



Harobed & Associates, LTD (H&A) is a management consulting firm with its head office in Abuja, Nigeria.

We provide solutions to our clients for their most critical business needs.

H&A is committed to delivering its clients with quality, timely and cost effective solutions.

We believe that the best solutions are achieved when we deliver subject matter experts who are well versed in our clients' needs and can work with our clients and their teams to deliver best in class solutions.



A Partnership with our Clients...

H&A believes that the success of our projects are based on fostering a partnership which is defined by trust, transparency and accountability.

We work closely with our clients so that we become a temporary extension of their team. We believe that our success is defined by how quickly we can assess a problem, how quickly we can resolve the issue, and how quickly we can transfer the knowledge back to our clients.



A Management Consulting Firm

Quality | Timely | Cost Effective Solutions

Who We Are Harobed & Associates

About Us

H&A was founded in 2009. Together, the firm's partners have over 20 years of experience directing projects that build and optimise organisational operations maximising business results in Public and Private Sectors domestically and internationally.

H&A delivers skilled strategists who transform strategic plans into workable solutions, and have performed across service and manufacturing Industries:

- Education
- Healthcare
- Finance
- Software Development
- Construction – Capital Projects
- Hospitality
- Logistics

How do we help our Clients succeed?

We support our clients by providing the following services:

- Strategic Analysis and Development
- Project Oversight
- Project Planning and Execution
- Productivity & Efficiency Improvement
- Service & Product Development
- Human Capital Development & Training
- Skill Acquisition & Development

We support Our Clients by providing qualified professionals who deliver to international standards, capable of fulfilling the following roles:

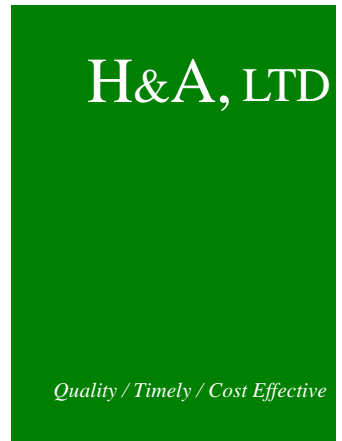
- Portfolio, Program, & Project Managers
- Subject Matter Experts
- Interim Management
- Staff Augmentation

Contact Us

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What makes H&A a partner of choice?

Our formula of success is based on three beliefs:

1. We are committed to our clients
2. Our people define us, they are our brand, and our reputation
3. We understand the market and your needs, we price our engagements to ensure a partnership based on trust and openness

Harobed & Associates Career Transition Training

It is our assertion at H&A that every individual who has the requisite qualifications to perform in a specified role and/or career path should know how to access that industry and profession, but unfortunately this is not the case. While focus has traditionally been geared towards educating our youth to perform in the 'working world' less attention has been attributed to teaching them how to actually enter the employed ranks, thus in an effort to mitigate the ill effects we have established the H&A Career Transition Training (CTT) Programme.

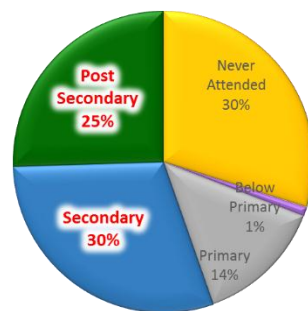
In 2016 H&A recognised that transitioning from education to employment was proving difficult for graduates, be it at secondary or post secondary level, thereby emphasising the need to support young and highly skilled achievers in finding '**Qualification Appropriate**' employment.

National Labour Force Statistics

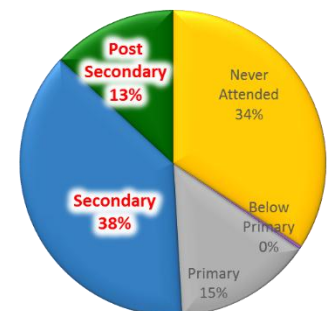
Unemployed (Q4, 2016) = **11,549,310**

Under-Employed (Q4, 2016) = **17,026,342**

Educational Group	Unemployed
Never Attended	3,446,686
Below Primary	112,875
Primary	1,594,173
Secondary	3,451,921
Post Secondary	2,943,655




Educational Group	Under-Employed
Never Attended	5,816,984
Below primary	61,008
Primary	2,480,770
Secondary	6,425,126
Post Secondary	2,242,453



* Unemployment occurs if individuals did absolutely nothing at all or did work, but for less than 20 hours during the reference week (relative to surveyed period)

* Underemployment occurs if individuals work less than full time which is 40 hours but work at least 20 hours on average a week and/or if they work full time but are engaged in an activity that underutilises their skills, time, and educational qualifications.

Source: Nigerian National Bureau of Statistics:  05/06/27 NATIONAL BUREAU OF STATISTICS

As unemployment and underemployment numbers continue to blight our nation, **Sustainable** solutions are needed to ease the burden and challenges experienced by structured job placement programmes which are unable to cope with the already existing and the rapidly increasing demand for suitable employment opportunities for both our youth, and the population at large.

Our Understanding of National Objectives

- It is H&A's understanding that the Government is tasked with improving Sustainable employment opportunities and economic growth. The Government's mandate therefore, is to provide and expand Access to wealth creation and employment opportunities
- It is further understood that the Government desires to leverage external expertise to conduct and deliver human capital development programmes through 'skill acquisition outlets', employment support service providers and/or centres, etc... throughout Nigeria, to enhance the effectiveness of initiatives such as N-Power, and provide Candidates greater access to employment opportunities

Career Transition Training Programme Framework

We have taken a considered approach in developing our Career Transition Training (CTT), designing it to align with and compliment the **Sustainable Development Goals (SDGs)** and the 'Five Key Thrusts' of Nigeria's **Strategic Framework and Implementation Plan**, in which it is anticipated that successful implementation of the recommended interventions will create nearly 3.5million jobs over three years (2016-2018).

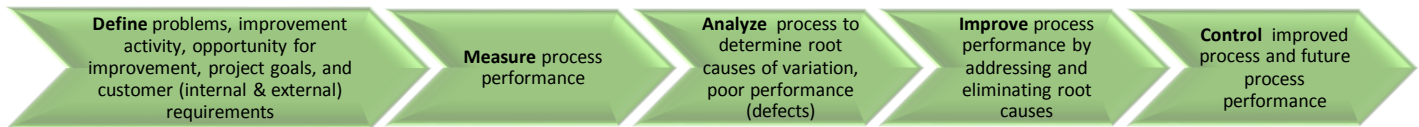
We performed our own research, consulting Government Ministries and representatives, the National Youth Service Corps (NYSC), as well Youth Corpers to gain a well rounded understanding of market requirements from a wide cross section of key stakeholders. We have since developed our Career Transition Training programme around empowering Candidates in becoming **Proactive** and **Self-Reliant** in pursuit of '**Qualification Appropriate**' employment at varying stages of their careers, and we've ensured that the format remains inclusive for both white collar and blue collar professions, supporting:

1. First time entrants to the job market
2. Experienced Candidates who have either become displaced, or, are seeking new and/or advanced opportunities

Why Consider H&A Career Transition Training

While conventional similarly themed 'training products' already exist they are neither fit for purpose nor fit for use, and in some cases having to be modified from its intended purpose and state, altering the quality of the original 'product'. H&A Career Transition Training breaks away from the traditional training model focusing on the 'business' need as much as the end-user, being specifically tailored to meet the unique criterion of today's Nigeria, criterion sourced directly from key stakeholders and validated and verified by statistical data.

H&A approached the development process as we would an improvement project applying **D.M.A.I.C** and **Lean Six Sigma** methodologies.



As such the H&A CTT programme and flagship training course, the **H&A-PET Workshop**, is designed to support the transition of both new entrants as well as already qualified unemployed and underemployed Candidates into '**Qualification Appropriate**' roles at high rates.

H&A-PET Workshop and CTT is designed to:

- Guide unqualified individuals through their development process ensuring they understand training and qualification requirements for their intended career paths
- Equip qualified individuals with practical useable; skills, techniques and resources necessary for them to secure employment commensurate with their education and skill level
- Include information on how to access up-skilling and/or skill acquisition training made available by the Government
 We understand that depending on the State or locality that there will be certain training opportunities more relevant to the local market – and we've ensured a responsive format to facilitate collaborative input from our clients and partners
- Be standardised for scalability and continuity of message at its core - But allow for region specific customisation
- Cope with continuous high volumes of Candidate cycle through rates without diminishing quality

Risks	Considerations	H&A-PET Workshop
<p>45% =</p> <p>The Nigerian youth population under the age of 15</p>	<ul style="list-style-type: none"> • An over reliance on unsustainable job placement programmes • Steps should be taken to ensure that programmes are in place to support not only educating our youth, but also support their transition to employment 	<ul style="list-style-type: none"> • Guides unqualified individuals through their development process towards their career aspirations, ensuring they understand training/qualification requirements for their intended career paths • Aides qualified individuals in securing employment commensurate with their education and skill level • Gives Candidates the opportunity to determine how best to approach their considered career path, and be provided information on how to access Federal and State funded training opportunities
<p>66% =</p> <p>Two thirds of the annual youth new labour market entrants join the informal employment sector</p>	<ul style="list-style-type: none"> • Informal employment limits an individual's professional growth and their contribution to the nation's attraction as having a qualified labour force • Hampers Nigeria's ability to promote domestic investment, or attract overseas investment 	<ul style="list-style-type: none"> • Is applicable to Candidates who are already qualified and have employable skills but are unclear on how to access suited roles, maximising the exposure of Nigeria's already qualified population • Dramatically reduces the propensity of existing graduates having to 're-skill' and re-train in new fields laying waste to the time, effort, and finances already spent on their education
<p>3% - 6% =</p> <p>Abuja and Lagos annual population growth rates above the national average</p>	<ul style="list-style-type: none"> • A qualified population does not by default equate to an employed population • Highly populated cities are at higher risk of seeing job seekers swell beyond sustainable capacity, further impacting socioeconomic conditions negatively 	<ul style="list-style-type: none"> • Provides a <u>Sustainable</u> solution ensuring that all successful Candidates are equipped to manage their own career transition and continued development, ultimately becoming <u>Self-Reliant</u> • Structure has been designed for ease of repeatability and reproducibility accommodating large scale implementation and roll out to groups of up to 50 individuals with a rapid cycle through rate maintaining the integrity and quality of the content

Source: Strategic Framework and Implementation Plan for Job Creation and Youth Employment in Nigeria, 2016

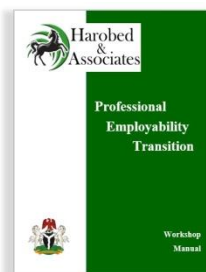
Harobed & Associates - Professional Employability Transition (H&A-PET) Workshop

The primary goal of the H&A-PET Workshop is to teach, coach and empower, young professionals to implement an effective job search campaign, whilst motivating them to take **OWNERSHIP** of their career development and advancement opportunities. The workshop is all about helping Candidates become employed in their next right job while engendering self-reliance, and in so doing aid the government's efforts to end the cycle of underemployment as well as unemployment.

Course Overview

Harobed & Associates - Professional Employability Transition Workshop		3 day in-class course
Goal Setting and Personal Inventories	Defining your career goals, Taking personal inventories, Developing your plan of action	
Job Search Tips and Methods	Job search tips, Things you must know and do, Creating your personal infomercial, Job search methods that work – marketing and cover letters	
Networking and the Hidden Job Market	Networking Strategies: The power of relationship building, Informational interviewing	
Résumé Writing Tips and Samples	Writing tips for a winning, keyword, value-based résumé	
Interviewing and Negotiating	Effective interviewing strategies, Negotiating for the job at the best price	

The H&A-PET Manual



The H&A-PET Workshop works in tandem with the H&A-PET Manual which has a logical progression through the chapters, while offering practical resources throughout.

- The manual was developed to remain relevant to Candidates throughout their careers
- The information and resources contained within support: entry level employment all the way through to experienced employees, and has supporting resources such as dialogues and résumés for new graduates as well as seasoned employees with even 20 years experience

No Additional materials are required for this course.

Agenda

DAY ONE:

- Defining your career goals
- Taking personal inventories
- Developing your plan of action to achieve your career goals
- Job search tips, things you must know and do
- Creating your infomercial

DAY TWO

- Job search methods that work - social media, marketing letters
- Networking Strategies: The power of relationship building
- Informational interviewing

DAY THREE

- Writing tips for a winning, keyword, value-based résumé
- Effective interviewing strategies - making your sales call
- Negotiating for the job at the best price

The Workshop:

- Consists of three days of in-class sessions
- Delivered via an in class presentation supported by a 5 chapter manual **(manual provided to each Candidate to take home)**
- Delivered to groups of up to 50 Candidates
- Successful completion will be assessed via
 - Attendance
 - Active in class participation

H&A-PET Workshop Implementation

It is our intention for the H&A-PET Workshop to be delivered **100% FREE of charge** to Candidates. We have designed and structured delivery platforms to support our goal, scaling and implementing our programme as wide as possible at State and National levels, benefiting the majority of Nigerians and not just a select few.

H&A asserts that all prospective employment Candidates not only need to be trained and qualified as having employable skills, but that they also need to be trained and equipped with the practical; knowledge, skills and resources that prepare and empowers them in a manner that allows them, to not only have a meaningful role in conducting their own job search campaign for '**Qualification Appropriate**' roles in the short to medium term, but also affords them extended benefits of allowing them to take ownership of, and manage their continued career development and professional advancement over the long term.

Versatility by design, facilitates the H&A-PET Workshop being implemented as a standalone course or be combined as a 'bundled course' with other non-H&A 'up-skilling' courses to ensure that once qualified, each Candidate then, has the best chance of securing '**Qualification Appropriate**' employment in their chosen field. Improving not only their personal socioeconomic prospects, but also encouraging overseas investment domestically, by garnering and enhancing international confidence in Nigeria's labour force.

"Best business value emerges when projects are aligned to clear business goals, deliver frequently and involve the collaboration of motivated and empowered people."

Our strategic team have developed various Partner and/or Sponsor platforms accessible to Government Departments, Educational Institutions and Non-Governmental Organisations (NGO's) seeking to improve access to employment opportunities for Candidates on a large scale, with the intention of training individuals who are on the cusp of transitioning to full-time employment, or seeking to secure new and/or advanced opportunities.

H&A-PET Workshop, The Value Proposition

At H&A we recognise that for Career Transition Training and more specifically the H&A-PET Workshop to be successful and deliver inherent '**Value**' to our clients/partners as well as the intended end-user, then our training would need to represent a **Quality, Timely** and **Cost Effective Solution** validated against 3 key questions.

Is the content relevant for Candidates?

The H&A-PET Workshop has a logical progression from understanding career requisites through to negotiating salary for an offered position, while offering practical resources throughout accommodating graduates as well as seasoned employees, which Candidates are able to access years beyond in class activity via the printed take home manual. Our training has been developed to:

- a) Support Individuals who lack qualifications – by guiding them through self assessment exercises:
 - > Gauging their employment readiness
 - > Gauging their understanding of career requisites
 - > And as a priority advising of Government training and employment support services available to them
- b) Equip qualified individuals with practical tools and techniques, for them to implement and secure employment commensurate with their education and skill level

Does the 'solution' meet a business need?

Whether a Candidate is transitioning from; education to employment, unemployment to employment, or one job to another, our material was developed to remain relevant to Candidates throughout their careers, the information and resources contained within support: entry level employment all the way through to experienced employees. Offering immediate impact and benefits in the short to medium term, but also continuing through the long term. The H&A-PET Workshop is applicable to Candidates pre and post qualification, as it informs the decisions which steers their career and training 'up-skilling' choices, which in time influences what will be Nigeria's available labour force, directly influencing the nation's GDP.

Is the platform cost effective and suited for widespread implementation and roll out?

Key to the design of the training is rapid cycle through rates, being able to cope with high volumes of Candidates on a continuous basis, this is why we abandoned traditional training models which are unnecessarily lengthy, in favour of our lean restructured delivery model. We couple short in class sessions designed to accommodate up to 50 Candidates per group, with a comprehensive (take home) resource filled manual, optimising resource allocation supporting maximum outreach in minimal time frames. For operational management and oversight we've standardised the core content for reproducibility and repeatability ensuring continuity of message. The H&A-PET Workshop remains centrally managed through H&A to control; content, delivery and updates, but allows for region specific customisation facilitating scalability and ease of 'widespread' implementation eliminating the risk of diminished quality through localised updates.

Senior Management Profiles



Deborah Abebe, President & Chief Executive Officer

Deborah Abebe is the President and Chief Executive Officer for Harobed & Associates Ltd. Deborah has over a decade of professional experience serving public and private sector organisations in Nigeria, providing expertise in areas of; Human Capital Development & Training, Risk Management, Program Management, Strategic Planning, and Operations Management. Deborah has led and had oversight for multiple complex capital investment projects, business process improvement initiatives, and extensive skills development programmes, having personally trained over 3500 candidates over the past 6 years across the private and public sectors.

For the past 10 years Deborah has performed in; Education, Hospitality, Telecommunications and Construction industries, and has sat on the board of privately held companies in Abuja. She has worked within local State Governments such as Kogi State, and successfully coordinated the Administrative Staff College of Nigeria's (ASCON) "Millennium Development Goals" projects for three years, She is a founding member of the Nigeria-Serbia Chamber of Commerce, of which she also holds a seat on the Council.

Deborah earned her MBA in General Management, and a BSc in Business Management and Information Technology from the University of Hull, UK. She is also a certified Project Management Professional (PMP), an Associate Member of The Nigerian Institute of Management, and is both a Member and Consultant of and for The Nigerian Entrepreneurs Forum.



Gavin Baksh, Senior Vice President, Strategic Planning and Operations

Gavin Baksh is the Senior Vice president of Strategic Planning and Operations for Harobed & Associates Ltd. Gavin has over 10 years of professional experience directing projects that build and optimise organisational processes, operations, and measurement systems, maximising business results in service and manufacturing organisations, including software development, finance, sport, construction, textile and food & beverage, across North America, Europe, and the Caribbean.

Gavin is a skilled strategist who has developed and transformed strategic plans into workable solutions for global finance and software companies such as Legal & General Group and Citrix Systems Corporation. He has a proven track record of structuring and implementing projects that yield measurable results, including reduced tactical planning cycle time, cost reductions gained from improved process performance, productivity gains through multiple change and improvement initiatives, reduced product delivery time and revenue growth. Gavin has led process and product quality improvements contributing to a 76% increase in new business, representing \$554 million USD, and provided continuous end-to-end project management reducing production cycle times by 68%.

Gavin earned his BA in Human Resource Management and Marketing from the University of North London, UK, an Executive Certificate in Project Management from Florida Atlantic University, USA, and is certified: Project Management Professional (PMP), AgilePM, Lean Six Sigma Green Belt (LSSB), SCRUM Master, ITIL Foundation - IT Service Management.