

COMPANY PROFILE



RC.947156

SUMMIT MANAGEMENT DEVELOPMENT SERVICES LIMITED

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COMPANY PROFILE

ABOUT SUMMIT MANAGEMENT DEVELOPMENT SERVICES LIMITED

WHO WE ARE

Summit Management Development Services Limited (RC. 947156) is an indigenous private limited liability company with a primary commitment to assisting organizations, both public and private, mobilize and leverage on their potentials, towards the realization of their corporate mission, goals and objectives. Our primary goal is to strategically and continually build the capacity of the nation's vast human resources, to design and operate successful systems both in organizations and the larger society. We also conduct research and design programmes that would facilitate the realization of our goals.

VISION STATEMENT

To be the leading and sought-after training and consulting firm for clients and partners in Nigeria and Africa.

MISSION STATEMENTS

- ✓ To deliver innovative, cutting edge, client-centered and effective solutions through strategic training, research, programme design and implementation
- ✓ To develop people and organizations' capacities to be effective at realizing set goals and objectives
- ✓ To build a perfect world of highly all-round effective people, organizations, systems and societies

WHAT WE DO

Our services are designed to impact on what we consider the three (3) fundamental levels of human existence namely individuals, groups/organizations and societies. Individuals shape organizations, organizations shape societies and societies shape nations and her people. The process is then reversed and continues in a cycle. Our approaches to human capital development are focused towards Personal Development, Corporate Development and Social Development. To achieve this, we have streamlined our activities to four (4) core areas covering **Information and Communication Technology Services, Training and Human Resources Development Services, Research and Management Consultancy Services and Education Sector Development and Support Services**

OUR AREAS OF SPECIALIZATION

In line with our vision and mission statements, tempered by the overriding interests and perceived needs of our clients and stakeholders, we have over the years refined our activities to focus on four core areas of specialization.

1. Information and Communication Technology Services

The company's ICT Unit provides professional IT Training and Consultancy services throughout the continent of Africa. With a web of highly trained and skilled ICT professionals, the ICT Unit of SMDS offers a wide range of courses from short daytime courses through a 6 months part time training leading to a diploma certification in MIS, as well as hands-on training on various computer applications, using our experience with most of the software in the market, including Accounting, Statistics, Databases, Spreadsheets, Programming and Document Processors.

The ICT Unit has within years of operation developed into a full fledged ICT training and consultancy Institute. The center now specializes in delivering small to medium-sized group training courses tailored to particular business/profession needs; on the job training, workshops, floor walking and consultancy.

Our ICT training and consultancy programmes include but are not limited to;

- ICT-Based Monitoring and Evaluation
- Setting up of ICT System for Private and Public Institutions
- Project evaluation
- Project management
- Feasibility studies
- Hardware configuration
- Hardware selection
- Audio Visuals Deployment
- MIS Project Management
- Computer and Information Management
- Information and Communication Technology
- Management and Information Science
- Office Integration (MS),
- Desktop Publishing (Microsoft Office 2003, 2013)
- Presentation (Microsoft Powerpoint 2003, 2013)
- Database (Microsoft Access 2003, 2013)
- Spreadsheet (Microsoft Excel 2003, 2013)
- Internet (Browsers, Webmail, E-mail, Messenger, P2P)
- Windows XP and Vista etc.
- Accounting (Peachtree, DacEasy Accounting)
- Access Control and Privacy Management

2. Training and Human Resources Development Services

At Summit Management Development Services Limited, we organize both local and international training programmes. Our training and development programmes are targeted at both private and public sector organisations and establishments, including donor **IDA** assisted development projects. As a global industry player with strategic partnership and collaborative relationship all over the world, we are able to hold training programmes in over twenty countries spread over every continent of the world.

We design and deliver innovative programmes which are constantly reviewed to reflect the needs of our clients. Our programmes are structured to bring together academic knowledge and highly valued practical skills for competitive advantage. We do not stop at just delivering the training, we operate a strong follow-up process that ensures that we get continuous feedback from our participants/clients regarding the application of learning, thereby ensuring that they achieve maximum return on their investment in human capital development.

Our training team members are carefully selected and assessed to ensure that they possess the requisite academic knowledge combined with the necessary practical/industry experience and communication skills to deliver a complete course experience.

3. Research and Management Consultancy Services

Summit Management Development Services Limited provides research and consultancy services to organisations and establishments in both private and public sectors. Our management consultancy services cover such themes as organization Training Needs Analysis, Strategic Planning and Organisational Development, Human Resources Management – Personnel Recruitment, selection and placement, etc.

Our research focus is on Socio-economic development, particularly Poverty reduction, Rural and Agriculture development, Project Management and Impact analysis, education, ICT, and health related, matters.

We employ the most objective research methods possible to ensure that research questions are successfully answered and objectives attained. We are committed to ensuring that not only do these studies yield valid and reliable findings, we are also deeply concerned with their eventual usefulness in addressing issues and challenges of people, organizations and societies.

We believe that every business has its unique needs. We therefore work closely with you to customize our approach and method according to the character of your business. Our advice is only as good as the quality of your involvement. You will therefore be expected to play an active role during the consultation process to receive the most benefit of our knowledge and consulting advice.

Our Consultancy Services are therefore driven by the needs and peculiarities of our clients. We strive for the attainment of excellence in assisting our clients to solve knotty problems through first-class solutions. Our watchwords are innovation, creativity and quality.

4. Education Sector Development and Support Services

As part of our contribution to the development of the education sector in Nigeria, within our human resources development and management consultancy portfolios, we have made special provision for a robust system of result-driven interventions and need-based solutions targeted at education policy development, curriculum development, school management, teacher professional development and measurement of students' learning outcomes. We specialize in providing practical and research-based educational training for teachers and professionals in the field of general education.

ORGANIZATIONAL STRUCTURE

SMDS is managed by a dynamic team of vastly experienced professionals leading a crop of young intellectually sound emerging managers with wealth of experience in the application of emerging modern and best practices in the design and delivery of several capacity building programmes. The management team has the backing of a Board of Directors made up of distinguished Nigerians.

APPROACHES AND METHODOLOGIES

Our training programmes are designed bearing in mind a process of mutual learning with the participants' experiences and realities as the starting point. The training process is based on non-formal education and participant-centered methodologies. Active participation and in-depth reflections are the keys to the success of these programmes.

Our Training Programmes are organized in conducive and learner-friendly environments that facilitate learning and intellectual-based activities. We are quite adept at skillfully combining an array of popular training strategies (e.g. lecture, group activities, discussion, case studies, simulation, role-play, etc) for optimum results in our training, seminars and workshops at both Local and International levels. We also continuously research new methods and techniques with due consideration for the unique characteristics of our participants. We employ effective use of audio-visuals equipments and teaching aids for effective learning. We simply do not stop at just delivering the training, we operate a strong follow-up process that ensure that we get continuous feedbacks from our participants regarding the application of learning as well as ensure that their various organizations achieve maximum value for their human capital investment.

Delivery Methods

The training techniques will be a combination of short lectures, followed by **case-based** and **problem based** learning.

- ✓ In **case-based instruction**, participants will be given a realistic case relevant to the programme. Participants will work through the case and decide what should be done.
- ✓ In problem-based learning, participants are confronted with an ill- structured problem that mirrors real-world problems. These are well chosen problems that will encourage participants to define problems, identify what information is needed, and engage in solution generation and decision making.

The learning method is 'Active Learning' as it keeps participants involved, helps to maintain enthusiasm for the sessions, as Active Learning enables participants to interact better with what they are learning.

These methods will be augmented with syndicate work and discussions, practice-based exercises and presentations. These practical exercises will assist the participants to develop and demonstrate skills necessary to identify, critically analyze, and evaluate solutions to leadership and managerial challenges.

FACULTY

Our faculty consists of local and foreign distinguished experts, leading authorities, seasoned, tested and vastly experienced professionals in all areas of our services. Our faculty is periodically brought abreast with our company training and operation policies as well as with current and emerging best practices in training and other services delivery.

Our strength has been hinged on the richness of our team of consultants, resource persons and facilitators. Our faculty members are distinguished experts, acknowledged authorities, seasoned, tested and practicing professionals that have excelled in their various fields of specialization therefore enriching the wide range of consultancy services we offer.

Our ICT experts possess not just the academic qualifications in their fields but have acquired reasonable years of practical experience in their areas of specialization.

TARGET CLIENTS

As stated earlier, our services are designed to meet the various needs of individuals and organizations in both public and private sectors and other social institutions. Our clients include Public Organizations, e.g., Federal, State and Local Governments Ministries, Agencies, Parastatals, Commissions, Projects and Institutions, etc across diverse development sectors such as education, health, agriculture and rural development, commerce and industry, etc

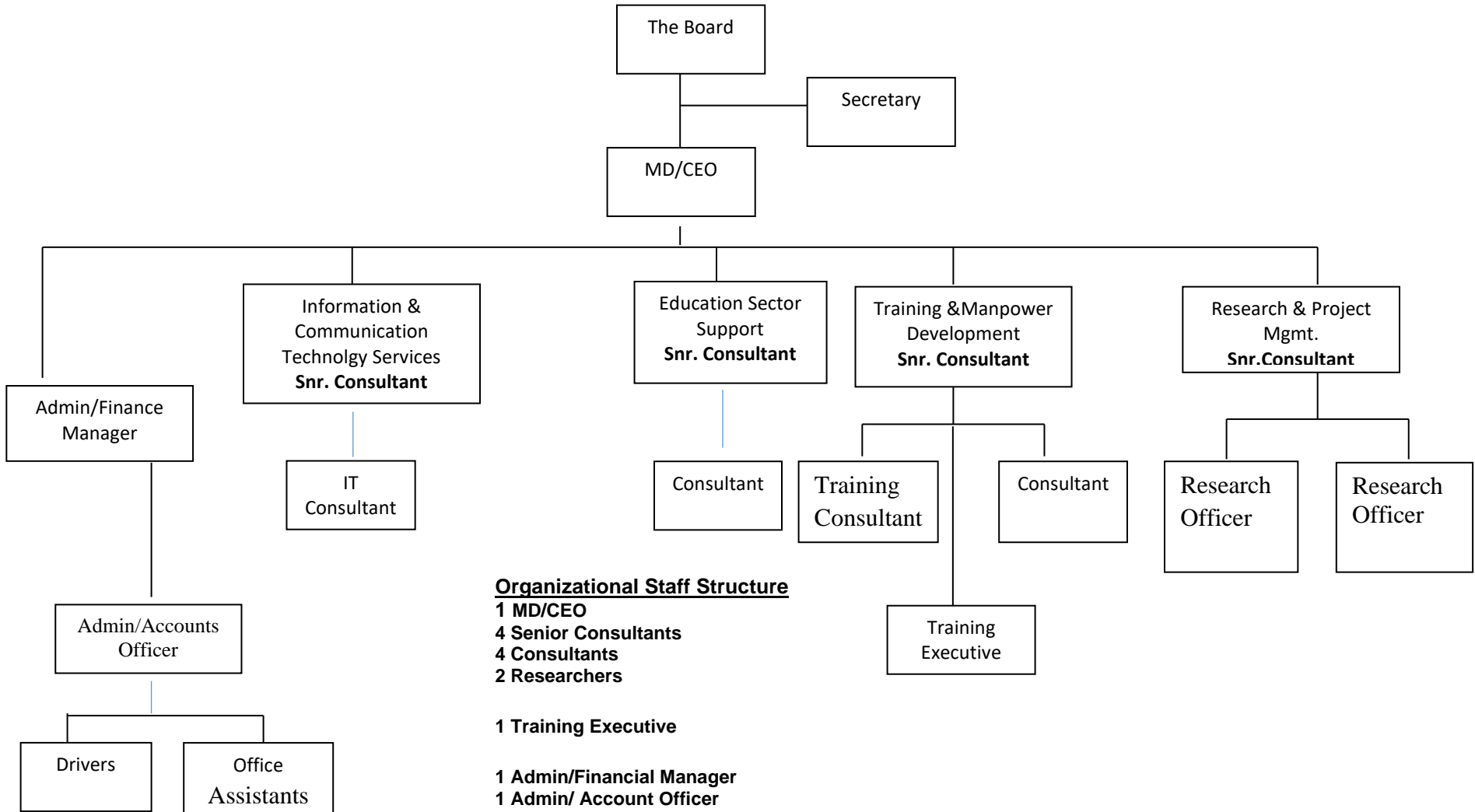
Below is a premier list of clients for and to whom we have and are providing services.

- Third National Fadama Development Project
- Nigerian HIV/AIDS Program Development Project
- State Employment and Expenditure for Results Project (SEEFOR)

- Nigeria Partnership for Education Project (NIPEP)
- State Education Programme Investment Project (SEPIP)
- Anambra State Education Program Investment Project (ANSEPIP)
- Bauchi State Education Program Investment Project (BSEPIP)
- Ekiti State Education Program Investment Project (EKSEPIP)
- Adamawa State Education Program Investment Project
- Borno State Education Program Investment Project
- Gombe State Education Program Investment Project
- Taraba State Education Program Investment Project
- Yobe State Education Program Investment Project
- Jigawa State NIPEP
- Kaduna State NIPEP
- Kano State NIPEP
- Katsina State NIPEP
- Sokoto State NIPEP
- National Health Insurance Scheme (NHIS)
- Health Sector Development Programme (HSDP)
- Skills Training and Vocational Education Project
- Ogun-Osun River Basin Development Authority
- National Board for Technical Education (NBTE)
- Kaduna Polytechnic
- National Commission for Colleges of Education (NCCE)
- Kwara Polytechnic
- Federal Polytechnic Offa
- Modibo Adama University of Technology, Yola
- Abubakar Tafawa Balewa University Bauchi
- Kwara State Education Sector Project (KWSESP)
- Adeyemi College of Education, Ondo
- Federal College of Education Special, Oyo
- College of Education Hong, Adamawa State
- Federal College of Education Potiskum, Yobe State
- Federal College of Education, (Technical) Asaba STEP –B Intervention
- Federal College of Education, (Technical) Omoku STEP –B Intervention
- Federal College of Education, (Technical) Umunze STEP –B Intervention
- Federal College of Education Zaria, Kaduna State STEP –B Intervention
- College of Education Minna, Niger State

- Federal College of Education Kontagora Niger State
- Federal College of Education Akoka Lagos State
- Federal college of Education (T) Bichi
- Federal College of Education Yola
- University Of Maiduguri, Maiduguri
- Nigerian National Petroleum Development Company (NPDC)
- Ogun State Local Government Service Commission
- Osun State Local Government Service Commission

ORGANIZATIONAL CHART



Organizational Staff Structure

- 1 MD/CEO
- 4 Senior Consultants
- 4 Consultants
- 2 Researchers

- 1 Training Executive

- 1 Admin/Financial Manager
- 1 Admin/ Account Officer
- 1 Secretaries
- 1 Office Assistant
- 1 Driver