role in shaping the image and reputation of their school or college. This course will help office staff from primary, secondary and special schools, as well as FE colleges, to maximise their potential in these areas.	Soft Skills	2 Days

SN	COURSE	PROFILE	CATEGORY	DURATION
5	Personal Skills-Building Course for School Support Staff	Effective support staff are the lifeblood of every school. This course recognises the importance of their role and works with them to develop a wide range of personal skills that will help complete their role even more effectively.	Soft Skills	1 Day
6	Anger Management Workshop	Schools are close communities, and sometimes there's just no avoiding the people or things that drive you mad. This course helps you to manage that anger reflex and give you back control of your emotions in difficult situations.	Soft Skills	1 Day

COURSES FOR THE WHOLE SCHOOL



SN	COURSE	PROFILE	CATEGORY	DURATION
1	Team Building Workshop	<p>In these extraordinary times, organisations are having to rethink the traditional models of motivation, realizing that the traditional reward & punishment management approaches are not achieving motivated, empowered teams. Organisations & individuals are realizing they need to set up conditions within which they can thrive.</p> <p>With the ever increasing pace of change, demands and challenges, we as individuals and as teams have the opportunity to profoundly change the world in which we live and work. How we respond to these challenges and changes, and how we manage ourselves and others, is key to our success and growth. In this practical and experiential workshop, delegates will explore how we can maximize our individual & team effectiveness.</p>	Soft Skills	1 Day
2	Critical Thinking and Problem Solving Skills	<p>Critical thinking is a process of objective evaluation of facts and the consideration of possible solutions to problems. Today, organizations value critical thinking as a means to greater innovation and improved problem-solving.</p> <p>Critical thinking is important because it helps individuals and teams more effectively diagnose problems and identify possible solutions that aren't entirely obvious at first. In addition, critical thinking can help resolve conflicts in the workplace. This course shows how to analyse information, make decisions and proffer solutions.</p>	Soft Skills	1 Day

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3	Coaching Sessions	These one-to-one coaching sessions are designed on the premise that Knowing what you want out of life is only half the battle. The other half is a real opportunity to keep you focused, accountable and on track to achieve it. And that is where the coaching sessions come in. It is designed to help Teachers and Leaders succeed at what they do best.	Consultancy	Depends on Number
4	Effective Communication	Good communication is vital in every organisation. Yet this basic skill is all too often taken for granted. To be successful in any role you need to understand yourself and others, and know how to build and maintain effective relationships with clients and colleagues. This practical course covers the fundamentals of good communication required by every school today.	Soft Skills	1 Day
5	Effective Business Writing	Staff at all levels need to be able to write high quality letters, emails, memos, reports, proposals and minutes. Producing clear, effective and professional communications is one of the things that differentiates the best organisations from the rest. It's all too easy to ruin your reputation with poor communication. Starting from first principles this practical and interactive course will give you a thorough grounding in writing for business, and the skills required to produce documents to the highest standard.	Soft Skills	2 Days

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6	Report Writing	Creating a well written report is one of the ways in which successful people establish their credibility and communicate their ideas. This highly practical course will give participants the skills to plan, research and structure your reports effectively. They will have the opportunity to analyse and refine their work as well as review examples of good and bad reports.	Soft Skills	1 Day
7	Train the trainer	<p>If you're asked to train colleagues as part of a strategic initiative or project roll-out, the challenge can be hugely rewarding.</p> <p>Your knowledge and expertise are a given – but training is a completely different skill set. Where do you start? This practical and informative course will build your confidence in delivering material effectively and your ability to engage course participants. You'll leave with tools and techniques for making sure you get your message across memorably.</p>	Soft Skills	2 Days



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