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**INSTITUTE OF SECURITY, NIGERIA**

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| **INFORMATION ON THE INSTITUTE AND PROFESSIONAL PROGRAMMES** |

**INSTITUTE OF SECURITY NIGERIA**

**UNILAG CONSULT BUILDING, UNIVERSITY OF LAGOS CAMPUS**

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**PROFILE OF THE INSTITUTE**

The Institute's primary goal is to achieve professional and academic excellence. It has also been driven by a commitment to innovation and adaptability: New ideas are researched; new approaches are investigated; and new methods of teaching are constantly appraised. The forward-thinking approach has resulted in a number of significant security and protection programmes. The Institute continually reviews the programmes particularly the specialist areas in security and protection science.

The Institute places great emphasis on collaboration with other professional and academic institutions. The organisation was founded with the intent of rallying security and protection practitioners, and ensures they apply their enormous resources for the overall development of stable and safe community and environment.

The Institute is dedicated to increasing the effectiveness and productivity of Security Practitioners by developing education programmes and materials that address broad security interests.

**VISION**

To be an Institute of excellence for promoting the recognition of and respect for security safety and protective practice through the pursuit of knowledge, research, training and popular education.

**MISSION STATEMENT**

The mission of the Institute is to undertake top-quality teaching, education, practice and training in the areas of security and risk management, protection science and safety and to disseminate knowledge to different communities and professional skill within the discipline.

**AIM AND PHILOSOPY**

The Institute aims to be recognised as resources for influencing political and social debates and decision making in various areas across the world by establishing outstanding national and international reputation.

We recognise that our resource persons are our primary resources. Collectively, we are committed to: (i) offering a first-class service to our students, members and other customers; (ii) promoting a posture working environment for staff, students and visitors based on mutual respect; (iii) encouraging and facilitating a sustainable balance between personal and career development, teamwork and entrepreneurship among our staff; and (iv) to provide training and development opportunities to all members to enable them to meet the needs of the Institute.

Our aim is to be the best institute to promote, practice, develop public awareness and stimulate debate on security and safety issues; and provide consultancy services, and publications on international, comparative and domestic aspects of security safety and protective practice.

**INSTITUTE PUBLICATIONS**

Various publications are sponsored by the Institute annually which include: Directory of members, conference proceedings, book of readings, security digest journal and practicing books. The professional publications contain articles by experts which focus on current issues, issues in security and safety. There are articles of topical interests and book reviews. There is a security resource centre and library for the use of members.

**PROFESSIONAL DEVELOPMENT AND EDUCATION IN SECURITY AND PROTECTION SCIENCE PROGRAMMES**

The Institute is involved in the provision of courses of instruction for the professional upliftment of security practitioners as well as interested individuals. ISN - advocates the role and value Security Profession plays in business, the media, government entities, private and public Institutions.

The Institute provides members and the Security Community with access to full career programmes and seminars and publishing of books which paves the way for advancement and improved security performance.

**INSTITUTE ACTIVITIES**

1. **The Institute’s Programmes:**

The Institute of Security runs long and short-term training courses to develop knowledge and skills for security, safety and protection services. The Institute’s training programmes also involve curriculum development, as well as security and civic education programmes aimed at enlightening members of the civil society on security and safety practices.

Bringing professional knowledge, experience, innovation, trust and transparency to security, safety and protection practices to assist corporate bodies to concentrate on fulfilling their respective missions in security, safety and protection services.

**Training Programmes: Teaching Faculty and Collaboration/Partnership**

The Institute of Security, Nigeria is committed to the development, enhancement and promotion of culture of quality security, protection science, law enforcement and public safety education. It is a centre of expertise for all matters relating to security operations and law enforcement education of the practitioners in the industry.

The Institute carries out research, curriculum development, functional analysis and work studies on security, law enforcement and public safety in urban and rural communities. The Institute encourages the development of community involvement in the delivery of security, law enforcement, public safety and protection services.

The Institute has developed and produced self-study kits, manuals, journals, monographs, practicing books, and materials used for running security, law enforcement and safety education programmes.

The Institute's team comprises of experienced academics, practitioners, consultants, researchers and experts who are committed to the enhancement of security, law enforcement and public safety education and practice.

1. **Research**

The Institute carries out multi-disciplinary research on a wide range of security, safety and protection services. Special interests of the institute research include rights to life; dignity of the human person; development, clean and sustainable environment; drug control; emergency risk management; stemming the tide of area boys, touts and land speculators.

1. **Workshops, Conference, Panel Discussions and Roundtables**

Through these programmes, which involve local and international participation, the Institute provides an intellectual forum for the discussion of current security and protection studies.

1. **Publication**

The Institute publishes books, monographs, journals and newsletters to support the dissemination of ideas, academic and professional research and training in the discipline of security, safety and protection studies.

1. **Fellowship**

The Institute encourages exchange of scholars on short or long-term fellowship and students’ internship, within and outside Nigeria.

1. **Library, Documentation and Resources Centre**

The Institute maintains a Library with such collections like books, periodicals and international instruments on security, safety and protective studies reports in print and electronic forms. Its Documentation Centre is home of a wide array of statistical database and audio-visual resources.

1. **Professional Participation**

We welcome the participation of interested professional bodies in the fields of security, safety and protection studies by supporting the Institute through the following means:

* Serving as advisers and sponsors of development programmes to promote security, safety and protection studies and education.
* Becoming Institute’s corporate members (This is subject to the completion of application forms to be issued by the Governing Council).
* Setting up endowment programmes to promote security and safety awareness in Nigeria and all over the world.

**PROGRAMMES AND TEACHIING METHODS**

The Institute’s programmes are designed to enhance both professional, managerial supervisory skills and practice. The Diploma, Advanced Diploma and Specialised Certificate (modules I, Il, Ill, IV & V) programmes consist of six hundred (600) hours’ class contact hours along with other study activities. Programmes cover tutorials; observational and educational visits; workshops; case problems; field assignments; and private opportunities for practical application of classwork.

Learning methods reflect programme’s participants' needs, their widely varying background and individual skills and expertise they bring with them. Above all, the methods employed reflect the need for training to equip students to perform the task that effective security service operations and management dictate. Emphasis is placed upon a participative learning approach and individuals are encouraged to share their personal experience and insights of planning and management in security sectors. This is by structured exercises, group discussions, presentations and evaluation of individual exercises.

Each participant, under the guidance of the lecturers, develops projects that respond to specific needs of his or her organisation. Assignments are designed in recognition of the practical skills required by security and safety operatives and managers’ which are typically problem-focused and role-playing. Problem-tackling ranges from policy formation; preparation of strategic plans; and monitoring and evaluation systems.

In this way, participants are assessed on their ability to perform the tasks typically required of them as security operative managers and planners.

**METHODS OF PRESENTATION OF COURSE OF INSTRUCTIONS AT THE INSTITUTE**

1. **Methods of presentations of course of instructions include a combination of the following:**
2. Lectures
3. Discussions and groups activities
4. Presentation and discussion of exercises and projects completed
5. Demonstrations
6. Industrial Visits
7. Guest Visits
8. **Methods of Evaluation**

The Institute approved the following methods of evaluation to be administered by the individual instructor and lecturer:

1. Traditional examinations consisting of multiple-choice, true/false, short answer and essay questions
2. Announced and unannounced quizzes
3. Critical thinking exercises and reflection papers/assignments
4. Journal and professional security research reviews
5. Contemporary film analysis projects
6. Individual and/or small group presentations
7. Traditional research papers
8. Class participation and attendance

All students will receive a course syllabus which includes an outline of the course, course requirements, attendance and participation policy and the specific grading criteria at the beginning of the programmes.

1. **Academic and Professional Integrity**

Academic and professional integrity form a fundamental bond of trust between colleagues, peers, teachers and students. There is no tolerance for plagiarism or academic dishonesty in any form, including unacknowledged "borrowing" of proprietary material, copying answers or papers, using crib sheets, unauthorised help during examinations, altering tests, or passing off someone else's work as one's own.

1. **Evaluation and Quality Assurance of ISN Professional Programmes**

The quality of the professional programmes is predicated on the following characteristics: integrity, expertise, communication skills, thoroughness, efficiency, objectivity, consistency, confidentiality, collegiality and decisiveness.

1. **Integrity**

The Institute demonstrates integrity by:

* making contributions to the Institute’s programme with professional and personal honesty and candor;
* intentionally avoiding real or perceived conflicts of interest;
* forming an impartial, informed and reasoned analysis of an institution's compliance with the principles and practice of the security profession; and
* showing a commitment to the value of review and Institutional enhancement.

1. **Expertise**

The lecturers and facilitators demonstrate expertise through:

* a knowledge about the course complexities;
* a mature awareness of his or her profession;
* maintaining currency in his or her area of professional expertise;
* experience in higher education; and
* understanding the requirements within the Principles of Accreditation.

1. **Communication Skills**

The lecturer and facilitators demonstrate communication skills by:

* writing and speaking in a clear, coherent, concise and cogent manner;
* listening to others; and
* interacting with others in a professional, collegial, collaborative and coherent manner.

1. **Thoroughness**

The Institute ensures that lecturers demonstrate thoroughness by:

* Using due diligence in dissemination of information and teaching;
* Having an ability to teach effectively; and
* Making judgments predicted to examine the students.

1. **Efficiency**

The Institute ensures that staff members demonstrate efficiency by having the capacity to:

* assimilate and evaluate significant amount of information in a compressed time period;
* interpret material that may be poorly organised or difficult to locate; and
* prioritise work and focus on the most significant issues and data.

1. **Objectivity and Consistency**

The members of staff of the Institute demonstrate objectivity and consistency by having the ability to:

* evaluate all information without prejudging the members' compliance; and
* apply requirements and standards evenly within the context of the students and members status.

1. **Confidentiality**

The staff members of the Institute demonstrate confidentiality by:

* having the capacity to handle examination scores and confidentiality throughout the entire programme; and
* understand the constraints of sharing institutional information with others.

1. **Collegiality**

Collegiality teaching staff member acts as a professional colleague with other members’ works in a collaborative manner with others and makes cogent, informed, timely and focused contributions to teaching staff discussions

**Decisiveness**

The Institute staff members demonstrate the capacity to make decisions through a careful and thorough review of available and accessible pieces of evidence.

**THE INSTITUTE OF SECURITY PROFESSIONAL NETWORK AND LEVELS**

The security, protection science and security management programmes are constantly being developed in line with global safety and security development. Security, safety and protection services are in wide scope of disciplines, capabilities and knowledge areas. They are concentrated around the fields of internal security, protection science, international security, public and industrial safety. As such, the programmes contents are engineered around relevant discipline, projects, professional skills, coaching programmes and attained professional internships.

The Institute of Security has developed a network of professional organisations that adequately fit the nature of the programmes as well as student career goals. The network is under constant development tailored to the needs of the institute and the need of profession.

**Professional Supervisory and Managerial Level**

The programmes are designed to provide an appreciation at a professional level of technical, organisational security and safety management.

Knowledge and skill-based modules are offered in security and safety concepts, training, selection, and assessments in workplaces.

Developing skills in assessment and testing; individual and organisational development set and social behaviour in context; professional issues in security and practice; research methods and consultancy.

Programmes are professional oriented, interdisciplinary in nature and scope. They aim to introduce students to the advance study of security and safety in order to equip them with a wide range of security careers.

Students undertake core modules on the theory, practice and development of security together.

The Institute's programmes and examinations are based on the assumptions that candidates are already fully qualified and experienced in their own disciplines of practice.

**COLLABORATIONS AND PARTNERSHIPS WITH INSTITUTIONS OF HIGHER LEARNING**

**Overview**

The Institute of Security Nigeria is proud to collaborate with several institutions of higher learning in Nigeria to promote security education, research, community services, and development. These partnerships aim to provide students with the knowledge and skills necessary to excel in the security sector and to promote innovations and excellence in security studies.

**Background**

The Institute of Security Nigeria has established partnerships with the following institutions of higher learning:

1. UNIVERSITY OF LAGOS: Collaborating on various programmes, including:

* Master’s degree in Security and Intelligence Studies
* Master’s in Law Enforcement and Police Science
* Postgraduate Diploma in Forensic Science and Criminal Intelligence
* Advanced Diploma, Diploma, and Advanced Specialist Certificate Programme in Security Operations and Management

1. AFE BABALOLA UNIVERSITY: Collaborating on the Professional Specialist Programme in Criminal Investigations, Digital Forensics, and Intelligence Systems.
2. FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE: Collaborating on Advanced Diploma and Diploma in Security Operations and Management programmes.
3. TAI SOLARIN UNIVERSITY OF EDUCATION: Collaborating on various programmes, including:

* Postgraduate Diploma in Forensic Investigations and Criminal Justice Education
* Postgraduate Diploma in Security Science Education
* Postgraduate Diploma in Tourism, Cultural Heritage Security Management
* Advanced Diploma, Diploma, and Advanced Specialist Certificate Programme in Security Operations and Management

1. FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA: Collaborating on Advanced Diploma and Diploma in Security Operations and Management programmes.
2. MARANATHA UNIVERSITY, LAGOS: Collaborating on Advanced Diploma and Diploma in Security Operations and Management programmes.
3. OKE OGUN POLYTECHNIC, SAKI: Collaborating on:

* Postgraduate Diploma in Security Science and Technology
* Advanced Diploma and Diploma in Security Science and Management programmes

**Justifications**

The collaborations and partnerships with these institutions of higher learning are justified by the need to:

* Promote security education and research in Nigeria.
* Provide students with the knowledge and skills necessary to excel in the security sector.
* Enhance community services and development through security-related programmes.
* Foster innovations and excellence in security studies.

**Advantages**

The collaborations and partnerships with these institutions of higher learning offer several advantages, including:

* Increased access to security education: Students can access security-related programmes and courses from reputable institutions.
* Improved quality of security education: Collaborations with institutions of higher learning ensure that security education is of high quality and relevance.
* Enhanced research and community services: Partnerships promote research and community services in security-related areas.
* Innovations and excellence: Collaborations foster innovations and excellence in security studies, leading to better security outcomes.

**Promotion and Enhancement of Security Education**

The Institute of Security Nigeria is committed to promoting and enhancing security education in Nigeria through its collaborations and partnerships with institutions of higher learning. The Institute will:

* Develop and deliver security-related programmes: Collaborate with institutions to develop and deliver security-related programmes.
* Provide expertise and resources: Provide expertise and resources to support security education and research.
* Foster community engagement: Foster community engagement and outreach through security-related programmes and services.

By collaborating with institutions of higher learning, the Institute of Security Nigeria aims to promote security education, research, community services, and development, and to foster innovations and excellence in security studies.

**STUDENT MEMBERSHIP**

Students actively pursue security, safety and protection related programmes, spanning at least nine months at a recognised institute. Students are encouraged to apply for student membership of the Institute which remains valid while studying. When the programmes are completed and the students achieve the appropriate qualification, they will then be eligible to apply for Associate or Full Membership grades as appropriate.

(A) **Qualifications for Associate Membership**

Associate members shall be elected by the council and every candidate for election shall:

1. Satisfy the council that he is in all respect fit and the proper person for admission into the Institute.
2. Be engaged in a profession, occupation or calling in which recourse to security, safety and protection is directly or indirectly involved.
3. Possess a general standard of education conforming to the requirements of the council as stated above.
4. Have passed modules I and Il of the examination of the Institute, or
5. Have passed any other examination accepted by the council as the equivalent of modules I & Il of the examination of the Institute, or
6. Have such knowledge and experience of the security, safety and protection science and practice as the council may approve.

Candidates for Associate Membership shall be expected to satisfy the Institute satisfactorily and complete modules I and Il covering a thoroughly comprehensive knowledge of and experience in the Science and Professional Practice of Industrial and Corporate Security, Intelligence, Investigation and Public Safety strategies and techniques in the modern concept of practice of security and protection science.

Individuals with appropriate professional qualification in security, safety and protection science seeking the professional grade level are Associate membership of the Institute of Security of Nigeria (amisn).

The Institute’s certificates of security programmes are awarded at the appropriate grades. The programmes are designed to promote and recognise the knowledge and ability of candidates currently employed or aspiring to employment in the private and public security profession.

**Preparatory, Foundations, Pre-Professional and Associate Level**

This is the first stage of the professional career level of the Institute. It is a solid foundation and starting point in the security and safety profession. It covers basic practical and prevocational level including elements of theories of security studies package. It is a study route to persons who may wish to proceed to module II. It is the main route of entry course to obtain a pass in its Part I examination.

**MODULE I**

* Certified Security Assistant/Guard
* Certified Protection Assistant/Guard
* Certified Loss Prevention Assistant/Guard
* Certified Crime Prevention
* Assistant/Guard
* Certified Safety Assistant/Guard

**Pre-Professional/Intermediate/Associate Level**

This is the second stage of the five-tier professional structures in security and safety for attainment of Associate Membership level of the Institute (AISN) It constitutes a link in the study route for persons desirous of attaining

**MODULE II**

* Certified Security Officer
* Certified Protection Officer
* Certified Loss Prevention Officer
* Certified Crime Prevention Officer
* Certified Safety Officer

(B) **QUALIFICATIONS FOR FULL PROFESSIONAL MEMBERSHIP**

Full Professional Members shall be elected by the council and every candidate for election shall:

1. Be an Associate of the Institute or be exempted from qualifications for associate membership.
2. Satisfy the council that he is in all respect a fit and proper person for admission to the Institute.
3. Be engaged in a profession, occupation or calling in which recourse to security and protection is directly or indirectly involved.
4. Possess a general standard of education conforming with the requirements of the council.
5. Have passed module Ill & IV of the examination of the Institute.
6. Have completed a period of supervised security training to the satisfaction of the council and have such knowledge and experience of the security and protection science as the council may approve.

Candidate for full Professional Membership must have acquired Associate Level or exempted and module Ill and IV of the Professional Career Certification Programmes and satisfactorily assessed to be qualified for the membership. (MISN)

Professionals in this grade are members in an executive, managerial, supervisory or responsible positions primarily responsible for security profession functions in their organisations.

**Professional/Supervisory Level**

This is the professional level of the five-tier qualification framework. It covers practical, creative, experimental, exploratory and professional studies in security. It is the level where full membership is conferred on the holder (MISN). This leads to full membership of the Institute

**MODULE III**

Certified Security Supervisor

Certified Protection Supervisor

Certified Loss Prevention Supervisor

Certified Crime Prevention Supervisor

Certified Safety Supervisor

Certified Hazard Supervisor

**Professional and Managerial Level**

This is the third stage of the professional career level of the Institute. It covers a combination of workplace experience and professional scheme in security

**MODULE IV**

Certified Security Professional

Certified Protection Professional

Certified Loss Prevention Professional

Certified Crime Prevention Professional

Certified Safety Professional

**LEVELS OF PROFESSIONAL MEMBERSHIP**

1. **ASSOCIATE MEMBERSHIP**

Candidates for Associate Membership shall be expected to satisfy the Institute satisfactorily and complete modules I and II and covering a thoroughly comprehensive knowledge for and experience in the science and professional practice of industrial and corporate security, intelligence, investigation and public safety strategies and techniques in the modern concept of practice of security and protection science.

(ii) **PROFESSIONAL MEMBERSHIP**

Candidates for full professional membership must have acquired associate level, or exempted and module III and IV of the professional career certification programmes and satisfactorily assessed to be qualified for the membership.

**NOMINATION AND AWARD OF FELLOWSHIP STATUS**

**FELLOWSHIP**

Advancement from professional membership to FELLOW is normally achieved by submission of a thesis to the Institute. The title and abstract must be approved by the Board of Professional and Academic Advisory.

External experts have to assess the thesis and submit reports. Thereafter, the candidates shall orally defend the thesis. The candidate must have passed part III and IV of the modules of the professional certification programme (full membership), before he can be qualified as fellowship candidate.

The Institute provides opportunities for candidates in professional membership grade and holders of professional and experience in leadership, security, safety and protection disciplines to be conferred with fellowship status.

Progression to fellowship is open to candidates who achieved and possess relevant degrees, professional certificates and extensive experience in leadership positions and excel in security practices, protection sciences, humanitarian, community and social development and cohesion, law enforcement.

The Fellowship Award aims to recognise outstanding contributions and excellence in the field of security, promoting professionalism, and ethical conduct in the fields of security management, security and protection education, security science and technology in environmental infrastructure, development and improvement in the society.

**INSTITUTE REGULATION ON AWARD OF FELLOWSHIP**

The Council of the Institute of Security Nigeria invites application from suitably qualified candidates for consideration and nomination into fellowship membership status of the Institute in accordance with the Institute regulations.

The regulations stipulate as follows:

Fellows shall be elected by the Council of the Institute, and every candidate for election shall:

1. *Satisfy the Council that he/she is in all respects a fit and proper person for admission into fellowship of the Institute of Security Nigeria.*
2. *Be engaged in a profession, occupation or calling in which recourse to leadership is directly or indirectly involved.*
3. *Possess a general standard of education conforming with the requirements of the Council.*
4. *Be a member of the Institute and not less than forty (40) years of age*

**BENEFITS OF FELLOWSHIP AWARDS**

1. Networking Opportunities: Connect with other security professionals, experts, and thought leaders in the industry.
2. Professional Development: Access to training, workshops, and conferences to enhance skills and knowledge in security management and protection sciences.
3. Certification and Qualifications: Opportunities to obtain recognised certifications and qualifications in security management and protection sciences.
4. Access to Resources: Exclusive access to security-related resources, publications, and research papers.
5. Career Advancement: Enhanced career prospects and opportunities for career advancement.
6. Recognition and Prestige: Professional recognition and prestige as a member of a reputable institute.
7. Influence and Contribution: Opportunities to contribute to the development of security standards, policies, and best practices.
8. Mentorship and Guidance: Access to experienced security professionals for mentorship and guidance.
9. Discounts and Benefits: Discounts on security-related products, services, and events.
10. Community Engagement: Opportunities to engage with the security community, share knowledge, and collaborate on security initiatives.
11. Subscription to industry publications and newsletters.
12. Opportunities for leadership and volunteer roles within the institute as guest lecturers, researchers, etc.
13. Enhanced credibility and reputation in the industry.
14. Opportunities for collaboration and partnership with other security professionals and organisations.

**CATEGORIES OF FELLOWSHIP**

The following are categories of Fellowship in the Institute:

1. **PROFESSIONAL FELLOWSHIP (fisn)**

A recognition of individuals who have demonstrated expertise and commitment to the field of security, protection, and safety.

**ELIGIBILTY AND CONDITIONS FOR AWARD OF FELLOWSHIP**

1. Candidates must be in practice and eligibility in this category are required to have multifaceted expertise and skills that are based on the values accepted in security, law enforcement and protection sciences and disciplines and occupies leadership positions and develop professionalism required in the leadership, supervisory developments and experts' tasks in the field of security, law enforcement, protection sciences, health enforcement and standards, community and social cohesion.
2. In exceptional circumstances, the conditions and requirements may be waived for a candidate for election in the case of a candidate holding professional qualification recognised by the council as justifying such a waiver. In considering such applications, the council will take into consideration the following.
3. Certain candidates may apply or be nominated for special transfer to the class of Fellow. The essential pre-requisite for special transfer such as personal eminence and or experience as experts in the field of security, safety and protective science as will enhance the prestige of the Institute.
4. Advancement from Professional Membership to FELLOW is normally achieved by submission of a thesis to the Institute. The Title and Abstract on a security and protection related subject must be approved by the Board of Professional and Academic Advisory. Upon submission, the dissertation will be marked, and external experts have to assess the thesis and thesis.

**OTHER CONDITIONS FOR AWARD OF FELLOWSHIP:**

1. Nominees must be members of the Institute in good standing and in related fields in some organisations.
2. Nominees must have made significant contributions to the security profession and other related sectors.
3. Nominees must demonstrate adherence to the Institute's Code of Ethics and Professional Conduct.
4. **Methods of Screening Candidates for Fellowship Award:**
5. Initial Review: Committee reviews applications to ensure candidates meet eligibility criteria.
6. Scoring: Candidates are scored based on:
7. Academic achievements
8. Professional experience
9. Research and publications
10. Leadership and community service
11. Personal statement and career goals
12. Interaction Session: Shortlisted candidates participate in an interaction session with the selection committee, which includes:
13. Presentation and
14. Personal interview
15. **Interaction Session Modes:**

* In-person
* Video conference
* Telephone interview

1. **Scoring Guidelines:**

* Academic achievements: Relevance, quality, and impact of academic work
* Professional experience: Leadership, innovation, and achievements in security field research and publications: Quality, relevance, and impact of research and publications
* Leadership and community service: Evidence of leadership, community engagement, and responsibility
* Personal statement and career goals: Clarity, vision, and alignment with fellowship objectives

**REQUIREMENTS:**

* Professional experience of eight (8) years in security, protection, and safety enforcement, security and technology education, infrastructure and environmental protection, hazard prevention, humanitarian and social cohesion.
* Contributions to the field through research, teaching, or practice Membership in the Institute of Security Nigeria or protection and safety associations

**QUALITIES**

* Expertise
* Commitment
* Integrity
* Continuous learning

**VALUES**

* Professionalism
* Excellence
* Collaboration
* Innovation

1. **SENIOR PROFESSIONAL FELLOWSHIP (sfisn)**

This is a prestigious recognition of exceptional expertise and contributions to the field of security protection and law enforcement and peace practices. Demonstrates advanced knowledge, skills and experience in security management, leadership and innovation through research and intellectual contribution.

**REQUIREMENTS:**

* Minimum of twelve (12) years of experience in security, protection, law enforcement and peace, and humanitarian practices.
* Advanced degree and professional qualifications in relevant fields (e.g., masters, in Phil or PhD).
* Significant contributions to the fields through research, publications and innovative practices.
* Recommendations from peers and industry leaders.
* Lifetime achievement award.
* Outstanding contribution award.
* Innovation award.
* Leadership award.
* Evidence of continuous professional development and learning and practices.
* Participation in security and social industry events, conferences and workshops.
* Collaboration with academic, professional institutions or research organisations.
* Mentorship or coaching of junior professionals, delivery of lectures as guest, professional talks to junior members and maintaining mentorship.
* Publication of research papers or articles in reputable journals.

**QUALITIES:**

* Expertise
* Commitment
* Integrity
* Continuous learning

**VALUES:**

* Professionalism
* Excellence
* Collaboration
* Innovation

1. **DISTINGUISHED FELLOW (dfisn)**

A prestigious award conferred on individuals who have made significant contributions to the field of security, protection, safety enforcement and security education, technological infrastructure protection, humanitarian community services.

For Distinguished Fellowship, the screening process modifications are:

1. **Methods of Screening Candidates for Fellowship Award:**
2. Application: Candidates apply through a formal process.
3. Initial Review: Applications are reviewed to ensure candidates meet eligibility criteria.
4. Scoring: Candidates are scored based on:

* Professional achievements
* Research and publications
* Leadership and community service
* Personal statement and career goals

1. **Interaction Session Modes:**

* In-person
* Video conference
* Telephone interview

1. **Scoring Guidelines:**

* Professional achievements: Impact, innovation, and leadership in the security field
* Research and publications: Quality, relevance, and impact of research and publications
* Leadership and community service: Evidence of leadership, community engagement, and social responsibility
* Personal statement and career goals: Clarity, vision, and alignment with fellowship objectives

**REQUIREMENTS:**

1. **Academic Requirements:**
2. **Professional Requirements:**

* Minimum of twenty (20) years of experience in security-related fields
* Significant contributions to the development and improvement of security practices and education
* Leadership and expertise in security management
* Tangible contributions to the advancement of the Institute of Security
* International recognition and respect in the field of security
* Compliance with the Institute's code of ethics and conduct
* Exceptional achievements in security, protection, and safety
* National or international recognition
* Significant contributions to the Institute of Security Nigeria or protection and safety associations and in other areas promoting advancement and research in security and protection related fields.

**Method of Application:**

* Online application or nomination by the Institute's Council or members
* Submission: Application form, curriculum vitae, personal statement (max. 500 words), and supporting documents

**QUALITIES:**

* Leadership
* Innovation
* Excellence
* Integrity

**VALUES:**

* Commitment to security, protection, and safety and social community cohesion
* Dedication to the Institute of Security Nigeria or protection and safety associations'
* Passion for advancing the field

1. **HONOURARY FELLOWSHIP (hfisn)**

A prestigious award conferred on individuals who have made significant contributions to society, but may not be directly related to the field of security, protection, and safety.

**REQUIREMENTS:**

* Outstanding achievements in any field
* National or international recognition
* Alignment with the values of the Institute of Security Nigeria or protection and safety associations
* Significant contributions to the development and improvement of security practices and education
* Remarkable achievements in human, social, economic, and political development
* Tangible contributions to the advancement of the Institute of Security
* International recognition and respect in the field of security

**Method of Application:**

* Nomination by the Institute's Council or members
* Submission: Letter of nomination, curriculum vitae, and supporting documents

**QUALITIES:**

* Leadership
* Innovation
* Excellence
* Integrity

**VALUES:**

* Commitment to societal development
* Dedication to excellence
* Passion for making a positive impact

**COMMON REQUIREMENTS:**

* Tangible Contributions: Evidence of contributions to the development and improvement of security practices and education, such as publications, research, and innovative solutions
* Recommendations: Letters of recommendation from reputable security professionals or academics
* Interview: Candidates may be required to undergo an interview with the Institute's Council or a designated panel

**METHODS- OF APPLICATION AND SUBMISSION:**

* Online application through the Institute's website
* Nomination by the Institute's Council or members
* Submission of required documents and supporting materials

**TANGIBLE CONTRIBUTIONS TO THE DEVELOPMENT AND IMPROVEMENT OF THE INSTITUTE OF SECURITY, COMMUNITY AND SOCIETY:**

* Development of security education programmes or courses
* Research and publications in security-related fields
* Innovative solutions to security challenges
* Leadership and mentorship in security management
* Service to the Institute's committees or boards

**Additionally, members may also enjoy benefits such as:**

* Access to exclusive events and webinars
* Subscription to industry publications and newsletters
* Opportunities for leadership and volunteer roles within the institute, guest lecturer, delivery of professional talk on mentorship for junior members.
* Enhanced credibility and reputation in the industry
* Access to job listings and career resources
* Opportunities for collaboration and partnership with other security professionals and organisations.

**ADVANCED DIPLOMA (INTERMEDIATE, SUPERVISORY AND PROFESSIONAL IN SECURITY, PROTECTION AND INTELLIGENCE PROGRAMMES**

**PREAMBLE**

Security Protection and Intelligence issues are high on the agenda in the contemporary global community ranging from politics to private businesses. Security and safety issues are always the major interests at stake. They are important issues generally debated among policy makers, professionals and academics.

The security and safety of the citizens, employees, buildings, facilities and environment are faced with great challenges and threats.

The programmes cover the protection of people, infrastructure, environment and technical equipment but most importantly, there is the need to understand how people perceive security in order to anticipate actual threats and behaviour towards them. Training and awareness programmes are important for educating students in security professions. The core of professional practice is in the vision of being of service to the public good. This is also true of security, protection and intelligence experts who are active in the public and private sectors. Students are trained as integral safety and security experts, who are competent, young security professionals that can facilitate integral collaboration between relevant parties dealing with safety and security issues.

These professional programmes are pathways which comprise of career opportunities in a variety of jobs in which the main focus is ensuring the general security, safety and well-being of the community.

**FUTURE CAREER AND COMPETENCES**

The Institute of Security Nigeria offers various certification programmes that can boost your career in security, protection, law enforcement, and intelligence. These programmes provide an objective measure of your professional competence, knowledge, and skills, making you more competitive in the job market.

**Future Careers and Professional Opportunities:**

* **Certified Security Specialist (CSS):** This specialised training and certification programme validates your knowledge and competency in physical security.
* **Security Management:** With the Institute's programmes, you can advance your career in security management, thus become a leader in your organisation.
* **Intelligence Gathering and Analysis:** The Institute's programmes can also prepare you for a career in intelligence gathering and analysis, a critical component of national security.
* **Law Enforcement:** The Institute's programmes can provide you with the necessary skills and knowledge to excel in law enforcement, making you a more effective and efficient officer.

**Competences:**

* **Physical Security:** The Institute's programmes can equip you with the knowledge and skills to design and implement effective physical security measures.
* **Risk Management:** You can learn how to identify, assess, and mitigate risks, and become a valuable asset to your organisation.
* **Intelligence Analysis:** The Institute's programmes can teach you how to gather, analyse, and interpret intelligence data, helping you make informed decisions.
* **Leadership and Management:** You can develop the leadership and management skills necessary to lead teams and organisations effectively.

Overall, the Institute of Security Nigeria's programmes can provide you with the knowledge, skills, and competences necessary to succeed in a variety of careers in security, protection, law enforcement, and intelligence.

These specialist security professional fields focus on an array of security and protection issues which offer a wide range of career options.

This is a world where safety is no longer the sole responsibility of public institutions such as the police and other security forces. Therefore, the list of potential employers is extensive. There is an ever-increasing demand for professionals who are able to organise, and manage safety and security related elements in the work fields.

On successful completion of the programmes, students can find jobs at:

* National and International Organisations in the area of Conflict Mediation, Peace and Law Enforcement.
* National and International Police, Security Organisations and Law Enforcement agencies.
* Local Non-Governmental Organisations active in the area of Urban Safety and Public Security System.
* National Public Organisation Operating in the field of Safety such as the Public and Security Forces.
* Security Agencies at the Local, State, National and Multi-National Levels.

In order to prepare security students in the best way possible for the challenges of the professional environment, the Institute of Security Nigeria programmes also provide a more competence-based security education. In addition to abstract and theoretical approaches, the Institute’s training programmes include practice and goal-oriented exercises and assignments which allow students to obtain a set of concrete skills that can be directly applied in the field.

These competences must be developed in order to obtain the required knowledge and skills; proficiency; and attitudes to be able to start a career in the relevant sectors.

**INTERMEDIATE SUPERVISORY AND PROFESSIONAL PROGRAMMES LEVELS**

This programme is the intermediate, supervisory and professional level in the security, protection and intelligence pathway and prepares students for work in various positions in the profession through classroom instructions and professional community experience.

This pathway encompasses career opportunities in a variety of jobs in which the focus is ensuring general security, safety and well-being in the profession.

The career included in this pathway primarily addresses public security challenges, order, fire, emergency and protection services. Students understand basic concepts, scope and nature of the programme which introduces them to the profession. Students will learn how each of these groups interact and are independent professionally. Instructions will focus on understanding the multitude of careers in the field of security public safety protection, and intelligence disciplines.

Various professional certifications available in the profession integrated throughout the course are of career and professional standards, which include basic academic and professional skills, communication, interpersonal skills, problem solving, workplace safety technology and employment literacy connection to core academic and professional standards.

The programme is designed to provide an appreciation at a professional level of the technical and strategic stage of security and safety practice. Students undertake core modules on the theory, practice and development of security together.

**PHILOSOPHY**

Security, Protection and Intelligence disciplines are rapidly expanding fields. The programmes offer a balance of practice and theory and provide a wide background and comprehensive knowledge and skills in security, protection and intelligence programmes. The programmes are rooted in the belief that security, protection and intelligence professions mirror the national economy, social and sustainable development.

The provision of high-quality manpower to meet challenges and development of the socio-political and economy are very critical. There is the need to address these challenges through research and advanced study in security, protection and intelligence programmes. The philosophy of the programme is to produce qualified professionals who can apply and sustain their expertise in the practice of security effectively, communicate their knowledge and skills including endeavours to promote security, protection and intelligence programmes and general development of the society. The programme is to deepen the students’ knowledge of security, protection and intelligence programmes and to develop them in a more critical, independent and creative manner to approach issues relating to crime prevention in a knowledgeable manner.

**AIMS AND OBJECTIVES**

The main objective of this security, safety and protection programme is to provide comprehensive training in order to enhance professionalism and skills in Security, Protection and Intelligence programmes.

The programme intends to provide high quality professional training in Security, Protection and Intelligence disciplines through:

1. Provision of greater access to quality security education and equity in Security, Protection and Intelligence disciplines;
2. Meeting the special needs of employers and employees by mounting special Security, Protection and Intelligence programmes for employees;
3. Encouragement of life-long learning opportunities for Security, Protection and Intelligence professionals; and
4. Acquisition of knowledge, skills and attitudes on Security, Protection and Intelligence discipline.

The rationale and justification of this programme is to bring Security, Protection and Intelligence programmes to suitable learners. Also, to use this means in contributing to the satisfaction of manpower needs in the Security, Protection and Intelligence programmes. The Security, Protection and Intelligence programmes is a flexible method of gaining security knowledge and skill which allows students to tailor their studies to their own lifestyle and needs. At the end of the programme, the students will benefit from a valuable qualification in advanced diploma, intermediate, supervisory and professional certificates.

**ENTRY REQUIREMENTS**

**Advanced Diploma Programmes (Intermediate, Supervisory and Professional Certificate Course)**

1. Holders of University Degree, HND and relevant professional qualifications in appropriate discipline particularly security, social sciences, humanity, management, physical sciences Engineering and Technology.
2. Holders of OND, NCE or in Security, Crime Management, Social Science, Humanity, Management, Physical Sciences, Engineering and Technology plus five years of experience as Senior Security Officer/Manager/Controller.

(c)) Diploma in Security Operations and Management.

1. Institute of Security, Nigeria Certificates of Completion of professional levels of **Modules I & II**

**DURATION:** Twelve (12) months – nine (9) months for lectures and three (3) months for practical reports of internship from students’ workplaces.

**PROGRAMMES STRUCTURES**

The part-time security programmes consist of propaedeutic and preparatory period followed by the main phase. Each level is subdivided into modules. The programmes are made up of major options. The major consists of compulsory courses taught as part of the programme the minor consists of elective courses offered within the programmes or in other programmes. Each module consists of theoretical courses, a project that reflects current professional practices and track courses include research methods, personal coaching (academic, career and personal support) and an intensive training programme focused on acquiring professional skills.

Theory courses present and discuss a variety of topics and subjects related to safety and security in a more abstract manner. Students will have to complete a substantial amount of reading. Moreover, they should be able to logically connect the various theory courses that will be offered throughout the programmes as they build one on another, adding different crucial aspects to the knowledge base of the Institute students.

Track courses focus on skills and competence, that professionals will require regardless of the career path they will choose for themselves.

A provision of 4 – 6 hours per week has been made for organising weekend student’s centre activities for overall professional and personality development of the student. Such activities will comprise of co-curricular activities such as experts’ lectures, self-study, tutorial classes, seminars declamation, contests, educational field visits.

**PROJECT WORK**

A project work has been included in the curriculum to enable the students to get familiar with the practices and procedures being followed in the industries and provide an opportunity to work on some live projects in the security organisations.

**SYNOPSIS OF COURSE CONTENTS: (INDIVIDUAL COURSE CODE, TITLE, CONTENTS AND OBJECTIVES OF EACH)**

|  |  |  |
| --- | --- | --- |
| **CODE** | **FIRST SEMESTER (MODULE III)** | **UNITS** |
| +SOM 201 | Foundations and Environment of Security Sciences | 2 |
| +SOM 207 | Intelligence, Surveillance and Information Security | 2 |
| +SOM 209 | Security Business Development and Entrepreneurial Skills | 2 |
| \*SOM 211 | Legal and Ethical Issues in Security Management | 2 |
| +SOM 213 | Safety, Health Security and Protection in Work Environment | 2 |
| +SOM 215 | Public, Private and Community Security | 2 |
| \*SOM 217 | Policing Terrorism, Counterterrorism and Criminal Security Challenges | 2 |
| \*SOM 219 | The Science and Skills of Security Investigation | 2 |

|  |  |  |
| --- | --- | --- |
| **CODE** | **SECOND SEMESTER (MODULE 1V)** | **UNITS** |
| +SOM 218 | Social Security, Criminality and Urban Violence | 2 |
| +SOM 216 | Physical Security & Electronic Security in Digital Environment | 2 |
| +SOM 222 | National Security, Governance and Statecraft | 2 |
| +SOM 226 | Infrastructure Protection and Facilities Management | 2 |
| \*SOM 223 | Security Communication, Policies and Documentation | 2 |
| +SOM 200 | Corruption, Fraud and Criminal Investigation | 2 |
| +SOM 212 | Human Resources in Security Management | 2 |
| \*SOM 203 | Information Security, Criminal Records and Crime Analysis | 2 |
| \*SOM 214 | Risk Management and Security Threats | 2 |
| \*SOM 228 | Security Services and Practice Management | 2 |
| +SOM 208 | Managing Disasters, Hazard and Emergency Security | 2 |

KEYS

+ Compulsory

\*Option

**TOTAL UNITS REQUIRED FOR GRADUATION: 28 UNITS**

**Compulsory - 24 UNITS**

**Option - 4 UNITS**

**TARGETED AUDIENCE**

Community and Private Investigator, Neighbourhood Protection Operatives, Armed Forces Officers, Community Policing Operatives, Fire and Safety Managers, Police Officers, Crime Prevention Specialist, Criminal Investigator Officers, Police Officers, Prison Officers, Customs and Immigration officers, Company Secretaries, LASTMA, KAI Officers, Security Managers, Corporate Security Managers, Traffic/Road Safety Officers, Insurance Managers, Auditors Legal Advisors, Corporate Security Managers, External and Internal Auditors, Compliance Officers, Intelligence Officers, Head of Security Units, Safety Managers, Safety Engineers.

**BENEFITS ON SUCCESSFUL COMPLETION OF THE PROGRAMME**

Upon successful completion of these programmes, students will be able to demonstrate the skills and knowledge necessary for security, safety and protective services:

1. Know the personal qualifications, interests, aptitudes, knowledge and necessary skills and experience necessary to succeed to in security, safety and protection careers.
2. Understand the scope of career opportunities and know the requirements for education, training and professional standards.
3. Know the main roles, functions and strategies of professional organisations.
4. Understand the past, present, and future technological advances as they relate to the professional pathways and segments of the economy.
5. Understand the systematic problem-solving modules that incorporate input, process, outcome and feedback components and apply appropriate problem-solving strategies and critical thinking to work related issues and tasks.
6. Understand the qualities and behaviours that constitute a positive and professional work demeanour.
7. Understand the concept and application of ethical and legal behaviour consistent with workplace standards.
8. Understand the characteristics and benefits of teamwork, leadership citizenship in community and workplace settings for effective performance and attainment of goals.

**Advanced Diploma, Intermediate, Supervisory and Professional**

|  |  |
| --- | --- |
|  | Advanced Diploma |
| Duration: | 2 Semesters |
| No of Course Unit | 25 – 30 Units |

**DIPLOMA PREPARATORY, FOUNDATIONS, PRE-PROFESSIONAL AND ASSOCIATE LEVEL IN SECUIRTY, PROTECTION AND INTELLIGENCE PROGRAMMES**

**ENTRY REQUIREMENTS**

**Diploma Programmes (Preparatory, Foundations, Pre-Professional and Associate Level)**

1. Holders of WAEC, SSCE/GCE (O/L) with pass in a minimum of five papers, Grade II Teachers Certificate, Practicing and In-service Training Course Certificates issued by Military, Paramilitary and Police Training Schools.
2. Mature candidates:

* Five years’ working experience
* 30 years and above
* A minimum of 3 papers in WAEC/GCE
* Holders of WASC, SSCE or GCE (O/L)

**PROGRAMME STRUCTURE**

The part-time security programmes consist of propaedeutic and preparatory period followed by the main phase. Each level is subdivided into modules. The programmes are made up of major options. The major consists of compulsory courses taught as part of the programme. The minor consists of elective courses offered within the programmes or in other programmes. Each module consists of theoretical courses, a project that reflects current professional practices and track courses include research methods, personal coaching (academic, career and personal support) and an intensive training programme focused on acquiring professional skills.

Theory courses present and discuss a variety of topics and subjects related to safety and security in a more abstract manner. Students will have to complete a substantial amount of reading. Moreover, they should be able to logically connect the various theory courses that will be offered throughout the programmes as they build one on another, adding different crucial aspects to the knowledge base of the institute students.

Track courses focus on skills and competence that professionals will require regardless of the career path they will choose for themselves.

A provision of 4 – 6 hours per week has been made for organising weekend students centre activities for overall professional and personality development of the student. Such activities will comprise of co-curricular activities such as experts’ lectures, self-study, tutorial classes, seminars declamation, contests, educational field visits.

**COURSE STRUCTURE**

|  |  |  |
| --- | --- | --- |
| **CODE** | **FIRST SEMESTER (MODULE I)** | **UNITS** |
| \*SOM 101 | Elements and Dynamics of Security Operations | 2 |
| \*SOM 103 | Personal Protection and Dignitaries Security | 2 |
| +SOM 100 | Criminal Investigation, Search Systems and Evidence Collection | 2 |
| \*SOM 118 | Organisations and Event Security | 2 |
| +SOM 111 | Communication Skills and Use of English | 2 |
| +SOM 113 | Public Relations, Protocol and Crises Communication | 2 |
| +SOM 115 | Computer and Crime Techniques Management | 2 |
| +SOM 117 | Public and Private Security and Neighbourhood Protection | 2 |
| \*SOM 119 | Physical Fitness and Safety Education | 2 |
| +SOM 120 | Safety and Protection of Security Personnel | 2 |

|  |  |  |
| --- | --- | --- |
| **CODE** | **SECOND SEMESTER (MODULE II)** | **UNITS** |
| \*SOM 102 | Guidance and Counselling Skills | 2 |
| \*SOM 104 | Documentation and Information Security | 2 |
| \*SOM 106 | Elements of Nigerian Law | 2 |
| +SOM 108 | Citizen Security, Human Rights and Ethical Standards | 2 |
| +SOM 110 | Traffic and Pedestrian Security | 2 |
| +SOM 112 | Medical Emergencies Care and First Aid Techniques | 2 |
| +SOM 107 | Community Policing and Crime Prevention | 2 |
| +SOM 105 | Behaviour Patterns and Professional Ethics in Security | 2 |
| +SOM 120 | Fire Science: Protection, Prevention and Response | 2 |

KEYS

+ Compulsory

\*Option

**TOTAL UNITS REQUIRED FOR GRADUATION: 28 UNITS**

**Compulsory - 24 UNITS**

**Option - 4 UNITS**

**TARGETED AUDIENCE**

Community and Private Investigator, Neighbourhood Protection Operatives, Armed Forces Officers, Community Policing Operatives, Fire and Safety Managers, Police Officers, Crime Prevention Specialist, Criminal Investigators Officers, Police Officers, Prison Officers, Customs and Immigration Officers, Company Secretaries, LASTMA, KAI Officers, Security Managers, Corporate Security Managers, Traffic/Road Safety Officers, Insurance Managers, Auditors Legal Advisors, Corporate Security Managers, External and Internal Auditors, Compliance Officers, Intelligence Officers, Head of Security Units, Safety Managers, Safety Engineers.

**Diploma Programmes**

This is to be categorised into - Diploma and Advanced Diploma Preparatory, Foundations, Pre-Professional and Associate Level.

|  |  |
| --- | --- |
|  | Diploma |
| Duration: | 2 Semesters |
| No of Course Unit | 20 – 25 Units |

**CONSIDERATION OF EXAMINATION RESULT**

**The University, Relevant Department and** **Institute of Security Examination Committees** are to consider the examination results and make recommendations for the awards of the Professional Diploma and Institute Professional Certificate and Membership Certificate.

**OTHER REGULATIONS**

In order to obtain a Professional Diploma Certificate, a student must also satisfy the following requirements:

1. **Registration of Courses:**

A student shall take a minimum of 30 course units. One course unit consists of fifteen one-hour lectures or tutorials provided that 3 hours of laboratories, practical classes and field work shall constitute one (1) contact hour for this purpose. No course shall carry less than one unit.

1. **Deadline for Admission into Courses:**

Admission into courses closes at the end of the third week of each programme.

1. **Withdrawal from Courses:**

A student may withdraw from a course without penalty any time up to and including the seventh full week from the commencement of a programme. Any student who withdraws after the seventh week will be deemed to have failed in the course concerned, except in special cases approved by the joint examination committee, unless he or she has been asked to withdraw from the programme.

1. **Failure to Take Examination in a Course:**

A student who fails to take examinations in a course for which he has registered without reasons acceptable to the Relevant Department/University and Institute of Security is deemed to have failed the course.

1. **Examination Requirements**

In order to be signed up for their examinations, candidates shall be expected to attend a minimum of 65% of the classes in the courses in which they are registered.

**EXAMINATION ASSESSMENTS AND MARKS**

**Final Marks:**

1. Each course shall be graded on the basis of maximum of 100 marks, 70% of which shall be assigned to the end of course examination. However, wherever there is no continuous assessment, the end of course examination shall be assigned 100%.
2. The minimum pass mark in each course shall be 40%.
3. The marks obtained by each student in every course and in the courses shall be assigned appropriate letter grade points and cumulative grade average, as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Credit unit  I | Percentage scores  II | Letter grade  III | Grade points  IV | Grade Points Average (GPA)  V | Cumulative Grade Points Average (CGPA)  VI | Classes of Diploma  VI |
| Vary according to contact hours assigned to each course for the duration of the course. | 70 – 100  60 – 69  50 – 59  45 – 49  40 – 44  0 – 39 | A  B  C  D  E  F | 5.0  4.0  3.0  2.0  1.0  0.0 | Derived by multiplying I and IV | Below 1.0 | Distinction  Credit  Merit  Pass  Pass  Fail |

1. All grades shall appear on the result sheets and permanent records of the examination. The following additional letters shall be used where appropriate:

AEG – Aegrotat

AUD – Audited Course

EX – Exempted

W – Withdrawal from course

I – Incomplete

1. (i) The incomplete (I) grade is given to a student who, after the seventh week of the Semester, fails to complete the requirement for a course, owing to unforeseen reasons approved by the Department.

(ii) An audited course (AUD) is a course which the student attends but in which he is not examined.

(iii) Aegrotat (AEG) may be awarded where a candidate is prevented by illness or other special circumstances from completing the final examination provided that the candidate’s cumulative performance in the preceding semester as well as in those courses or papers in the final examination which he has already taken justifies it.

**Graduation Requirement:**

1. In order to be successful in the programme, a student must pass all the courses required and obtain a Grade Point Average (G.P.A.) of at least 1.0;
2. Any student who obtains 1.0 G.P.A., but fails in any course or courses up to a maximum of 8 units, shall be allowed to retake only those courses.

(b) All failed Compulsory Courses must be retaken and passed.

1. Any student whose Cumulative GPA at the end of any two consecutive Semester is less than 1.0 shall be placed on academic probation for one semester in which he/she is expected to improve on his/her overall average grade until such a time or his overall GPA is raised to 1.0 subject to paragraph (4) of this regulation.
2. Any student who fails to obtain a Cumulative GPA of at least 1.0 at the end of two consecutive semesters while on probation shall be deemed to have failed the programme and shall be allowed to repeat the programme.
3. Any candidate who has failed the programme on three consecutive attempts shall be asked to withdraw from the programme.
4. A student asked to withdraw in accordance with the provisions of sub-paragraph (5) above shall not be readmitted into the programme until the expiration of at least, one year from the date of his being asked to withdraw from the programme.
5. At the end of each semester, the following are used to indicate the status of the student:

(a) Probation (P)

(b) Good Standing (GS)

**Issuance of Certificate:**

A Professional Certificate or Diploma will be issued to all successful participants. The results would be presented to the appropriate Board for consideration and approval prior to the issuance of certificate.

**PROGRAMME ADMINISTRATION**

**Resource Persons for the Programme:**

1. Resource persons shall be drawn mostly from within the fellows of the Institute, Professional Experts and the University will screen and select resource persons to teach in the programme.
2. The Resource Persons teaching in the professional programmes shall possess a minimum of masters’ degree in the relevant fields with evidence of extensive professional and scholarly qualifications and must deliver scholarly and professional papers at local and international conferences.

**Venue and Teaching:**

Evidence of availability of classroom space and other teaching facilities should be produced (e.g. letter of authority for use of facilities by an appropriate official).

**Budget Estimates:**

A detailed budget estimate should be prepared indicating the expected student’s intake and expected income/expenditure for the programme.

**Market Survey:**

Market survey should be undertaken by the Institute and the Relevant Department to determine the acceptability of the programme.

**Supervision/Monitoring:**

Programmes would be monitored by officials of the Institute and University during lecture periods in the evenings and on Saturdays.

Attendance register would also be kept for students and staff by the coordinator.

**Programme Evaluation:**

At the end of the programme, a Course Evaluation Form will be completed by participants to assess the effectiveness of the programmes.

**COORDINATION OF THE PROGRAMME**

1. The Institute appoints a Fellow of the Institute to coordinate and handle all administrative matters necessary to achieve excellence and smooth running of the programme.
2. The Institute shall constitute the monitoring committee which shall be responsible for the screening of the resource persons assigned to teach the professional courses of the programme.
3. The Institute shall jointly with external assessors be responsible for monitoring, evaluating, ensuring quality assurance, and maintenance of the academic and professional standard of the programmes.

**ADVANCED SPECIALIST CERTIFICATE PROGRAMMES IN SECURITY MANAGEMENT**

The institute operates the following Advanced Specialist Certificate in Security Management Programmes:

1. Advanced Specialist Certificate in Security Management in Educational Institutions.
2. Advanced Specialist Certificate in Cyber Security and Criminal Intelligence.
3. Advanced Specialist Certificate in Private Security and Industrial Protection.
4. Advanced Specialist Certificate in Public Transport and Freight Security Management.
5. Advanced Specialist Certificate in Security Management in Healthcare and Social Institutions.
6. Advanced Specialist Certificate in Criminal Investigation, Digital Forensics and Strategic Intelligence
7. Advanced Specialist Certificate in Disaster, Hazard and Emergency Security.
8. Advanced Specialist Certificate in Tourism, Cultural Heritage and Mega Events Security.
9. Advanced Specialist Certificate in International Security, Diplomacy and Peace Education.
10. Advanced Specialist Certificate in Security Management in Parliamentary and Public System.
11. Advanced Specialist Certificate in Occupational Safety, Health and Environmental Security.
12. **ADVANCED SPECIALIST CERTIFICATE IN SECURITY MANAGEMENT IN EDUCATIONAL INSTITUTIONS**

Educational institutions face unique security challenges, including managing bullying, preventing violence, and responding to emergencies. Effective security management is critical to ensuring the continuity of educational services, promoting student success, and supporting the well-being of all members of the educational community.

The Advanced Specialist Certificate in Security Management in Educational Institutions is a pioneering programme designed to equip security professionals, educators, and administrators with the expertise needed to create a safe and secure learning environment.

This comprehensive programme is built on the philosophy that every student, educator, and staff member deserve a secure and supportive environment in which to learn, grow, and thrive. We believe that effective security management is essential to protecting the well-being and safety of all members of the educational community.

1. **ADVANCED SPECIALIST CERTIFICATE IN CYBER SECURITY AND CRIMINAL INTELLIGENCE**

The rapid growth of the digital economy has created a pressing need for skilled professionals who can protect sensitive information, prevent cybercrime, and gather critical intelligence. Cyber threats are becoming increasingly sophisticated, and organisations need experts who can stay ahead of these threats and develop effective countermeasures.

The Advanced Specialist Certificate in Cyber Security, and Criminal Intelligence is a cutting-edge programme designed to equip professionals with the expertise needed to combat the growing threat of cybercrime, protect sensitive information, and gather critical intelligence.

This comprehensive programme provides a unique blend of theoretical foundations and practical skills in cyber security, digital forensics, and intelligence, enabling professionals to stay ahead of emerging threats and advance their careers in this rapidly evolving field.

1. **ADVANCED SPECIALIST CERTIFICATE IN PRIVATE SECURITY AND INDUSTRIAL PROTECTION**

The private sector faces unique security challenges, including protecting assets, ensuring business continuity, and mitigating risks. Effective private security and industrial protection are critical to preventing financial losses, protecting people and assets, and maintaining business operations.

This programme provides professionals with the knowledge, skills, and competencies needed to address these challenges and advance their careers. It is designed to equip professionals with the expertise needed to protect people, assets, and infrastructure in the private sector.

This programme addresses the growing need for specialised training in private security and industrial protection, enabling professionals to develop effective security strategies, mitigate risks, and ensure business continuity.

1. **ADVANCED SPECIALIST CERTIFICATE IN PUBLIC TRANSPORT AND FREIGHT SECURITY MANAGEMENT**

The public transport and freight sectors face unique security challenges, including terrorism, piracy, cargo theft, and cyber threats. Effective security management is critical to protecting passengers, cargo, and infrastructure, while also ensuring the smooth operation of supply chains and transportation networks.

The Advanced Specialist Certificate in Public Transport and Freight Security Management is a comprehensive programme designed to equip professionals with the expertise needed to protect passengers, cargo, and infrastructure across the road, aviation, and maritime sectors.

This programme addresses the growing need for specialised training in public transport and freight security management, enabling professionals to develop effective security strategies, mitigate risks, and ensure the safe and secure movement of people and goods

1. **ADVANCED SPECIALIST CERTIFICATE IN CRIMINAL INVESTIGATIONS, DIGITAL FORENSICS, AND STRATEGIC INTELLIGENCE**

The increasing sophistication of crimes, the growing use of digital technologies, and the evolving nature of threats require law enforcement professionals, investigators, and forensic experts to acquire new skills and knowledge. Effective criminal investigations, digital forensics, and intelligence systems are critical to solving crimes, bringing justice to victims, and keeping communities safe.

The Advanced Specialist Course in Criminal Investigations, Digital Forensics, and Strategic Intelligence Systems is a cutting-edge programme designed to equip law enforcement professionals, investigators, and forensic experts with the expertise needed to stay ahead of criminals, solve complex crimes, and bring justice to victims.

This programme addresses the growing need for specialised training in criminal investigations, digital forensics, and intelligence systems, enabling professionals to develop effective investigative strategies, analyse digital evidence, and leverage intelligence systems to prevent and solve crimes.

1. **ADVANCED SPECIALIST CERTIFICATE IN DISASTER, HAZARD AND EMERGENCY SECURITY**

The world is facing an increasing number of disasters, hazards, and emergencies, including natural disasters, pandemics, and human-made crises. Effective disaster, hazards, and emergency security management is critical to saving lives, reducing damage, and promoting resilience. This programme addresses the growing need for specialised training in disaster, hazards, and emergency security management, enabling professionals to develop effective strategies for disaster risk reduction, emergency response, and recovery.

The Advanced Specialist Certificate in Disaster, Hazards, and Emergency Security is a cutting-edge programme designed to equip professionals with the expertise needed to prepare for, respond to, and recover from disasters, hazards, and emergencies.

1. **ADVANCED SPECIALIST CERTIFICATE COURSE IN SECURITY MANAGEMENT IN PARLIAMENTARY AND PUBLIC SECTOR**

The Advanced Specialised Certificate in Security Management in Parliament and Public Sector is a unique programme designed to equip security professionals, parliamentarians, and public sector officials with the expertise needed to protect critical infrastructure, assets, and personnel in the public sector.

This comprehensive programme is built on the philosophy that effective security management is essential to upholding democracy, promoting public trust, and ensuring the continuity of government services.

This programme is designed to equip professionals with the knowledge, skills, and competencies needed to navigate these complexities and provide effective security management solutions that balance security needs with democratic values and principles.

1. **ADVANCED SPECIALIST CERTIFICATE IN INTERNATIONAL SECURITY, DIPLOMACY AND PEACE EDUCATION**

Effective international security, diplomacy, and peace education are critical to preventing conflicts, promoting sustainable development, and protecting human rights. This programme provides professionals with the knowledge, skills, and competencies needed to address these challenges and advance their careers.

The Advanced Specialist Certificate in International Security, Diplomacy, and Peace Education is a cutting-edge programme designed to equip professionals with the expertise needed to navigate the complex landscape of international security, diplomacy, and peace education.

This programme addresses the growing need for specialised training in international security, diplomacy, and peace education, enabling professionals to develop effective strategies for conflict prevention, management, and resolution.

1. **ADVANCED SPECIALIST CERTIFICATE COURSE IN TOURISM, CULTURAL HERITAGE AND MEGA EVENTS SECURITY**

The Advanced Specialist Course in Tourism, Cultural Heritage, and Mega Events Security is designed to address the growing need for highly skilled professionals capable of ensuring the safety and security of tourism destinations, cultural heritage sites, and large-scale events.

The importance of this course lies in its relevance to the modern world, where the tourism sector contributes significantly to economic growth and cultural preservation. With heightened security concerns and the increasing frequency of mega-events, there is a pressing demand for specialists who can integrate security measures while maintaining the integrity and accessibility of cultural heritage and tourism experiences. By bridging theoretical knowledge with practical applications, the course ensures that participants are well-prepared to address evolving security challenges in a way that fosters sustainable development and global cultural exchange.

This course provides an in-depth understanding of the challenges and equips participants with the tools, strategies, and expertise needed to manage security risks effectively in these critical areas.

1. **ADVANCED SPECIALIST CERTIFICATE IN OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL SECURITY**

The Advanced Specialist Certificate in Occupational Safety, Health and Environmental Security is a cutting-edge programme designed to equip professionals with the expertise needed to create a safe, healthy, and sustainable work environment. Occupational safety, health, and environmental management are essential components of a responsible and sustainable business strategy. The programme is designed to equip professionals with the knowledge, skills, and competencies needed to create a safe, healthy, and sustainable work environment, while also promoting business excellence and sustainability.

This comprehensive programme aims to enhance participants' knowledge, skills, and competencies in occupational safety, health, and environmental management, enabling them to mitigate risks, prevent injuries and illnesses, and promote environmental security.

1. **ADVANCED SPECIALIST CERTIFICATE IN SECURITY MANAGEMENT IN HEALTHCARE AND SOCIAL INSTITUTIONS**

The Advanced Specialist Professional Course in Security Management in Healthcare and Social Institutions is designed to equip security professionals, healthcare administrators, and social services managers with the expertise needed to safeguard patients, residents, staff, and assets in healthcare and social institutions.

This comprehensive programme aims to enhance participants' knowledge, skills, and competencies in security management, risk assessment, emergency preparedness, and crisis management within the unique context of healthcare and social services.

This programme addresses the growing need for specialised security management training in healthcare and social institutions, thereby enabling participants to make a positive impact in their organisations and advance their careers.

**PROGRAMME AUDIENCE**

The programme is designed for Security and Non-Security Professionals in the following departments/units: Educational Administration, Physical and Facilities Management, Corporate Registry and Compliance, Public Administration, Strategic Management, Engineering and Industrial Management, Forensic Science and Criminal Investigation; Social and Healthcare Institutions; Public Institutions and Parliaments; Industrial and Manufacturing Environments.

**ADMISSION REQUIREMENTS**

To be eligible for admission in the Advanced Specialist Certificate Programmes, candidates must be first-degree holders in a relevant discipline from any recognised University or its equivalent in related programme deemed appropriate from recognised institutions or other professional qualifications (e.g., ACA, ACIA, ICAN, MBA, ACIS, ACIB) including Advanced Diploma in Security Operations and Management.

**DURATION**: 6 months including internship placement and demonstration of skilled reports

**MODE OF LECTURES DELIVERY**: Physical and Online/Virtual

**TUITION**: To be determined

**APPLICATION FEE**: To be determined

**PAYMENT OF FEES PROCEDURES**

All fees are payable to UNILAGCONSULT at First Bank Plc, Account No: 2029937936. It is  
important you write the Programme Title on the bank teller. Full details of payment procedures are  
available in the UNILAG CONSULT Office.

**METHODS OF APPLICATION**

Application forms are obtainable from UNILAG Consult, University of Lagos between 8:00a.m. and 4:00p.m. (Monday-Friday) upon payment of non-refundable fees of Fifteen Thousand Naira (N15,000) only payable into UNILAG CONSULT, University of Lagos at First Bank Plc. The application forms could be obtained and completed online through this link [www.unilagconsult.com.ng](http://www.unilagconsult.com.ng)

*Note: The fees and duration of the courses may vary depending on the Institute's policies.*

**FOR FURTHER INFORMATION, PLEASE CONTACT:**

**Deputy President,**

Institute of Security, Nigeria,

2 Floor, Unilag Consult Office Complex, University of Lagos.

[www.instituteofsecurity.ng.org](http://www.instituteofsecurity.ng.org), [www.instituteofsecurity.com.ng](http://www.instituteofsecurity.com.ng)

[info@instituteofsecurity.com.ng](mailto:info@instituteofsecurity.com.ng), [bayoakinade@yahoo.co.uk](mailto:bayoakinade@yahoo.co.uk)

**Tel:** 08022771818, 08033482913, 0804532451, 08033136051, 0817592055

**INSTITUTE PROFESSIONAL PROGRAMMES**

**ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN THE AREAS OF SPECIALISATION IN SECURITY, PROTECTION AND INTELLIGENCE**

The Professional Development and Certification scheme in security, policing and protection science is relevant and multi-disciplinary in contents, nature and scope. Its pragmatic and rigorous curricula are structured to meet the challenges of security and protection practice**.** The programmes will raise participants’ level of critical thinking, intellectual and professional ability in their chosen areas of specialisation. The programme develops leadership, problem-solving capabilities, application of principles of security, police management and technologies. The programmes integrate the theoretical framework of security skills and knowledge with practical problems faced by security, police, protection professionals and decision-makers. The programmes consist of lectures, tutorials, educational and professional visits, workshops, case studies, field assignments and reports this. These specialist and highly professional, top-quality programmes are judiciary, civil protection force service, correction service and administration personnel.

The Institute provides opportunities for candidates in **professional membership grade, master’s degree, and post graduate diploma programmes** to enrich their professional experience in security, safety and protection science. The programmes are designed to deliver strong and credible professional knowledge, skills and practice in their areas of specialisation. The programmes also facilitate the Institutes professional certification scheme after the completion of the masters’ degree programmes. **The programmes will be run concurrently with Master’s degree in Security and Intelligence Studies and Police Science and Law Enforcement and Post Graduate Diploma.** Also, the programmes will assist the participants to choose project topics from their respective areas of specialisation in the master’s degree in security and intelligence studies and police science and law enforcement and post graduate diploma. At the completion of the programmes the students will acquire the requisite intellectual and professional knowledge and skills to make them fully functional and equipped for effective performance in the security, policing and protection industries.

**AREAS OF SPECIALISATION FOR SPECIAL ADVANCED DIPLOMA IN SECURITY AND RELATED FIELDS**

In addition to the master’s degree programmes, **every student must offer Advanced Specialised Professional Diploma of the Institute of Security in not more than two areas of specialisation in Security and Protection Sciences.** Every student will do his project work at the selected areas of specialisation as stated below. The aims of the programmes are to train and equip participants with sound knowledge and skills with a deep understanding of a broad range of advance studies in their chosen areas of specialisation. It will also facilitate areas for research for the projects for master’s degree programme. This programme enables participants to study a wide range of scholarly and professionally oriented literature pertinent to security and protection sciences. Also, the participants will acquire a wide range of research skills and apply these concepts to their professional activities and other security activities.

The programmes will provide advanced studies in security, protection and policing that reflects the broad area of research expertise. The nature of individual projects ranges from basic and speculative studies which establishes new scientific principles in the discipline of security, policing and protection science. It is expected that the projects should be multidisciplinary and interface with relevant discipline. The programmes will provide the students with exciting opportunities to pursue research in security, policing and protection science and at the same time be cutting edges of scientific and technological development worldwide. Each graduate of the programme will also be awarded an Advanced Specialised Professional Diploma of the Institute of Security in their respective areas of specialisation.

**AREAS OF SPECIALISATION IN SECURITY DISCIPLINES**

The security field is divided into a number of specialised disciplines. In a large organisation, a security professional may work full-time in one of these disciplines. In smaller organisations, a security professional may need to have some proficiency in each of them. These disciplines may be found in most of the security specialty areas.

The programmes are stated as follows:

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN CRITICAL INFRASTRUCTURE PROTECTION AND INDUSTRIAL SECURITY**

Modern life is increasingly dependent on a wide-ranging set of functions, systems and asset referred to as infrastructure. This area of specialisation provides advanced professional education in theory, design, management of operation of critical Infrastructure protection and industrial security covering protection of lives, property, facilities, utilities and public assets and security management in a variety of public, commercial, industrial and residential settings. The critical infrastructure of a public and private organisation assets includes the people, property and information assets.

The purpose of this interdisciplinary course is to foster an in-depth appreciation of the interaction in industrial security and infrastructural protection. The course provides a critical awareness of infrastructure protection and industrial security informed by research at the forefront of the field of security.

**Critical Infrastructure Protection Area of Specialisation** is another cross-cutting specialty that has emerged in recent years. Many would describe it as protecting the information systems that control elements of the infrastructure, such as petroleum pipelines, telecommunications systems, and nuclear power plants, from terrorist attacks. Others consider it as covering the protection of not only the information systems that operate and control the infrastructure, but the infrastructure itself, whether it be a bridge, a telephone switching centre or a food processing plant due to the varying connotations applied to CIP and the extensive scope of the infrastructure.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDCI 700 | Critical Infrastructure Protection and Industrial Environment | 2 |
| ASDCI 701 | Privatisation: Models and Applications in Private Security | 2 |
| ASDCI 702 | Protection Management System in Built-Environment | 2 |
| ASDCI 703 | Physical Security and Environmental Design System | 2 |
| ASDCI 704 | Contemporary Issues in Security Management | 2 |
| ASDCI 705 | Legal Regulatory and Administrative Issues in Security Management | 2 |
| ASDCI 706 | Industrial Hazards and Health Security | 2 |
| ASDCI 707 | Leadership Management and Diplomacy | 2 |
| ASDCI 708 | Facilities Management and Infrastructure Protection | 2 |
| ASDCI 709 | Ethical Standards in Security Practice | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN EMERGENCY SECURITY, CRISIS AND HAZARD MANAGEMENT**

This special professional course covers emergency security, crisis, hazard management and fire protection. It provides advanced professional education in theory, design, management and operation of fire, public safety and emergency management systems. The specialisation covers emergency management including practice of strategic and operational planning for response. The purpose of this interdisciplinary course is to foster an in-depth appreciation of the interaction in emergency security, crisis and hazard management. The course provides a critical awareness of emergency security informed by research at the forefront of the field of emergency security.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDE 700 | Emergency Management: Preparedness & Response | 2 |
| ASDE 701 | Fire Protection, Prevention and Emergency Response | 2 |
| ASDE 702 | Environment Protection and Disaster Management | 2 |
| ASDE 703 | Natural and Man-Made Disaster: Prevention and Responses | 2 |
| ASDE 704 | Civil Disobedience, Urban Violence and Dissent | 2 |
| ASDE 705 | Risk Analysis, Threat Assessment and Vulnerabilities | 2 |
| ASDE 706 | Management and Leadership Skills | 2 |
| ASDE 707 | Trauma System and Medical Intelligence | 2 |
| ASDE 708 | Occupational Hazards and Accident Prevention | 2 |
| ASDE 709 | Industrial and Domestic Hazard Prevention | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN TRANSPORT SECURITY AND BORDER PROTECTION**

This area of specialisation covers in-depth security in transport systems comprising road, rail, water and air as terminals and intermodal system. Border enforcement is a core element of security to control illegal migration with police border patrol, immigration and customs and border protection, Territorial Conflict and Cross Border Issues and International Trade Environment will be examined. This course develops skills in critical analysis, creative thinking and individual research initiatives. The programme is designed for students who wish to go on to individual research in transport security, border protection, immigration and customs services.

Security in the transportation industry extends throughout all passenger and cargo modes including aviation, trucking, buses, railroads, and maritime. It is further differentiated in asset based and non-based carriers, infrastructure, shippers, receivers, tourism, and business travellers. Infrastructure includes seaports, airports, airplane hangers, warehouses, passenger terminals, highways, and intermodal container transfer facilities. It is a multi-faceted and challenging endeavour that touches the core of our economy — our transportation system. Today, terrorism and cargo theft present a greater threat within our global supply chain than any time in recent history. Passengers feel the tension of heightened security. Airlines and airports are heightening security to prevent terrorist acts. Ports and terminals are taking steps to control access. Railroads and trucking companies are implementing security policies that mitigate risk. Sophisticated cargo theft occurs in all modes. Transportation security professionals are challenged with the requirement to protect critical transportation infrastructure without hindering the free flow of commerce and passengers. This industry employs professionals in both government and private sector organisations.

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| **CODE** | **COUSRE TITLE** | **UNIT** |
| ASDT 701 | Transportation Systems and Infrastructure Protection | 2 |
| ASDT 702 | Security Management in Ports and Terminal Stations | 2 |
| ASDT 703 | Immigration and Customs Services | 2 |
| ASDT 704 | Territorial Conflicts and Cross-Border Issues | 2 |
| ASDT 705 | Distribution Network and Warehouse Security | 2 |
| ASDT 706 | International Law and Border Disputes Issues | 2 |
| ASDT 707 | Aviation Security and Airport Facilities Protection | 2 |
| ASDT 708 | Maritime Transport Security and Infrastructure Protection | 2 |
| ASDT 709 | Public Road Transport Security | 2 |
| ASDT 710 | Railway Security and Infrastructure Protection | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN LAW ENFORCEMENT AND CRIMINAL JUSTICE**

This area of specialisation provides students with an understanding of principles and practice of criminal justice and law enforcement. The core of the programme major on works and theories of criminology, policing, corrections, judicial studies and policy analysis. The programme offers a multidisciplinary approach to examine and acquire specialised knowledge of both in-depth case studies and broad trends which will encourage research within the interdisciplinary framework of area of studies in law enforcement and criminal justice administration. It provides law enforcement personnel with skills and experience in researching and solving practical problems within the law enforcement and criminal justice administration. Students will be encouraged to conduct original research on real-world problems for law enforcement and security agencies.

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| **CODE** | **COUSRE TITLE** | **UNIT** |
| ASDL 700 | Criminology and Criminal Justice Systems | 2 |
| ASDL 701 | Public, Private and Community Security Systems | 2 |
| ASDL 702 | Intelligence and Surveillance Systems | 2 |
| ASDL 703 | Predictive Policing, Digital Forensics and Urban Violence | 2 |
| ASDL 704 | Problem–Oriented Policing and Crime-Mapping | 2 |
| ASDL 705 | Digital Forensics and Criminal Investigation | 2 |
| ASDL 706 | Fundamentals of Criminology and Criminal Justice System | 2 |
| ASDL 707 | Criminal Laws and Procedures | 2 |
| ASDL 708 | Organisational Behaviour and Human Resources in Policing | 2 |
| ASDL 709 | Terrorism, Counter Terrorism and Politics | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN FORENSIC ACCOUNTING AND CRIMINAL INTELLIGENCE**

This Advanced specialisation focuses on criminalistics analysis, forensic accounting, fraud examination, forensic investigation in financial and economic crimes including litigation support, investigative accounting, criminal intelligence matters, regulatory and compliance in insurance claims, matrimonial disputes and expert witnesses. It provides advanced education for criminal investigators, crime administrators and managers with skills and experience in researching and solving practical problems in criminal investigation. Students will be encouraged to conduct original research on real-world problems.

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| **CODE** | **COURSE TITLE** | **UNITS** |
| ASDF 700 | Forensics, Criminalistics and Transnational Crimes | 2 |
| ASDF 701 | Advanced Financial Reporting and Analysis | 2 |
| ASDF 702 | Criminal Investigation, Crime Tracing and Tracking | 2 |
| ASDF 703 | Forensic Accounting and Criminal Investigation | 2 |
| ASDF 704 | Cyber Crimes Investigation and Digital Forensics | 2 |
| ASDF 705 | Forensic Psychology and Personal Identification | 2 |
| ASDF 706 | Human Intelligence, Crime Detection and Investigation | 2 |
| ASDF 707 | Courtroom Presentation, Logical Analysis and Legal Framework | 2 |
| ASDF 708 | Inspection, Oversight and Independent Reputations | 2 |
| ASDF 709 | Ethics, Integrity and Accountability | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN POLITICAL AND PARLIAMENTARY SECURITY**

This programme is to provide an overview of the security aspects of politics, public policy, local government and parliamentary administration. The programme will encourage and develop the practical skills which will enable students to engage in active participatory social and political interaction and security aspects. This course includes election management, monitoring and forensics, urban violence, political violence. The course integrates an understanding of research design and strategic management in political and electoral security. The programme gives students broadly based theoretical knowledge and skills required in governance, parliaments, government agencies and departments.

The course covers public order, national security, general control of executive, legislative and judicial arms of the government.

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| **CODE** | **COURSE TITLE** | **UNITS** |
| ASDP 700 | Constitutional Framework, Rights and Liberties | 2 |
| ASDP 701 | Electoral Forensics and Electoral Malpractice | 2 |
| ASDP 702 | Security Issues in Governance and Statecraft | 2 |
| ASDP 703 | Diplomacy and International Law | 2 |
| ASDP 704 | International Security and Intelligence-Gathering | 2 |
| ASDP 705 | Election Security and Conflict Prevention | 2 |
| ASDP 706 | Law, Inspection and Oversight | 2 |
| ASDP 707 | Fraud, Abuse, Waste and Corruption | 2 |
| ASDP 708 | Ethical and Legal Environment in Public Institutions | 2 |
| ASDP 709 | Administrative Law and Reputations | 2 |
| ASDP 710 | Computer Applications in Public Policing and Management | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN COUNTER-TERRORISM AND CRIMINAL INTELLIGENCE**

The specialised professional programme in Terrorism and Counter-Terrorism aims to bridge the capacity gap and improve the readiness of operations by security personnel. This will help to develop the expertise, skills and attitude of all relevant stakeholders involved in the fight against counter-terrorism. The course covers theories and concepts that underpin terrorism. It will cover legal and human rights that promote counter-terrorism including tools and strategies of counter-terrorism. The course will improve interagency and international co-operation and inter linkages between organised crime and terrorism. The programme provides a common focus for a unique mix of research interests in terrorism. The programme will focus on terrorism and security discipline-based research as applied to the practice of counter-terrorism and stability.

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| **CODE** | **COURSE TITLE** | **UNITS** |
| ASDC 700 | Theories and Concepts of Terrorism and Counter-terrorism | 2 |
| ASDC 701 | Liberties, Human Rights and Constitution | 2 |
| ASDC 702 | Terrorism and Weapons of Mass Destruction | 2 |
| ASDC 703 | Intelligence, Terrorism and Politics | 2 |
| ASDC 704 | Criminal Intelligence and Policing Terrorism | 2 |
| ASDC 705 | Media and Counter-terrorism | 2 |
| ASDC 706 | Criminology of Terrorism | 2 |
| ASDC 707 | Collection of Intelligence and Terrorism | 2 |
| ASDC 708 | Urban Terrorism, Hostage Situations and Extremising | 2 |
| ASDC 709 | Radicalisation, Extremising and Insurgency | 2 |
| ASDC 710 | Security, Foreigners and Terrorism | 2 |
| ASDC 711 | Internal Security and Terrorism | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN HEALTHCARE SECURITY, AND SAFETY MANAGEMENT**

The programme offers fascinating insights into different aspects of occupational safety, health security and emergency planning. This is a professional-oriented and interdisciplinary programme which equip students with a wide range of safety health and protection careers. The programme examines the fundamentals of health, safety and environmental protection and management. It is structured around causes of accidents, toxic, waste product and hazard. The programme will focus on developing and applying advanced analytical techniques to saline occupational health and safety problems.

Security in the healthcare industry provides opportunities not only in hospitals, but also in long-term care facilities, clinics, and nursing homes. The healthcare industry is a multi-faceted, challenging field, which includes dealing with immobile, unconscious, emotionally disturbed and distraught patients and their families. and providing security to gift shops, cafeterias, parking lots, pharmacies, and emergency departments. Employee investigation plays a substantial role in asset protection. The work environment is oriented toward patient protection and service, and may also include safety and community emergency management. Security opportunities may include being a security supervisor. security director, or public relations person in charge of interacting with the medical community as well as patients.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDHS 700 | Occupational Safety and Health Security: Policies and Issues | 2 |
| ASDHS 701 | Occupational Hazards and Risk Management Strategies | 2 |
| ASDHS 702 | Public Health and Industrial Hygiene | 2 |
| ASDHS 703 | Contamination, Decontamination and Food Terrorism | 2 |
| ASDHS 704 | Hazardous Substance, Safety Management and Health | 2 |
| ASDHS 705 | Safety Regulations and Laws | 2 |
| ASDHS 706 | Public Health and Epidemical Approach | 2 |
| ASDHS 707 | Forensic Mental Health Counselling | 2 |
| ASDHS 708 | Alcoholism and Substance Abuse | 2 |
| ASDHS 709 | Health and Safety Education | 2 |
| ASDHS 710 | Security in Healthcare Institutions | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN INTELLIGENCE, DIGITAL FORENSICS AND INFORMATION SECURITY**

Information Systems Security (ISS) is an important and constantly growing security career field which reflects today's reliance on data communications, the Internet, and e-commerce. Systems security professionals are responsible for safeguarding hardware, software applications and business processes while ensuring that authorised users comply with established security policies and procedures. Depending on their assignments, systems security professionals will also be directly or indirectly responsible for the business continuity and disaster recovery plans of their organisations. The technical complexity of systems security requires a thorough knowledge of threats against computer operations. networking (including TCP/IP, UDP and ICMP protocols), and internal and network perimeter defenses. Systems security professionals are expected to understand common defenses such as firewalls, intrusion detection/prevention, anti-virus, router access control lists and methods to control attacks across all seven lavers of the ISO Open Systems Interconnect (OSI) models. Systems security professionals will find opportunities in both commercial and government organisations: most government opportunities will require a security clearance appropriate to the sensitivity of the organisation and data processed.

This specialised programme has been designed to expose the best practices in a variety of innovative methods in digital forensics and information security. Security administrators and managers will apply concepts and skills of information management, strategic security concepts in digital environment. Practical application of theories through experimental approaches and simulations will be interspersed throughout the programme. The predictive policing and information security aim at enhancing the effectiveness of security personnel in the collection, collation, correlation, analysis and dissemination of information with the specific aim of promoting situational awareness and improving decision-making in security operations.

**Information Systems Security** involves maintaining confidentiality, reliability and availability of data created, stored, processed and/or transmitted via automated information systems. Information systems security personnel develop procedures and safeguards to protect against hackers and other unauthorised efforts to access data, viruses, and a number of other threats to information systems.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDI 700 | Intelligence Gathering and Surveillance | 2 |
| ASDI 701 | Cybercrime and Digital Forensics | 2 |
| ASDI 702 | Vulnerabilities, Threat and Risks Management | 2 |
| ASDI 703 | Cyber Security and Information Security | 2 |
| ASDI 704 | Information Management and Strategic Decision-Making | 2 |
| ASDI 705 | Human Intelligence and Criminal Investigation | 2 |
| ASDI 706 | Elements of Cybercrime and Nigerian Law | 2 |
| ASDI 707 | Cybercrime, Law Enforcement and Technology | 2 |
| ASDI 708 | Digital Forensics and Criminal Justice System | 2 |
| ASDI 709 | Information Security Management and Security Service | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN HUMAN AND SOCIAL SECURITY**

The programme specialised in human and social security, the programme has been designed to expose best practices in a variety of innovative methods in security in various human and social environments, practical application of theories through experimental approaches.

The programme is unique because it combines progressive learning at the leading edge of knowledge in Human and Social Security. The programme enables students to study the security aspects of human and social organisations including healthcare institutions, Neighbourhood and community security, Tourism and cultural security, hotel and hospitality security and agricultural and rural environment. The course modules are aimed at developing knowledge and skills in fundamental security and protection science. Participants will be encouraged to develop skills in relation to practical research and decision making in human and social security.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDH 700 | Security in Places of Worship | 2 |
| ASDH 701 | Security in Educational and Healthcare Institutions | 2 |
| ASDH 702 | Social Security and Development | 2 |
| ASDH 703 | Tourism, Cultural Festivity and Hotel Security | 2 |
| ASDH 704 | Human Security and Development | 2 |
| ASDH 705 | Neighbourhood and Community Security | 2 |
| ASDH 706 | Security in Special Events | 2 |
| ASDH 707 | Close Protection and Dignitaries’ Security | 2 |
| ASDH 708 | Human and Public Relations | 2 |
| ASDH 709 | Management Services and Strategic Planning | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN INTERNATIONAL SECURITY, DIPLOMACY AND INTELLIGENCE**

The programme is designed to provide a broad understanding of diplomacy, international negotiation approaches, preventive and cultural diplomacy and intelligence. It covers practical diplomacy and practical creative, experimental exploratory and interdisciplinary aspects of internal security diplomacy and intelligence as instrument of security and peace. The programme examines the role of strategic intelligence utilising contemporary cases which focuses on distinct dimensions of strategic intelligence. The programme investigates how nations utilise covert information and information capacities as active means to promote their foreign policy goals in this context.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDID 700 | Diplomacy, International Security and Strategic Thoughts | 2 |
| ASDID 701 | International Security and Intelligence Gathering | 2 |
| ASDID 702 | Espionage, Sabotage and Subversion: and Counter-terrorism | 2 |
| ASDID 703 | Conflict Management, Peace Building and Preventive Security | 2 |
| ASDID 704 | Surveillance, Intelligence and Predictive Policing | 2 |
| ASDID 705 | United Nations Instruments and Diplomatic Communication | 2 |
| ASDID 706 | Intelligence and Communication Strategy | 2 |
| ASDID 707 | Security Culture and International Relations | 2 |
| ASDID 708 | Cultural and Public Diplomacy | 2 |
| ASDID 709 | Communication Skills and Democratic Environment | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN CRIMINALISTICS, FORENSIC SCIENCE AND SECURITY INVESTIGATION**

The process of investigation is an important function in both the public and private sectors. It is a very broad field and includes many sub-specialties. Background investigation is an important aspect and involves gathering information used to determine the level of trust that should be granted to an individual. In the case of an organisation, the term “due diligence” is generally used and is usually performed prior to a merger, acquisition, or establishment of a significant business agreement. In the commercial sector, investigators determine the facts in cases of theft, employee misconduct, computer system abuse, sabotage, threats, and potential workplace violence. They also ferret out fraud, waste, abuse, financial mismanagement and corporate ethics violations. Investigators use a variety of tools and techniques such as interviewing, evidence collection and processing, physical and technical surveillance, computer forensics, database searches and crime-analysis algorithms. Like most security measures, an effective investigations programme serves both as a deterrent to crime and a response once a crime has been committed.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ADDCT 700 | Crime Scene Technology, Investigation and Management | 2 |
| ADDCT 701 | Fingerprinting and other Impression | 2 |
| ADDCT 702 | Forensic Ballistics, Weapons and Ammunition | 2 |
| ADDCT 703 | Motor Vehicle Crimes Investigation | 2 |
| ADDCT 704 | Metabolism, Molecular Biology and Microbial Forensics | 2 |
| ADDCT 705 | Criminal Behaviour, Trial and Litigation | 2 |
| ADDCT 706 | Courtroom Presentation of Scientific Evidence | 2 |
| ADDCT 707 | Crime Records and Tracking | 2 |
| ADDCT 708 | Biometric Identification | 2 |
| ADDCT 709 | Forensic Documentation | 2 |
| ADDCT 710 | Information and Communication Technology | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN SECURITY MANAGEMENT IN RELIGIOUS AND WORSHIP CENTRES**

The programme deals with the protection of places of worship. The programme highlights security principles and practice of security in places of worship. The programme is designed to help clergy, laity and crime specialists to implement effective and efficient security and safety measures in religious organisations properly and and in a well-administered manner.

Security and safety programmes can enhance worship conditions rather than detraction from the religious activities’ sessions.

The programme exposes church administrators, officials, and the general public to effective and efficient implementation of security policies, procedures and programmes.

This area of specialisation offers comprehensive study of security and safety issues in religious places of worship. The programme is designed to address incessant criminal and terrorist attacks against religious places of worship. The programme has been developed to enhance the ability of those engaged in various services in places of worship.

The students will be exposed to the knowledge of security and safety programme in religious place of worship. The emphasis of this programme is on conceptual and practical issues related to the containing of professional development of personnel in the places of worship.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDRW 700 | Fundamentals of Religion and Places of Worship | 2 |
| ASDRW 701 | Framework for Security and Safety in Places of Worship | 2 |
| ASDRW 702 | Physical Security in Places of Worship | 2 |
| ASDRW 703 | Threats, Vulnerability and Risks in Places of Worship | 2 |
| ASDRW 704 | Security Planning and Religious Places of Worship | 2 |
| ASDRW 705 | Emergency Planning and Preparedness in Places of Worship | 2 |
| ASDRW 706 | Security Architecture in Places of worship | 2 |
| ASDRW 707 | Security Systems in Places of Worship | 2 |
| ASDRW 708 | Building Community Readiness and Resilient Security Strategies | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN CLOSE PROTECTION AND DIGNITARIES’ SECURITY**

The aim of the training is to establish the fundamentals of close protection and dignitaries’ security coupled with effective crowd control in the security industry. The training covers a wide spectrum of activities taking into consideration the core elements of personal security and executive protection operating worldwide in a multinational, multicultural and multifunctional environment. The programme facilitates security personnel in such a complicated, vulnerable and volatile environment. The professional close protection and dignitaries’ security specialist must be trained taking into account the entire volatile political, social, economic and cultural environment ensuring attainment of international standards.

The close protection and dignitaries’ security programme is based on the following factors:

1. Application of internationally recognised standards.
2. Meeting local requirements, conditions and standards.
3. Adopting innovative techniques and technologies in executive protection.
4. Updating programme to cover new requirements and technologies applied to protection and security industry.
5. Establishment of uniform operational standards through training.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDOP 700 | Close Protection and Dignitaries Security: Principles and Practice | 2 |
| ASDOP 701 | Surveillance, Intelligence and Threats Analysis | 2 |
| ASDOP 702 | Laws and Legislation Related to Close Protection | 2 |
| ASDOP 703 | Close Protection and Physical Security | 2 |
| ASDOP 704 | Close and Personal Protection: Problems and Challenges | 2 |
| ASDOP 705 | Close Protection, Technology and Communications System | 2 |
| ASDOP 706 | Crowd Dynamics and Management | 2 |
| ASDOP 707 | Interpersonal Relationship and Time Management | 2 |
| ASDOP 708 | Maintenance of Peace and Social Order | 2 |
| ASDOP 709 | Terrorism, and Public Order | 2 |
| ASDOP 710 | Team Building and Stress Management | 2 |

1. **ADVANCED SPECIALISED PROFESSIONAL DIPLOMA IN PREVENTIVE SECURITY, DIPLOMACY AND LEADERSHIP**

The programme provides an overview of security management, diplomacy and leadership and their importance in today’s global and best practices.

This programme is designed to help professionals in the fields of security management, diplomacy and leadership in organisations. The programme will up-skill the participants and provide them with the necessary expertise to meet with the current security challenges and challenges of the future. The programme helps professionals working in various fields of security to ensure that security services are created and delivered based on a totally systematic view. The programme aims to provide professionals with the knowledge and skills needed to be an effective security manager in organisations equipping participants with a basic understanding of the organisational operations, how they are managed and analytical techniques that can be applied to decision making in security processes, management, diplomacy and leadership.

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| **CODE** | **COURSE TITLE** | **UNIT** |
| ASDPD 700 | Security Policies, Objectives and Tasks | 2 |
| ASDPD 701 | Security Environments and Organisation | 2 |
| ASDPD 702 | Security Threats, Vulnerabilities and Risk Assessment | 2 |
| ASDPD 703 | Physical and Electronic Security | 2 |
| ASDPD 704 | Surveillance and Intelligence | 2 |
| ASDPD 705 | Security, Quality Management and Diplomacy | 2 |
| ASDPD 706 | Security Documentation and Management Systems | 2 |
| ASDPD 707 | Leadership and Diplomacy | 2 |
| ASDPD 708 | Communication Skills and Diplomacy | 2 |
| ASDPD 709 | Behavioural Issues and Security Challenges | 2 |
| ASDPD 710 | Ethical and Legal Environment Service Management | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN PROTECTIVE INTELLIGENCE AND PRIVATE INVESTIGATION**

Security Professionals, Protective Intelligence and Investigation Specialists are able to carry out their mission of physical protection and personnel security thoroughly only with the use of extensive intelligence collection and sophisticated investigative skills.

This programme is aimed at training students in the full range of technical skills relative to intelligence collection, analysis operations competitor, intelligence and investigation. The student will learn the use, application and countermeasures to every form of electronic and mechanical surveillance techniques. They will learn the intelligence collection, both clandestine and other techniques, video and audio surveillance as well as electronic tracking technology.

The student will learn how to use the computer to collect vital information, surf the internet for data on a worldwide basis and he or she will realise the importance of effective internal security defence.

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| **Course Code** | **Course Title** | **Unit** |
| ASDPI 700 | Intelligence Collection and Analysis | 2 |
| ASDPI 701 | Surveillance Methods and Electronic Countermeasures | 2 |
| ASDPI 702 | Competitor Intelligence Collection and Security | 2 |
| ASDPI 703 | Electronic Tracking Technology | 2 |
| ASDPI 704 | Principle & Practice of Investigation | 2 |
| ASDPI 705 | Legal Aspects of Private Security and Investigation | 2 |
| ASDPI 706 | Evidence Collection and Preservation | 2 |
| ASDPI 707 | Interview and Interrogation: Principles and Practices | 2 |
| ASDPI 708 | Internal Security and Predictive Policing | 2 |
| ASDPI 709 | Computer Intelligence Collection and Security | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN AGROTERRORISM, FOOD SECURITY AND INTELLIGENCE**

This programme is designed to provide a comprehensive overview of food security, agroterrorism and intelligence and various international, national and local examples for a better understanding of this complex problem. This programme focuses on converting theory and awareness pragmatic strategies to help practitioners develop informed responses to the threat of terrorism and food system.

The programme will lay emphasis on the public, private and legal responses to threats and specific skills designed to help participants respond strategically to real situation emergencies.

Participants will apply their knowledge and skills to develop specific plans at local level to enhance public awareness and local security and safety.

This course strengthens frontline responders' capability to prevent, mitigate, detect, respond to and recover from attacks and disasters on agriculture and food systems.

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| **Course Code** | **Course Title** | **Unit** |
| ASDFS 700 | Agro-Security, Bioterrorism and Intelligence | 2 |
| ASDFS 701 | Food Security and Urban Development | 2 |
| ASDFS 702 | Water Security and Health Issues | 2 |
| ASDFS 703 | Threats, Vulnerabilities and Risks in Agricultural Industry | 2 |
| ASDFS 704 | Security Analysis and Agroterrorism | 2 |
| ASDFS 705 | Bioterrorism, Food Contamination and Drug Control | 2 |
| ASDFS 706 | Agricultural and Rural Crime Prevention | 2 |
| ASDFS 707 | Law Enforcement Agencies: Agro-Security and Bioterrorism | 2 |
| ASDFS 708 | Community Security and Neighbourhood Policing | 2 |
| ASDFS 709 | Occupational Safety and Health Security | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN SECURITY MANAGEMENT IN SPECIAL EVENTS, HUMAN AND SOCIAL ORGANISATIONS**

Since the terrorist attacks in 2001, the lodging industry has increased its interest in, and dedicated additional resources to, the security function. Hotel owners and property managers are cognizant of the need to protect their guests and assets, in order to have their properties perceived as safe havens. To meet this need, there is increased emphasis on recruiting and hiring knowledgeable security professionals. Lodging security's primary focus is on the protection of life, and secondarily, the protection of assets. Hotel security positions generally pay well and include excellent benefits. The work environment is professional, demanding and complex, while routine responsibilities include extensive interaction with guests and employees. The industry is slowly rising from its post-September 11, 2001, slump and the outlook, in general, looks promising with career opportunities continuing to expand.

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| **Course Code** | **Course Title** | **Unit** |
| ASDSE 700 | Basic Planning and Management of Special Events | 2 |
| ASDSE 701 | Strategic Security and Executive Protection | 2 |
| ASDSE 702 | Decision Analysis and Risk Management in Security Management | 2 |
| ASDSE 703 | Professional Performance and Control Planning | 2 |
| ASDSE 704 | Critical Infrastructure Protection | 2 |
| ASDSE 705 | Social and Human Security | 2 |
| ASDSE 706 | Fundamentals of Safety and Accident Prevention | 2 |
| ASDSE 707 | Communication Technology and Internal Security | 2 |
| ASDSE 708 | Protective Intelligence and Private Investigation | 2 |
| ASDSE 709 | Peace and Conflict Prevention | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN SECURITY MANAGEMENT IN TOURISM, HOSPITALITY AND CULTURAL EVENTS**

The tourism and hospitality management programme aims to develop a broad understanding of the range of management and practices they apply in the tourism, cultural heritage hospitality industry and cultural security.

The programme is to expose the planners and managers of these events to security and safety aspects of the sector. The programme will deal with security and safety designs of the physical environment, fire safety and protection, traffic and transport security, access control, crowd control, aggressive behaviour and gangsterism, substance abuse, control terrorism and VIP Protection.

This programme is designed to enable participants to develop a systematic understanding and a critical awareness of the managerial security and safety issues that face tourism, cultural heritage and hospitality industry.

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| **Course Code** | **Course Title** | **Unit** |
| ASDTH 700 | Basic Planning and Management of Special Events | 2 |
| ASDTH 701 | Dignitaries Security & Executive Protection | 2 |
| ASDTH 702 | Management of Special Events | 2 |
| ASDTH 703 | Security in Tourism, Heritage-Cultural and Sports Events | 2 |
| ASDTH 704 | Access Control & Search System in Special Events | 2 |
| ASDTH 705 | Crowd and Processing Controls | 2 |
| ASDTH 706 | Security in Hospitality Industry | 2 |
| ASDTH 707 | Terrorism and Counter-terrorism | 2 |
| ASDTH 708 | Communication Technology and Physical Security | 2 |
| ASDTH 709 | Cultural Diplomacy | 2 |
| ASDTH 710 | Tourism Planning and Policies | 2 |
| ASDTH 711 | Gangsterism and Urban Centres | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN SECURITY IN EDUCATIONAL INSTITUTIONS**

The primary objective of an educational institution security programme is to educate the campus community on the potential for crime both on and off-campus. The central themes of a campus crime prevention programme are awareness, self-protection and prevention. Educational institution security has been a growing concern throughout the 1990s. With increasing publicity about campus crime, it is likely that the trend will continue. The level of violence on and around educational institutions has brought about a need for security at public and private educational institutions at both the elementary and secondary school levels. Many educational institutions operate a commissioned police department which makes police academy training or law enforcement certification a requirement. Interested college students can often enter this field by working for campus security departments on a part-time basis.

The programme is designed to address security threats and vulnerabilities in educational institutions at various levels including infrastructure, students, staff and visitors’ protection.

The participants will be exposed to strategic techniques and skills in addressing security and safety issues in the school environment. Security and schools’ administrators must be thoroughly familiar with the principles and practices of security and safety management of educational institutions. The course is designed for security professionals in educational institutions.

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| **Course Code** | **Course Title** | **Unit** |
| ASDEI 700 | Security in Educational Environment | 2 |
| ASDEI 701 | Schools Sports Festivals and Security Control | 2 |
| ASDEI 702 | Cultism and Gangsterism Educational Environment | 2 |
| ASDEI 703 | Terrorism and Counter-terrorism in Educational Environment | 2 |
| ASDEI 704 | Physical Security in Educational Environment | 2 |
| ASDEI 705 | Security Technologies in Educational Institutions | 2 |
| ASDEI 706 | Intelligence and Private Security Investigation in Educational Institutions | 2 |
| ASDEI 707 | Legal & Ethical Issues in Educational Institutions | 2 |
| ASDEI 708 | Terrorism and Counter-terrorism in Educational Institutions | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN COMMUNITY SECURITY, NEIGHBOURHOOD AND PLURAL POLICING**

The programme deals with the principles and practices of community security, neighbourhood and plural policing and covers the following areas:

1. Basic elements of security and policing.
2. Understanding community security and policing.
3. Plural policing and private security.
4. Local security community militia groups.
5. Neighbourhood protection and policing.

Plural policing in urban and rural areas can consequently solve the problems of insecurity in the country. The need for professionalisation of security and policing at all levels is considered to be a great weapon in delivery of security service.

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| **Course Code** | **Course Title** | **Unit** |
| ASDCS 700 | Basic Elements of Security & Policing | 2 |
| ASDCS 701 | Communications Technology in Security and Policing | 2 |
| ASDCS 702 | Local and Informal Security Community and Militia Groups | 2 |
| ASDCS 703 | Neighbourhood Protection and Policing | 2 |
| ASDCS 704 | Plural Policing & Private Security | 2 |
| ASDCS 705 | Philosophies of Policing and Community Security | 2 |
| ASDCS 706 | Use of Force and Firearms in Policing | 2 |
| ASDCS 707 | Criminal Justice and Policing | 2 |
| ASDCS 708 | Legal and Ethical Issues in Security and Policing | 2 |
| ASDCS 709 | Principle and Practice of Intelligence | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN CRISIS MANAGEMENT, CLOSE PROTECTION AND DIGNITARIES’ SECURITY**

The programme covers theoretical principles, techniques and their applications in close protection and security protocol. The programme is for protection managers, events planners and for effective coordinators and protection tasks.

The programme focuses on the efficient and effective professional performance of personnel involved in close protection and dignitaries’ security.

The programme covers the following areas:

1. Concepts and scopes of protection.
2. Nature and scope of dignitaries security and close protection.
3. Terrorism and close protection.
4. Problems and challenges of personal protection operations.
5. Human behaviour and operational skills in close protection operation.
6. Unarmed command and close protection operations.
7. Protection and defensive driving.

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| **Course Code** | **Course Title** | **Unit** |
| ASDCL 700 | Security Risks, Threats and Vulnerabilities | 2 |
| ASDCL 701 | Basic Issues in Crisis Management | 2 |
| ASDCL 702 | Human Behaviour and Etiquettes of Close Protection | 2 |
| ASDCL 703 | Surveillance and Intelligence in Crisis Management | 2 |
| ASDCL 704 | Technology Solutions in Crisis Management | 2 |
| ASDCL 705 | Leadership in Security Industry | 2 |
| ASDCL 706 | Communal Violence and Crime Prevention | 2 |
| ASDCL 707 | Community and Neighbourhood Security | 2 |
| ASDCL 708 | Security Issues in Statecraft & Governance | 2 |
| ASDCL 709 | Legal and Ethical Issues in Security Management | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN POLICING AND LAW ENFORCEMENT**

The programme deals with the principles and practices of community security, neighbourhood, plural policing and law enforcements. The programme covers:

1. Basic elements of security, policing and law enforcement.
2. Understanding community security and policing.
3. Plural policing and private security.
4. Local security and militia group.
5. Neighbourhood intelligence led policing.

Law enforcement can be achieved by effective policing activities.

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| **Course Code** | **Course Title** | **Unit** |
| ASDPL 700 | Evolution, Growth and Development of Policing and Law Enforcement | 2 |
| ASDPL 701 | Criminal Law Procedures and Judicial Prosecution System | 2 |
| ASDPL 702 | Maintenance of Public | 2 |
| ASDPL 703 | Police Leadership and Management | 2 |
| ASDPL 704 | Organisational Behaviour and Police System | 2 |
| ASDPL 705 | Human Resources Management in Police Organisation | 2 |
| ASDPL 706 | Legal and Statutory Framework of Policing | 2 |
| ASDPL 707 | Information Communication Technology in Police Administration | 2 |
| ASDPL 708 | Cybercrime Investigation and Digital Environment | 2 |
| ASDPL 709 | Contemporary Issues in Policing | 2 |
| ASDPL 710 | Crime Prevention and Criminology | 2 |
| ASDPL 711 | Forensic Science and Criminal Investigation | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN RISK MANAGEMENT AND FINANCE SECURITY**

Law enforcement may be achieved by effective police activity. The programme focuses on the pattern and trends of community security, neighbourhood protection and plural policing. It highlights the problems and solutions to problems in community and neighbourhood policing in contemporary environment.

The programme deals with:

1. Basic police functions and objectives in a democratic environment.
2. Community security programmes in design and planning.
3. Core approaches and values behind community security.
4. Community involvement in policing.
5. Crime, disorder and community policing.
6. Plural policing and private security.

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| **Course Code** | **Course Title** | **Unit** |
| ASDRM 700 | Principles, Theories and Modes of Policing and Law Enforcement | 2 |
| ASDRM 701 | Information Technology in Policing and Law Enforcement | 2 |
| ASDRM 702 | Exploring Language: Critical Thinking, Writing and Communication | 2 |
| ASDRM 703 | Police Administration and Management | 2 |
| ASDRM 704 | Restitution, Reformation and Replacement | 2 |
| ASDRM 705 | Contemporary Private Security Issues | 2 |
| ASDRM 706 | Law Enforcement and Justice Administration | 2 |
| ASDRM 707 | Policing Terrorism and Apocalyptic Violence | 2 |
| ASDRM 708 | Police Science and Management | 2 |
| ASDRM 709 | Law Enforcement and Criminalisation Policy | 2 |
| ASDRM 710 | Organised Crimes and Crime Mapping | 2 |
| ASDRM 711 | Technology and Criminal Justice System | 2 |
| ASDRM 712 | Fundamentals of Criminology and Penology | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN CRIME PREVENTION AND PROBLEM-ORIENTED POLICING**

**COURSE BACKGROUND**

The programme offers comprehensive intelligence-led policing issues, culture of information analysis and information sharing systems within community and predictive policing, intelligence gathering and crime forecasting and mapping.

This area covers crime prevention programme including crime prevention strategies, evaluation of crime prevention measures, police strategies and tactics, crime analysis for problem-solving, community crime prevention, neighbourhood watch programme, vigilantism and community policing.

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| **Course Code** | **Course Title** | **Unit** |
| ASDCP 700 | Criminal Investigation and Evidence Management | 2 |
| ASDCP 701 | International Crimes, Policing and Criminal Justice | 2 |
| ASDCP 702 | Intelligence and Security Investigation | 2 |
| ASDCP 703 | Community Policing and Neighbourhood Security | 2 |
| ASDCP 704 | Crime Prevention through Environmental Designs and Urban Security | 2 |
| ASDCP 705 | Specific Crime Threats in Urban Centres | 2 |
| ASDCP 706 | Environmental Influence and Criminal Behaviour | 2 |
| ASDCP 707 | Evaluation of Crime Prevention Measures | 2 |
| ASDCP 708 | Crime Analysis for Problem-Solving | 2 |
| ASDCP 709 | Crime Prevention through Environmental Design | 2 |
| ASDCP 710 | Crime Prevention Strategies in Urban and Rural Environment | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN LAW ENFORCEMENT TECHNOLOGIES AND POLICING**

Law enforcement focuses on reaction to crime and the enforcement of public laws and ordinances. Security professionals, on the other hand, are more proactive and focus on identifying and preventing a problem before it occurs. In addition, security personnel are more likely to be involved in protecting assets and carrying out an organisation's policies and procedures than in enforcing criminal statutes.

Many people think of the security field as being synonymous with the private sector, and to a large extent, that is true. However, there are many security opportunities in government agencies, particularly at the federal level. Public sector security personnel perform many of the same functions as their proprietary counterparts in the private sector.

This area deals with the application of modern scientific management analysis technologies and integrated information system in policing which include surveillance and information gathering technologies, automated fingerprint identification, law enforcement technologies for crime tracking and detection.

Communication technologies are very important in security and policing. Communication technologies are devices designed to facilitate and monitor communication between personnel within the facilities, security personnel and stakeholders outside the facilities such as first responders, administrations and surrounding community.

Communication is necessary for many purposes. Communication technology relates to community safety. Data casting refers to a technology that can transmit encrypted data files, such as blueprints, personal databases and surveillance video.

Violence prediction software is very important in police work. Surveillance cameras are very vital in policing. The programme will focus on digital CCTV supply, smart cameras and video analysis. GTS-Based Tracking System is another important technology in policing. Tracking Technology can be evaluated in security performance parameters. Components of the tracking system is RFID-based Tracking Systems and Unmaimed Aerial vehicles.

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| **Course Code** | **Course Title** | **Unit** |
| ASDLE 700 | Police Legal Powers, Surveillance and Information Gathering | 2 |
| ASDLE 701 | Law Enforcement and Policing: Performance and Ethical Issues | 2 |
| ASDLE 702 | Fundamental Human Rights, Policing and the Citizens | 2 |
| ASDLE 703 | Terrorism and Apocalyptic Violence | 2 |
| ASDLE 704 | Information Security and Technology | 2 |
| ASDLE 705 | Policing and High Technology Crime | 2 |
| ASDLE 706 | Scientific Evidence, Expert Testimony and Policing | 2 |
| ASDLE 707 | Computer Appreciation in Policing | 2 |
| ASDLE 708 | Technology Delivery System in Justice and Police Services | 2 |
| ASDLE 709 | Police Services and Communication technology | 2 |
| ASDLE 710 | Ethics, Integrity and Accountability in Policing | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN SECURITY AND PROTECTION MANAGEMENT**

The programme develops and integrates theories and principles common to the design and implementation systems relating to protection of people and property in public, commercial, and residential settings from loss associated with fire, casualty disruption and crime.

The programme exposes students to the integration of theoretical, managerial and technological bases for the fields associated with protection, security management and application of technologies to structural and non-structural environments.

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| **Course Code** | **Course Title** | **Unit** |
| ASDSP 700 | Emergency: Preparedness in Built-Environment | 2 |
| ASDSP 701 | Safety and Security in Built-Environment | 2 |
| ASDSP 702 | Risk Analysis and Loss Prevention | 2 |
| ASDSP 703 | Risk Threats and Critical Infrastructure Protection | 2 |
| ASDSP 704 | Private Security: Models and Operations | 2 |
| ASDSP 705 | Legal Regulations and Administrative Issues in Security Management | 2 |
| ASDSP 706 | Capital and Operational Budgeting and Fiscal Management | 2 |
| ASDSP 707 | Security Information Management and Technology | 2 |
| ASDSP 708 | Internal Security and Community Policing | 2 |
| ASDSP 709 | Business Continuity Planning and Security Service | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN PUBLIC AND INDUSTRIAL SECURITY**

Government/industrial security professionals protect a variety of special categories of classified information in accordance with the National Industrial Security Programme (NISP). The NISP is a security partnership between the Government and industry that was created to safeguard Federal Government classified information that is released to contractors, licensees, and grantees of the U.S. Government. Personnel within this specialty must meet the requirements, restrictions, and other safeguards within the constraints of applicable law and the Code of Federal Regulations, necessary to prevent unauthorised disclosure of classified information released by U.S. Government departments and agencies to their contractors.

The objective of the programme is to prepare students for public security service administration, inspection and oversight management. This is to advance public security administration through scholarly and applied community service.

The programme seeks to inspire students to the highest ideals of citizenship and public security service administration by commitment to accountability, transparency and equity. The programme offers students the opportunity to acquire professional and political knowledge and skills based on academic studies, public service experience and partnerships with faculty in scholarly and professional endeavours.

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| **Course Code** | **Course Title** | **Unit** |
| ASDPIS 700 | Forensic Accounting and Investigations | 2 |
| ASDPIS 701 | Organisational Assessment, Monitoring, Inspection and Oversight | 2 |
| ASDPIS 702 | Private and Industrial Security | 2 |
| ASDPIS 703 | Fraud, Abuse, Waste and Corruption | 2 |
| ASDPIS 704 | Ethical and Legal Environment in Public Service | 2 |
| ASDPIS 705 | Standard Performance for Security Personnel and Oversight | 2 |
| ASDPIS 706 | Politics and Process of Outsourcing | 2 |
| ASDPIS 707 | Public Accounting and Building | 2 |
| ASDPIS 708 | Computer Application in Public Security Service | 2 |
| ASDPIS 709 | Strategic Security Management | 2 |
| ASDPIS 710 | Managing People and Human Resources | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN BANKING AND FINANCIAL SECURITY**

Careers in this field include those associated with banking (including retail banking, mortgage, credit/debit cards, internet banking, commercial and consumer lending), stock brokerages, insurance companies, and other financial institutions. As a key component to the critical infrastructure of every nation, the financial services industry is regulated by various government agencies. Financial institution security directors and managers must deal with a wide variety of concerns including theft, fraud, workplace violence, information security, investigations, executive protection, business continuity, and physical security in order to adequately protect their institution. Security managers must be effective leaders within their organisation and able to successfully influence change.

Because of the increasing complexity of the financial services industry, companies continue to seek the best and the brightest from law enforcement agencies, colleges and universities, and from within other private sector companies, both within and outside of the financial services sector.

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| **Course Code** | **Course Title** | **Unit** |
| ASDB 700 | Banking and Finance as Critical Infrastructure | 2 |
| ASDB 701 | Financial Institution and Security Systems | 2 |
| ASDB 702 | Risks Analysis, Security Threats and Security Survey | 2 |
| ASDB 703 | Electronic Security, Banking and Finance in Digital Environment | 2 |
| ASDB 704 | Mobile Risk Management and E-Finance in Wireless Environment | 2 |
| ASDB 705 | Information Security Management in Banking Environment | 2 |
| ASDB 706 | Service Management in Banking Business | 2 |
| ASDB 707 | Protection of Information and Industrial Espionage in Business Environment | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN INDUSTRIAL AND MANUFACTURING SECURITY**

Manufacturers make products which in turn are sold either to wholesalers, distributors, or directly to consumers. Professionals within the manufacturing security specialty are responsible for issues involving not only sales transactions, but transport issues, ordering and purchasing of raw materials, and the protection of resources against loss or theft. Manufacturers are becoming increasingly aware of the potential for loss. Prevention of loss can be accomplished only through employing competent security directors and managers who can help integrate the security function into the total operation rather than allowing it to remain isolated. Depending on the products being manufactured, individuals in this specialty may work in a variety of environments, including exposure to varying weather conditions and involvement with chemical processing areas.

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| **Course Code** | **Course Title** | **Unit** |
| ASDIM 700 | Risk Analysis, Threat Assessment, Vulnerabilities and Security Survey | 2 |
| ASDIM 701 | Science, Technology and Industrial Security | 2 |
| ASDIM 702 | Utility, Power Industrial Estate | 2 |
| ASDIM 703 | Security and Safety Measures in Industrial Areas | 2 |
| ASDIM 704 | Industrial and Hazards Accidents | 2 |
| ASDIM 705 | Physical Security in Industrial Estate | 2 |
| ASDIM 706 | Safety Equipment in Industrial Environment | 2 |
| ASDIM 707 | Protection of Industrial and Manufacturing Plants | 2 |
| ASDIM 708 | Emergency Recognition and Prevention | 2 |
| ASDIM 709 | Health and Legal Issues in Industrial Environment | 2 |
| ASDIM 710 | Fire Hazard: Prevention, Protection and Responses | 2 |

1. **ADVANCED SPECIALISED DIPLOMA IN PRIVATE AND LOSS PREVENTION SECURITY**

Security in the commercial real estate industry provides opportunities not only in commercial high-rise office buildings but also in residential buildings and shopping malls. Commercial real estate ranges from the environment in which people spend their working hours to where they live and where they shop. Each venue has challenges and aspects that while not unique to the security industry, must be addressed in an appropriate and cost-effective manner. Regardless of the venue, the primary focus is on personnel and asset protection. This is accomplished by solid liaison with local law enforcement, knowledge of staffing requirements, and electronic security systems. All vulnerable areas of a facility must be identified and protected with appropriate resources.

The most common perception of the general public regarding the function of retail loss prevention (LP) departments is that they are primarily involved in the recruitment of store detectives or shoplifter catchers'; while it is true that many retailers hire store detectives to prevent and apprehend shoplifters, the responsibilities of LP professionals and the role they play in the overall profitability of the company makes this one of the most critically important functions within retail organisations. Retail companies are plagued by theft and fraud from both internal and external sources. Entry-level retail loss prevention positions generally involve undercover shoplifting apprehensions, LP or safety auditing and many other such functions and can lead to rapid advancement into more lucrative positions of responsibility. Retail LP positions offer valuable work experience. Retail LP managers have responsibility for overseeing the store detectives and also addressing and resolving internal theft concerns. Depending on the size of the stores and the company, a LP manager may be responsible for the LP functions within a single store, or responsible for overseeing LP at a number of locations within a chain.

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| **Course Code** | **Course Title** | **Unit** |
| ASDPLP 700 | Security Threats, Risks, Vulnerabilities and Survey | 2 |
| ASDPLP 701 | Security and Safety in Industrial and Commercial Facilities | 2 |
| ASDPLP 702 | Security Planning in Commercial and Industrial Facilities | 2 |
| ASDPLP 703 | Personal Security in Commercial and Industrial Facilities | 2 |
| ASDPLP 704 | Terrorist and Criminal Attacks in Commercial and Industrial Facilities | 2 |
| ASDPLP 705 | Criminal Activities in Business Environment: Techniques and Solutions | 2 |
| ASDPLP 706 | Chemical and Biological Attacks in Urban Centres | 2 |
| ASDPLP 707 | Emergency Planning, Health and Safety Enforcement in Urban Centres | 2 |
| ASDPLP 708 | Fire Hazards: Protection, Prevention and Responses | 2 |
| ASDPLP 709 | Security Technologies in Business and Industrial Facilities | 2 |

**TAI SOLARIN UNIVERSITY OF EDUCATION IKIJA, OGUN STATE**

**Centre for Human Rights and Gender Education**

**IN COLLABORATION WITH**

**INSTITUTE OF SECURITY, NIGERIA**

**POSTGRADUATE DIPLOMA IN SECURITY SCIENCE EDUCATION**

The postgraduate Diploma in Security Science Education (P.G.D.S.E) Programme is designed to train holders of first degree or its equivalent or higher degrees in academic fields other than education who wish to undergo a professional training in education and security studies to enable the candidates acquire adequate and appropriate teaching strategies and modern techniques in education, security studies, school administration, guidance, counselling and curriculum development. The course provides an opportunity in teaching practice to demonstrate, and improve on or acquire skills in education and security studies.

Security Science Education is the process of exposing the learners to the knowledge, values, skills and experiences included in the concepts of security, safety and protection from threats which are necessary for citizens to achieve comprehensive national security. The programme will explore the concepts, nature, and scope of security and education. It will also interrogate the rationale for the study of security and education in our schools, communities and organisations. The programme will explore the branches and scope of security education. The programme will further instigate security awareness to teachers, students and citizens. It is important because it will make the teachers, students and citizens to be aware of various security threats around them and methods of prevention, detection and be security conscious of their environment. The subject will help to reduce crime rates in society. Thereby, the crimes and insecurities rampant in the society will be defeated if the people are well equipped. Security Science Education is important in society with acquisition of massive security knowledge and skills in society and schools because security education is the process of exposing the learners to knowledge, values, skills.

This programme aims to highlight some of the notable challenges faced by societies and nations and the need to stress on the teaching of the subject matter in the schools, communities and societies. The aim also is to embark on the process of improving human knowledge and skills to help in the development of practical security strategies. Despite the development of state-of-the-art of security safety and protection system, there is the need for security and training of teachers, trainers and instructors to disseminate the knowledge of security education, training and awareness programmes to citizens and students. There is the need to influence the user’s ability to effectively detect and militate threats to the political, economic, social, business organisations and immediate personal environments.

Understandably, there are quite a few challenges concerning both modernised and traditional webs which have led to the conclusion that introducing security education programmes at the various levels of the society and organisations help boost the nation’s security system. As such, most learning Institutions have adopted security education into their respective courses to build strong foundations for security systems in the society. Nevertheless, security education plays a significant role in ensuring a safe and secure environment.

**ADMISSION REQUIREMENTS**

To qualify for admission into the Postgraduate Diploma in Security Science Education programme, all candidates must:

1. Hold a bachelor’s degree of this university or other recognised universities.
2. Be a person who holds other qualifications approved by Senate of Tai Solarin University of Education.
3. In exceptional circumstances, any other person whose educational qualifications and competence have been approved by Senate.
4. Notwithstanding the regulations above, an applicant may be required as a condition of admission to undergo such tests as may be prescribed by the university departments or departments concerned with proposed programme.

**RATIONALE/JUSTIFICATION**

Postgraduate Diploma in Security Science Education provides a wide background and comprehensive knowledge of the fundamental principles of education and security studies. Thus, graduates of this programme are thoroughly trained as teachers of security.

Most security measures that are meant to improve the security resilience of the society are very underutilised as the personnel meant to operate there do not have sufficient expertise providing security education and training for citizens to equip them with the knowledge to efficiently use the techniques and methods and become better defender of the society.

**DURATION**

The duration of the programme should be twelve months.

**MODE OF TRAINING**

This is a part-time programme and lectures shall run on weekends through hybrid lectures delivery physically and virtually.

**GRADUATION REQUIREMENTS**

A candidate shall be expected to register for a minimum of twelve (12) units and a maximum of twelve (20) units per semester. Minimum number of Units required for graduation is 24 or the minimum specified by National Universities Commission (NUC) – Benchmark Minimum Academic Standards for Postgraduate Programmes, if higher than 24.

To be eligible for the award of a Postgraduate Diploma in Security Science Education Studies, a candidate must:

1. Pass all the courses and obtain the total units prescribed for the programme.
2. Not spend less than the minimum period, nor more than the maximum period stipulated, and
3. Pass the project work.

**TAI SOLARIN UNIVERSITY OF EDUCATION IKIJA, OGUN STATE**

**CENTRE FOR HUMAN RIGHTS AND GENDER EDUCATION**

**IN COLLABORATION WITH**

**INSTITUTE OF SECURITY, NIGERIA**

**POSTGRADUATE DIPLOMA IN FORENSIC INVESTIGATION AND CRIMINAL JUSTICE EDUCATION**

Forensic Investigation and Criminal Justice Education is a rapidly expanding field. The aim of the programme is to broaden the perspective of those already in the security and protection profession and prepare students for further graduate work, research and scholarship. The programme offers a balance of practice and theory and provides a wide background and comprehensive knowledge and skills in Forensic Investigation and Criminal Justice Education. The programme is rooted in the belief that Forensic Investigation and Criminal Justice Education practice mirrors the national economy, social and sustainable development.

The philosophy of the programme is to produce qualified professionals who can apply and sustain their expertise in the practice of forensic investigation and criminal justice education effectively, communicate their knowledge and skills including endeavours to promote forensic investigation and criminal justice education and in criminal justice administration in the society. The programme is to deepen the students’ knowledge of forensic investigation and criminal justice education and to develop them in a more critical independent and creative approach to issues in forensic science, criminal intelligence and justice administration.

The programme is a continuing education programme which provides modest exposure to multi-disciplinary academic and professional fields and makes efforts to maintain quality programme for the education and training of future security practitioners. The programme will assist practitioners in the private and public sectors to acquire adequate knowledge which will improve the quality, efficiency and effectiveness of the security service for today’s changing environment in the following areas of specialisation.

1. **FORENSIC SCIENCE ANALYSIS AND CRIMINAL INVESTIGATIONS**

This is a specialisation in criminalistics forensic toxicology or molecular biology. It provides advanced education for scientists, laboratory administrators, criminal justice personnel and other professionals currently employed in crime laboratories, medical examiners’ offices and in related areas such as public safety, arson investigation and environmental protection.

1. **FORENSIC ACCOUNTING AND CRIMINAL INTELLIGENCE**

This area of specialisation focused on forensic accounting and fraud examination, forensic investigations in financial and economic crimes including litigation support, investigative accounting, criminal intelligence matters, regulation and compliance in insurance claims, matrimonial disputes and expert witnesses.

1. **FORENSIC PSYCHOLOGY AND CRIMINAL INTELLIGENCE**

This area of specialisation provides psychological services to and within the criminal and civil justice systems. It focuses on the understanding, evaluation and treatment of both offenders and victims. The specialisation provides advanced understanding of psychological setting.

1. **CRIMINAL JUSTICE, HUMAN RIGHTS AND FORENSIC EDUCATION**

Criminal justice system includes law enforcement, courts and corrections aimed at preventing and responding to crime upholding principles of human rights through use of scientific principles and methods to investigate crimes and gather evidence including DNA analysis fingerprint and digital forensics investigations facilitate collection.

**PROGRAMME AUDIENCE**

The programme is designed with the following professionals in view:

* Military and Para-Military, Crime Investigation, and Intelligence Officers
* Law Enforcement Officers: Police, Customs, Immigration, & Correctional Officers, Civil Defence Corps and other Security Officers.
* Economic and Financial Crime Investigators; Fraud Examiners, Due Diligence and Compliance Officers: Auditors; Tax Fraud Examiners, Tax Inspectors/Practitioners and Consultants.
* Forensic Practitioners, Criminalists; Scientists, Medical Practitioners and Paramedics.
* Government Officials; Business Executives, Finance Officers, Managers and Investors.
* Lawyers/Legal and Para-Legal Officers; Psychologists; Investigative Journalist/Reporters.
* Academics; Educationists/Counsellors, Human Resources Practitioners.

**ADMISSION REQUIREMENTS AND ELIGIBILITY**

**Postgraduate Diploma in Forensic Investigation and Human Rights Education**

1. To be eligible for admission into the Postgraduate Diploma programme, candidates must:
2. be a first-degree holder in a relevant discipline from any recognised University approved by Senate of the Tai Solarin University of Education, Ikija, Ogun State.
3. be a person who holds other qualifications approved by senate, including professional qualifications (e.g., ACA, ACIA, ICAN, MBA, ACIS, ACIB, HND) deemed appropriate and recognised by Tai Solarin University of Education, Ikija, Ogun State.
4. in exceptional circumstances, any other person whose educational qualifications and competences have been approved by Senate of Tai Solarin University of Education.
5. Notwithstanding Regulation (i) above, an applicant may be required as a condition of admission to undergo such tests as may be prescribed, subject to the overall control of the Board.

* Evidence of previous training in the relevant field would be an added advantage.

**TAI SOLARIN UNIVERSITY OF EDUCATION**

**CENTRE FOR HUMAN RIGHTS AND GENDER EDUCATION**

**IN COLLABORATION WITH**

**INSTITUTE OF SECURITY, NIGERIA**

**POSTGRADUATE DIPLOMA IN TOURISM SECURITY AND CULTURAL HERITAGE PROTECTION**

As Tourism Security and Cultural Heritage Protection expand, there is a growing demand for well-qualified employees. The rapidly changing tourism environment and cultural heritage sector require professionals with skills in strategic analysis and knowledge necessary for informed and flexible decision-making. It is important that these professionals understand the complexity and dynamics of this growing sector and are able to operate at a global level.

This programme is designed to cater for professionals within the industry who wish to gain or enhance their qualifications and theoretical awareness to advance their careers in tourism and cultural heritage management. It develops the students’ profession, whether they work in the international tourism industry or from a non-tourism background. Interesting, diverse and challenging employment opportunities exist as tourism organisations increasingly operate at a global level. These include:

* Cultural Heritage and Traditional Education
* Cultural Centres and Museum Security
* National Tourist Organisations
* Destination Management and Marketing Organisations
* Local, Regional and National Government Agencies for Tourism and Cultural Heritage
* International Tour Operators and visitor attractions
* Security and Protection Personnel for Tourism and Cultural Heritage Industry

The programme is underpinned by a strong theoretical base across contemporary themes and global issues. A variety of modules is explored including cultural heritage tourism policy and planning, tourism and globalisation, tourist destination management, sustainable tourism, services management, marketing and infrastructure protection and safety in tourism industry.

**AIMS AND OBJECTIVES**

The main objective of this Postgraduate Diploma in Tourism Security and Cultural Heritage Protection programme is to provide comprehensive training in order to enhance professionalism and skills in Tourism Security and Cultural Education.

The aim of this Postgraduate Diploma in Tourism Security and Cultural Heritage Protection programme is to integrate numerous theoretical and practical understanding and their global development from both the developed and developing world. It provides a curriculum that aims to enhance the knowledge and skills of its students by promoting critical and reflective debate around the current discourses in International Tourism and Cultural Heritage Protection so that they are better able to cope with the future roles and responsibilities in their career in the tourism industry. This programme also opens up the scope for employment at management level overseas.

The programme intent is to provide high quality professional training in Tourism Security and Cultural Heritage Protection at the postgraduate level.

The programme is a continuing education programme which provides modest exposure to multi-disciplinary academic and professional fields and makes efforts to maintain quality programme for the education and training of future tourism security and cultural heritage practitioners.

The programme will assist practitioners in the private and public sectors to acquire adequate knowledge which will improve the quality, efficiency and effectiveness of the tourism and hospitality service for today’s changing environment in the following areas of specialisation.

1. Natural Resources and Cultural Heritage Security Management
2. Cultural Centres and Museum Security Management
3. Hospitality and Tourism Security Management
4. Tourism, Mega-Events and Recreation Security Management
5. Cultural Heritage and Human Right Education
6. Cultural Heritage and Traditional Education

**ADMISSION REQUIREMENTS AND ELIGIBILITY**

**Postgraduate Diploma in Tourism Security and Cultural Heritage Education**

1. To be eligible for admission into the postgraduate diploma programme, candidates must:
2. be a first-degree holder in a relevant discipline from any recognised University approved by Senate of the Tai Solarin University of Education, Ikija, Ogun State.
3. be a person who holds other qualifications approved by senate, including professional qualifications (e.g., ACA, ACIA, ICAN, MBA, ACIS, ACIB) and HND deemed appropriate and recognised by Tai Solarin University of Education.
4. in exceptional circumstances, any other person whose educational qualifications and competences have been approved by Senate of Tai Solarin University of Education.
5. Notwithstanding Regulation (i) above, an applicant may be required as a condition of admission to undergo such tests as may be prescribed, subject to the overall control of the Board.

* Evidence of previous Training in the relevant field would be an added advantage.

**GRADUATION REQUIREMENTS**

A candidate shall be expected to register for a minimum of twelve (24) units and a maximum of twelve (2) units for two academic years for the part-time programme. Minimum number of Units required for graduation is 24 or the minimum specified by National Universities Commission (NUC) – Benchmark Minimum Academic Standards for Postgraduate Programmes, if higher than 24.

To be eligible for the award of a Postgraduate Diploma in Tourism Security and Cultural Education, a candidate must:

1. Pass all the compulsory courses and obtain the total units prescribed for the programme.
2. Not spend less than the minimum period of two years, nor more than the maximum period of four years stipulated, and
3. Pass the project work.
4. For Post-graduate Diploma by course-work, the minimum pass mark in any course shall be 40%, that is letter grade E, and grade point 1.0.

Each course shall be graded out of a maximum of 100 marks and marks obtained shall be given to the nearest whole number and assigned appropriate letter grades and grade points.

**UNIVERSITY OF LAGOS**

**DEPARTMENT OF PUBLIC LAW**

**IN COLLABORATION WITH**

**INSTITUTE OF SECURITY, NIGERIA**

**MASTERS IN LAW ENFORCEMENT AND POLICE SCIENCES**

This Master’s Degree in Police Science and Law Enforcement programme is to meet the ever-increasing demands and yearning desire for advanced studies in Police and Law Enforcement at the middle and top management level.

The programme draws from diverse disciplines such as: Law, Behavioural Science, Forensic Science, Technology, Criminology, Criminal Justice and Police Science.

The philosophy of the programme is to produce qualified professionals who can apply and sustain their expertise in the practice of policing and law enforcement effectively, communicate their knowledge and skills including endeavour to provide professionalism by employing modern techniques that assures safety in a manner that respects constitutional rights and international standards and norms, the programme is founded on this philosophy.

The philosophy underlying the programme is to provide higher education in internal security based on research and cultural knowledge for students aiming at expert and leadership positions, as well as to support each student's professional growth and promote lifelong learning. Police Science and Law Enforcement discipline is a rapidly expanding field. The programme offers a balance of practice and theory with a wide background, comprehensive knowledge and skills. The Policing and Law Enforcement programme mirrors the national economy, personnel and sustainably social development.

Law Enforcement service has the responsibility to maintain at all times a relationship with the public. Law enforcement is largely a preventive and deterrent activity aimed at achieving a degree of public complaint, this is achieved through police service.

The programme will assist participants in the private and public sectors to benefit from the programme in the following ways:

* Improved performance for public and private safety and security personnel.
* Enhanced professionalism.
* An integrated public and private sector security.
* Expanded job market opportunities.

At the end of the programme, the students from the following disciplines and establishments will benefit from a valuable qualification in policing and law enforcement which includes the following:

1. Police and law enforcement practitioners, criminalists, scientists.
2. Government officials, business Executives, special welfare officers, managers and investors.
3. Lawyers/legal and para-legal officers, psychologists, investigative Journalist/Reporters.
4. Academic, educationists/counsellors, human resources practitioners.

**ADMISSION REQUIREMENTS**

**Master’s Degree in Police Science and Law Enforcement**

To be eligible for admission into the Professional Master’s Degree programme, candidates must be:

1. A graduate of this University or any other University recognised by Senate and shall normally have obtained a minimum of Second Class (Lower Division) degree in the relevant field.
2. Candidates with Third Class Degree/HND with at least upper credit and Postgraduate Diploma from this University or other recognised Universities with minimum weighted average score of 60% or equivalent CGPA may be considered for admission into Professional Master’s Degree.

**UNIVERSITY OF LAGOS, NIGERIA**

**SCHOOL OF POSTGRADUATE STUDIES**

**In Collaboration with**

**INSTITUTE OF SECURITY, NIGERIA**

**MASTER IN SECURITY AND INTELLIGENCE STUDIES**

The Master's Degree in Security and Intelligence Studies programme is a postgraduate programme designed to equip students with advanced knowledge and skills in security and intelligence analysis, investigation, and management.

This interdisciplinary programme integrates behavioural science, forensic sciences, technology, health security, and environmental protection, with legal and ethical issues in advanced intelligence and security operations.

**Aims and Objectives:**

The programme aims to:

* Provide advanced knowledge and skills in security and intelligence analysis.
* Equip students with critical thinking and problem-solving skills.
* Enhance understanding of security threats and countermeasures.
* Prepare students for leadership roles in security-related fields.

**Benefits and Justifications:**

The programme offers:

* Enhanced career opportunities in security-related fields.
* Advanced knowledge and skills in security and intelligence analysis.
* Improved critical thinking and problem-solving skills.

**Nature and Scope**

The programme offers a unique opportunity to study with leading practitioners and academia. In the programme, the students will examine a broad range of contemporary security challenges such as terrorism, civil war and intra-state conflicts, mass migration, cyber security and transnational crimes. Students will also explore the intelligence and strategic approaches used by governmental and non-governmental actors to combat security threats, risks and vulnerabilities. The degree adopts a unique approach to the study of security by combining theoretical, applied and empirical knowledge and skills sets. Students will explore the roles of intelligence and security agencies in democratic society applying enduring principles of intelligence and security to cutting-edge problems setting.

The programme consists of various activities including contact hours, teaching and learning tutorials, demonstration and visits case problems and field assignments which provide opportunities for practical application of class work, specialisation courses, field practicum, performance improvement projects on various aspects of security and intelligence work and programme evaluation. ***The programme will provide opportunities for dedicated training and shared knowledge, experiences and best practices.***

**Teaching Team:**

The teaching team comprises:

* Academic and professional practitioners renowned in security and intelligence studies.
* Experts with extensive experience in security-related fields.

**PROGRAMME STRUCTURE AND AREAS OF SPECIALISATION IN SECURITY**

The programme is structured around four semesters during the first two semesters, students will undertake a series of core and optional courses reflecting key themes and research design. The third semester will allow the student to choose two areas of specialisation comprising a range of themed courses. Some of the areas of specialisation include: **Law Enforcement and Criminal Justice, Forensic Analysis and Criminal Intelligence, Political and Diplomatic Security, Health Security, Safety and Environmental Protection, Intelligence, Digital Forensics and Information Security, Human and Social Security, Critical Infrastructure and Industrial Security, International Security, Diplomacy and Intelligence, Counter-terrorism and Criminal Intelligence, Emergency Security, Crisis and Hazard Management, Transport Security And Border Protection, Private and Community Security, Tourism, Hospitality and Cultural Security, Agroterrorism, Food Security and Intelligence System, Worship and Religious Environment Security, Educational and Health Care Environment Security, Petroleum and Extractive Mining Environment Security, Police Administration, Intelligence and Counter-terrorism, Strategic Security and Intelligence Practice, Cybersecurity and Globalisation Security.**

During the fourth semester, students will undertake independent study research project (dissertation) as well as a work-based learning placement with relevant security organisations. In parallel, participants will follow a research track exploring in depth a particular security or intelligence theme through a series of supervisions and best teaching methods which bring together a small group of students who will be guided in their research writing by an expert in their fields. With emphasis on contemporary and future challenges and practice, this course will appeal to those with a professional or academic interest in statecraft and governance, social sciences, administration, management, engineering and sciences and the interlocking themes of intelligence, security, defence and foreign policy formation and implementation.

Specific methods and professional activities are selected in both academic and professional field work in the programme experiences to help the students to achieve learning objectives related to the development of skills and attitudes. These include large group teaching (lectures), presentations, tutorials demonstrations in the form of case studies, problem-solving activities, role playing, independent study reading, resource seeking, self-directed reflections analysis and information seeking problem-based learning models, acquisition of new knowledge, process and clinical reasoning skills.

**Internship Opportunities:**

The programme provides opportunities for practical experience in security-related organisations.

**ENTRY REQUIREMENTS**

To qualify for admission into Master’s Degree of Security and Intelligence Studies (MSIS) programme, a candidate must:

1. Hold an Honours or Bachelor’s Degree.
2. Have at least three (3) years working experience and professional qualification in security and protection sciences from a recognised University or professional institute.
3. Satisfy all other requirements of the School of Postgraduate Studies.

**Targeted Audience:**

The programme is designed for:

* Security professionals
* Intelligence analysts and officers
* Law enforcement officials
* Government officials
* Private security practitioners

**Duration and Nature:**

The programme is:

* Completed in four semesters.
* Offered on a part-time basis with flexible scheduling.

**INSTITUTE OF SECURITY NIGERIA**

**UNIVERSITY OF LAGOS CAMPUS**

**SHORT-TERM, IN-SERVICE, IN-HOUSE AND TAILORED SECURITY EDUCATION PROGRAMMES**

**FOR**

**CORPORATE ORGANISATIONS**

**SHORT-TERM IN-SERVICE, IN-HOUSE AND TAILORED/WORKSHOPS PROGRAMMES**

1. **WORKSHOP MAIN THEME: HUMAN SECURITY AND PHYSICAL PROTECTION IN DIGITAL ENVIRONMENT**

**WORKSHOP OBJECTIVES:**

The aim is to enable security administrators and managers to improve the quality of efficiency and effectiveness of the services they provide in the modern and changing environment. The workshop is designed to:

1. Improve participants performance in working environments.
2. To explore high quality standards, continuous evaluation and to benefit with a wide range of contribution drawn from academic and professional organisations.
3. Provide security management training to enable them to become more effective and facilitate the skills in their job performance.
4. To enlarge participants understanding of the personal, professional skills in the context in which they work to influence it and change it.
5. To provide them with broader knowledge of public and private security sectors security management.
6. To facilitate the acquisition of personal professional and managerial skills.
7. To enable participants to become more effective in their professional roles.

**WORKSHOP CONTENTS**

1. Basic Elements of Security and Protection in Modern Service Organisations
2. Physical Security System and Facilities Management
3. Electronic Security System and Access Control System
4. Elements of Building Structure and Premises Security
5. Patrolling, Access and Egress Control.
6. Security Information and Intelligence Gathering
7. Human, Public Relations and Protocol Services
8. Emergency and Disaster Management
9. Investigation and Surveillance Techniques and Strategies
10. Managerial and Leadership Skills
11. Crises Communication and Conflict Resolution
12. Management of Change and Development of Action Plans
13. Security Service Management and Team Building
14. **COURSE TITLE: TRAIN-THE-TRAINERS WORKSHOP FOR SECURITY ORGANISATIONS**

**COURSE OBJECTIVES**

At the end of the course, participants should be able to:

* Identify the roles of human resource managers/departmental training officers in security awareness of staff.
* Analyse organisational performance of staff in security organisations/department.
* Identify organisational and individual training needs in security and protective services.
* Design appropriate training programmes to meet identified needs.
* Implement training programmes in security organisations/departments.
* Evaluate training programmes in security organisations/departments.
* Prepare training presentation using PowerPoint.

**COURSE CONTENT**

The course covers the following areas:

* Basic Training/Training Cycle in Security Organisations/Departments
* The Roles of Human Resource Managers/Departmental Training Officers
* Identification of Training Needs for Security Organisations/Departments
* Selecting and Writing Training Objectives for Security Organisations/Departments
* Training Programme/Module Design and Implementation for Security Organisations/Departments
* Evaluation of Training Programmes
* Presentation Skills
* Training Budget Preparation for Security Organisations/Departments
* Training Programme Co-ordination for Security Organisations/Departments
* Micro Teaching Techniques
* Practical Use of Instructional Aids
* Training Strategies, Methods and Techniques
* Ethical Issues in Training
* Report Writing
* Individual Micro Teaching Presentation

**TARGET AUDIENCE**

The course is designed for Human Resources Officers or Administrative Managers in the Public Service and their counterparts in the Private Sector, who are engaged in Training and Human Resource Development activities.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **COURSE TITLE: MANAGING SECURITY IN INDUSTRIAL AND MANUFACTURING ESTATES**

**COURSE OBJECTIVES**

To enable participants to become more effective in their professional roles. At the end of the course, participants should be able to:

* To help them develop a cooperative system of working together and supportive networks in their organisations.
* To develop action plans for participants as individuals for the organisation in which they work and for the support of their co-workers generally.
* Describe the basic functions of security management in industrial and manufacturing industry.
* List the characteristics of an effective Security Manager.
* Describe the concept of result-oriented security management.
* Outline tools of result-oriented and effective security management.
* Identify performance standards for self-appraisa.
* Explain how to translate objectives into concrete action in security protection, security and safety.

**COURSE CONTENT**

In order to achieve the course objectives, the following topics have been carefully selected and will be discussed extensively:

* Overview of Security Management in Industrial Environment
* Security Planning Risk Analysis: Scope, Policies and Procedures
* Measuring and Controlling: Security Performance in Industrial and Manufacturing Environment
* Fire Prevention, Control and Protection
* Communication and Interpersonal Skills
* Health and Legal Issues in Industrial and Manufacturing Environment
* Security Career Management and Development
* Report Writing and Security Information Management
* Security Service Delivery and Facilities Management in Industrial and Manufacturing Environment
* Time & Stress Management
* Ethics and Code of Conduct of Security Staff in Industrial Environment
* Management of Change and Security System in Industrial and Manufacturing Environment
* Risk Analysis, Threat Assessment, Vulnerabilities and Security Survey
* Planning and Management of Industrial Estate, Utility and Power Stations
* Process Security and Safety for Industrial Environment
* Security and Safety Measures for Industrial Parks
* Industrial Hazards and Accidents in Manufacturing Sectors
* Physical security in Industrial Estate
* Safety Equipment in Industrial Environment
* Control Strategies for Construction Work in Industrial Environment

**TARGET AUDIENCE**

The Course is designed for middle-level Engineers, Technical Managers, Officers in the Public Service and their counterparts in the Private Sector with responsibility for translating Organisational Policies into concrete action/tangible results.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **COURSE TITLE: TRAIN-THE-TRAINERS WORKSHOP FOR SECURITY IN OIL AND GAS INDUSTRIES**

**COURSE OBJECTIVES**

At the end of the course, participants should be able to:

* Understand the personal, professional and work setting context in which they work to influence and change it.
* Have broader knowledge and skills in the sector management.
* Facilitate the acquisition of professional and management skills.
* Explain the role of training in corporate governance.
* Training, formulation of policy, implementation and interparental skills.
* Prepare a corporate training plan/budget and defend same.
* Outline steps involved in case writing.
* Evaluate the usefulness and effectiveness of training proposals.
* Describe the skills required in consulting.
* Demonstrate the use of PowerPoint for presentation.

**COURSE CONTENT**

The course covers the following:

* Security Management
* Protection Layers and Security Standards in Oil and gas Industries
* Security Implications of Pipeline Vandalisation and Scooping
* Protection of Industrial and Manufacturing Plants
* Emergency Recognition and Prevention
* Legal and Ethical Issues in Industrial Environment
* Fire Protection, Prevention, and Control
* Overview of Training
* Job Analysis as a Tool for Training andDevelopment
* Setting Training Objectives in Security Management
* Training Policy Development and Implementation
* Corporate Training Plan/Budget Preparation and Defence
* Consulting Skills for Trainers in Security Management
* Case Study Writing Techniques
* Career Development in Security Industries
* Use of PowerPoint
* Training Evaluation
* Writing a Training Report

**TARGET AUDIENCE**

The course is designed for Senior Officers and Managers in the Public Sector and their equivalent in the Private Sector whose responsibilities include the management of training functions and development of organisational human capacity.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: LABOUR CRISIS, CONFLICT AND SECURITY ISSUES IN PUBLIC AND PRIVATE ORGANISATION**

**WORKSHOP OBJECTIVES**

At the end of the Workshop, participants should be able to:

* Identify and discuss the key actors in labour management relations and security issues.
* Describe the legal framework for labour management relations.
* Explain strategies for establishing and maintaining effective labour management relations.
* Highlight and discuss the machinery for grievances and conflict resolutions.
* Analyse and discuss the environment of labour management relations.

**WORKSHOP CONTENTS**

The workshop covers the following:

* Security Personnel’s Skills for Job Performance
* Basic Concept of Time Management
* Security Personnel and Basic Law
* Dealing with Stress
* Effects of Stress on Performance and Productivity
* Roles of Security Personnel in Crowd Control and Use of Force
* Executive, Diet and Healthy Living
* Balancing Work and Life
* Development of Security Reports
* Responses to Immediate Crisis and Evacuation Planning
* Managing Crowds, Civil Disturbance and Urban Violence
* Developing Action Plan on Time and Stress Management
* Effective Delegation Skills in Security Management
* Conflict and Crisis in Security Management
* Overview of Industrial and Labour Relations
* Machineries for Negotiation and Consultation
* Collective Bargaining
* Legal Framework for Labour Management Relations
* Managing Health and Safety at Work
* Industrial Disputes and Conflict Resolution

**TARGET AUDIENCE**

The Workshop is designed for Security Officers and Managers whose pre-occupation is Industrial Relations or Labour Management Relations in Ministries and Extra-Ministerial Departments of the Civil Service, Parastatals and their counterparts in Private Sector Organisations and Labour Relations Practitioners.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: TRAINING METHODS AND PRESENTATION SKILLS IN EMERGENCY PLANNING AND HAZARD MANAGEMENT**

**WORKSHOP OBJECTIVES**

The aim of the workshop is to enable security administrators and managers to improve the quality, efficiency and effectiveness of the services they provide in today’s environment. This workshop is designed to improve participants’ performance to attain high standards, continuous evaluation and personnel development.

At- the end of the workshop, participants should be able to:

* Identify the roles of Security, Human Resource Development and Security Training Managers.
* Identify organisational and individual training needs in industries.
* Design appropriate security training programmes to meet identified needs.
* Describe steps taken to organise workshops, seminars and training sessions.
* Identify the appropriate methods of implementing training programmes.
* Prepare security training presentations in PowerPoint.

**WORKSHOP CONTENT**

The Workshop covers the following:

* Need for Security and Safety in Industrial, Commercial Facilities
* Need for Security Education and Training
* Systems Approach to Training
* Programme and Module Design
* Training Methods and Strategies
* Evaluation of Security Training Programmes
* Presentation and Facilitation Skills in Security Planning in Commercial and Industrial Facilities
* Micro-Teaching.
* Use of PowerPoint
* Personnel Security in Organisations.
* Terrorists and Criminal Attacks in Commercial and Industrial Estates
* Crimes of Robbery and Burglary in Business Environment
* Chemical, Biological, and Radiological Attacks in Urban Centres
* Emergency Planning, Health and Safety in Urban Centres
* Writing Communiqué and Report

**TARGET AUDIENCE**

The Workshop is designed for Security Officers and Managers in the Public Sector and their counterparts in the Private Sector, who engaged in Training and Human Resources Development activities in Ministries, Ministerial Department, Parastatals, Management Development Institutes, and Staff Development Training Centres.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: BASIC TRAINING FOR SECURITY PERSONNEL IN COMMERCIAL AND INDUSTRIAL ESTATES**

**WORKSHOP OBJECTIVES:**

At end of the workshop, participants should be able to:

* Identify the various techniques of security operations and management.
* Share experiences, exchange ideas and practically reflect on the security problems facing the individual worker.
* Appraise the present practice of conducting security business as it relates to industrial and commercial estate.
* Devise strategies and systems of assisting security personnel to manage and balance work and life in commercial and industrial estate.

**WORKSHOP CONTENT**

The workshop covers the following:

* Framework for Security and Community Safety
* Duties and Responsibilities of Security Personnel
* Managing Difficult Officers
* Roles of Security Personnel in Medical Emergency
* Employee Guidance and Counselling
* Workplace Hazards
* Security of Commercial Management and Industrial Property
* Security Assignment and Duties
* Coaching and Mentoring.
* Professionalism and Personal Presentation of Security Personnel

**TARGET AUDIENCE**

The workshop is designed for Direct Staff, Head of Departments, Management Staff, Security Personnel Managers and Security Managers.

**DURATION:** Five (5) days.

**VENUE:** **To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: WORKSHOP ON MANAGING ELECTRONIC AND INFORMATION SECURITY IN COMMERCIAL ORGANISATION**

At the end of the workshop, participants should be able to:

* Explain the concept of human resource management.
* Describe the concept of registry.
* Define record, file and record management.
* List the processes in the life cycle of records.
* Outline the current practices in the management of registry functions.
* Identify the strategies for managing personnel registry.
* Identify the basic filing principles.

**WORKSHOP SYLLABUS/CONTENT**

The workshop covers the following:

* Overview of Human Resource Management
* Introduction to Personnel Records Management
* Basic Filing Principles
* Classification and Indexing
* Managing People in the Registry
* Common Registry Practices
* File Maintenance in the Registry
* Security of Records/Information
* New Strategies for Human Resource Registry Management
* Computer Application and Management of Registry Functions.

**TARGET AUDIENCE**

The workshop is designed for all categories of Registry officials both in the Public and Private Sectors of the economy.

**DURATION:**

**VENUE:** **To be determined**

**FEE: To be determined**

1. **COURSE TITLE: MANAGING SECURITY AND CRIME PREVENTION IN HOUSING ESTATES AND RESIDENTIAL COMMUNITIES**

**COURSE OBJECTIVES**

This training provides management training for the participants in the work environment to enable them to become more effective managers and help them facilitate the development of their subordinates. The course is designed to be highly participative, and lecture sessions will be balanced by discussions and syndicates work. At the end of the course, participants should be able to:

1. Explain the concept and strategies of security crime.
2. Identify the different types of crimes and threats prevention and community safety in housing estates and industrial estates.
3. Apply the concept of and principles of security in managing estates.

**WORKSHOP SYLLABUS/CONTENT**

The course covers the following topics:

* Framework for Security and Community Safety
* Housing and Shelter Security
* Coaching and Mentoring Strategies in Housing Estates
* Managing Security and Crime Prevention in Urban Community
* Beneficiaries of Coaching and Mentoring
* Models for Neighbourhood Securities and Safety
* Environmental Influence on Criminal Behaviour
* Crime Prevention Strategies in Urban School Environment
* Police and Security Strategies and Tactics
* Crime Prevention in Commercial and Residential Areas: Strategies and Technology
* Crime Analysis and Loss Prevention
* Models of Coaching and Mentoring Security in Housing and Residential Estates
* Roles, Responsibilities and Purposes of Security Personnel
* Operations in Residential Environment
* Observation and Feedback

**TARGET AUDIENCE:**

Senior and Middle Level Security Managers of both Public and Private Organisations, Business Owners and those in leadership and managerial positions.

**Methodology:**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fees: To be determined**

1. **WORKSHOP TITLE: STRATEGIC SECURITY MANAGEMENT IN COMMERCIAL AND INDUSTRIAL ORGANISATIONS**

**WORKSHOP OBJECTIVE**

The main theme throughout the workshop will be interdependence of management of work development. The workshop will explore cultural situations in which the participants work. The multiplicity of roles expected of them and the consequences.

The main objective of the workshop is to sensitise participants about the importance of strategic management in organisations.

Specifically, the participants should be able to:

* Explain the concept of security strategic management.
* Analyse their work security environment vis-à-vis the vision, mission and broad objectives of their respective organisations.
* Formulate security strategies for achieving vision, mission and objectives of their organisations.
* Set performance indicators for their organisations.

**WORKSHOP CONTENTS**

The workshop content covers the following, among other topics:

* Overview of Strategic Security Management in Organisations
* Corporate Vision, Mission and Objectives of Security Department
* Strategic Planning, Content, Scope and Prospects of Security Operations and Management
* Environmental Analysis for Security Personnel
* Setting Performance Standard
* Performance Management
* Decision Making Process
* Team Building
* Access Control and Alarm System: Material, Traffic and Pedestrian Security
* Traffic Services: Roles of Security Personnel
* Managing Crowds

**TARGET AUDIENCE**

The workshop is designed for Top/Senior Officers of Public and Private organisations.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Four (4) Days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING SECURITY DEPARTMENT IN PUBLIC AND PRIVATE ORGANISATIONS**

**WORKSHOP OBJECTIVES:**

The workshop is designed to enable participants to be able to:

* Explain the primary aim of any security departments in both public and private sectors.
* Discuss the importance of achievement of the highest possible degree of protection.
* To analyse management techniques and strategies in security organisations.
* Identify the attributes required in developing security plans and operations.
* Apply Emotional Intelligence in their respective mega events.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Security Personnel’s Skills for Job Performance
* Human Resources Management in Security Organisation
* Effective Security Leadership Skills in Organisations
* Effective Communication Skills in Security Operations
* Managing Difficult Behaviour and Members of Public with Challenges
* Surveillance and Counter Surveillance: Technology and Method
* Security Surveying, Threats Analysis and Vulnerabilities
* Budgeting and Planning of Security Organisations
* Protection Hardware and Device and Physical Security Technology
* Managing Work Stress
* Internal Security in Organisations

**TARGET AUDIENCE:**

The workshop is designed for Direct Staff, Heads of Department, Management Staff, Personnel Managers, Human Resource Managers and Heads of Division/Unit.

**METHODOLOGY:**

Lecturette, power point presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING INFORMATION SECURITY, AND INDUSTRIAL ESPIONAGE IN DIGITAL ENVIRONMENT**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Explain the concept of information security in commercial and industrial environments.
* Identify the principles of espionage.
* Discuss leadership role in information security management.
* Develop techniques for industrial and commercial environments.

**WORKSHOP CONTENTS**

The workshop content covers the following, among other topics:

* Basic Elements of Information Security Management
* Principles of Quality Security Service and Technological Innovation
* Risk Evaluation and Loss Analysis
* Protection of Information in Commercial and Industrial Espionage
* Coaching and Mentoring
* Leadership and Motivation
* Public Information and Relations in Business Environment
* Information and Electronic Technology in Digital Age
* Electronic Security Banking Business Environment
* Accountability in Delegation
* Problems and Constraints in Delegation
* Film Show on Delegation

**TARGET AUDIENCE**

All categories of officers that have the responsibility for providing leadership and delegating duties to subordinate officers, particularly officers on Gl. 12 and above.

**METHODOLOGY**

Lecturette, power point presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: TEAM BUILDING, LEADERSHIP SKILLS AND CREATIVITY IN SECURITY ORGANISATIONS**

**WORKSHOP OBJECTIVES:**

At the end of the workshop, the participants should be able to:

* Explain the concept of teams and their structures.
* Identify team roles and team members' functions.
* Acquire skills for selecting team members.
* Appreciate the major elements in team work.

**WORKSHOP** **CONTENTS**

The workshop content covers the following topics:

* Teams and their Structures
* Team Leadership Quality Requirements
* Team Roles and Team Members Functions
* Selection Procedure of Team Members
* Strategies for Maintaining Team Spirit
* Management Role in Team Building
* Team Development Processes
* Team Decision Making
* Interpersonal Relations in Teamwork

**TARGET AUDIENCE**

Managers and Executives, Heads and Leaders of Organisations, Human Resources Departments and Units, Supervisors in both Public and Private Sectors.

**METHODOLOGY**

Lecturette, power point presentation, syndicate exercises, and discussion.

**Duration:** Five (5) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: LEADERSHIP AND INTER-PERSONAL RELATIONSHIP SKILLS IN SECURITY OPERATION AND MANAGEMENT**

**WORKSHOP OBJECTIVES:**

At the end of the workshop, the participants should be able to:

* Explain the concept of inter-personal relationship
* Acquire the relevant inter-personal skills for effective performance
* Understand the role of individual's psychology in inter-personal relations
* Identify the virtues and attributes for effective inter-personal relationship
* Develop strategies for improving inter-personal relations

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Duties and Responsibility of Security Personnel
* Concept of Inter-Personal Relationship
* Security Threats, Risks and Vulnerabilities
* Leadership and Effective Quality Requirements
* Security Technologies and Devices for Crime Prevention, Monitoring and Tracking
* Effective Communication Skills in Security Operations and Management
* Virtues and Attributes for Effective Inter-Personal Relationships in Security Management
* Subordinates' Role in Inter-Personal Relations in Security Management
* Promoting Teamwork in Security and Crime Prevention Management
* Security Personnel and Use of Force

**TARGET AUDIENCE**

The workshop is designed for Senior officers both in Public and Private Sector organisations.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: ENHANCING SECURITY SERVICES IN ORGANISATIONS AND FACILITIES MANAGEMENT IN DIGITAL ENVIRONMENT**

At the end of the workshop, participants should be able to:

* Expose participants to the basic principles and major functions of security service management.
* Refresh their memories on basic security services.
* Discuss the major scope and forms of facility management.
* Improve the security services of assets and facilities protection.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Assets and Facilities Management
* Overview of Physical Protection System for Security Services
* Elements of Physical Protection and Security System.
* Physical and Premises Security
* Foundation and Environment of Facilities Management
* Management Strategies and Techniques of Facilities
* Facility Management and Organisational Effectiveness
* Enhancement of Security Services in Facilities Management

**TARGET AUDIENCE**

The workshop is designed for Senior and Middle Level Security Managers, Facilities Managers, Architects.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: LEADERSHIP, CREATIVITY AND INNOVATION IN MANAGING CRITICAL INFRASTRUCTURE PROTECTION AND FACILITIES SECURITY IN THE AVIATION INDUSTRY**

**COURSE OBJECTIVES**

At the end of the workshop, participants should be able to:

* Explain various styles of Leadership.
* Describe the basic principles of creative thinking.
* Explain leadership roles in management of critical infrastructure protection.
* Solve problems related to creativity techniques in facilities, utilities in industrial estates.
* Enumerate the barriers to managing infrastructure protection and utilities security.
* Identify the dimensions and importance of critical infrastructure protection and utilities security.

**COURSE CONTENTS**

* An Overview of Leadership Styles and Creativity
* Creativity and Innovation in Leadership and Creativity
* Dimensions and Importance of Security Services in Built-Environment
* Basic Principles of Creative Thinking
* Barriers to Creativity in Security Services in Built-Environment
* Occupational Hazards in Critical Infrastructure Protection
* Leadership Role in Creative Thinking
* Strategic Qualities for Creative Leadership
* Critical Infrastructure Environment and Protection
* Infrastructure Protection, Facilities Utilities and Assets Security
* Terrorism and Electric Power Development System: Security Perspective
* National Cyber Security and Critical Infrastructure Protection

**WORKSHOP METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises and discussion

**TARGET AUDIENCE**

The workshop is designed for Direct Staff, Heads of Department, Division/Unit, Management Staff and Personnel Managers etc. in both public and private sectors.

**Duration:** Five (5) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING CRIMES AND SOCIAL DISORDER IN INTERNAL SECURITY**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Explain different perspectives on crimes and social disorder problems in urban centres.
* Recognise common difficult situations in internal security.
* Identify factors responsible for managing problems in security organisation.
* Develop the ability to cope or effectively handle difficult situations of crime management and social environment.

**WORKSHOP CONTENT**

The workshop content covers the following topics:

* Understanding the Framework of Security Crime, and Disorder in Urban Centres
* Perspectives of Difficult Situations and Problems in Internal Security
* Security Threats, Risks Analysis and Vulnerabilities in Internal Security
* Crime Prevention through Environmental Design
* Approaches to Handling Difficult Criminal Behaviour
* Physical Security Technology
* Surveillance and Intelligence Applications and Consideration
* Management Strategies of Protection Hardwares and Security Devices
* Security Organisations and Management Techniques

**TARGET AUDIENCE**

The workshop is designed for Direct Staff, Heads of Department, Division/Unit, Management Staff and Personnel Managers of Security Organisations and Departments.

**WORKSHOP METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: LEADERSHIP CHANGE AND ORGANISATIONAL RENEWAL OF SECURITY SERVICE DELIVERY IN THE AVIATION INDUSTRY**

**WORKSHOP OBJECTIVES**

At the end ofthe workshop, participants should be able to:

* Define the concept of change and organisational renewal.
* Highlight leadership styles.
* Identify the virtues and attributes of effective leadership.
* Develop communication ability through maximising managerial potential for change.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Security Planning in Commercial and Industrial Facilities
* Managing Security Threats, Risks and Vulnerabilities in Organisations
* Security Personnel Dealing with Physically and Emotionally Challenged People
* Security Personnel’s Skills for Job Performance
* An Overview of Leadership and Change Management in Security Organisations and Departments
* Head of Security and Safety in Organisations
* Quality requirements for Effective Leadership
* Security Planning in Organisations
* Organisational Structures and Security Culture in Security Organisations
* Framework for Security and Safety in Organisations
* Managing Change in Security Organisations and Department
* Change Enlightenment Strategies in Security Services
* Effective Measures for Handling Change resistance in Security Departments
* Performance Standard of Security Personnel and Organisations
* Essence of Personnel and Physical Security
* Managing Emergency Planning in Hazards and Disasters

**TARGET AUDIENCE**

The workshop is designed for Security Managers working in the public or private sector organisations.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Five (5) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING SECURITY, EMERGENCY PLAN, PHYSICAL AND PERSONNEL SECURITY IN AIR TRANSPORT AND TERMINAL STATIONS**

It is the responsibility of the security managers to manage the security strategy relating to airport terminal security. This involves not only formulating strategies but also ensuring that it is implemented effectively.

This programme is designed to manage the security architecture and crime trends at airport terminals.

**OBJECTIVES**

It is designed to help the participants consider the following factors:

* The current and future security environment and crimes trends in the aviation environment.
* The analysis of participants organisation, strategic security position and crime trends and identification of the need for strategic solutions and change.
* The formulation of appropriate strategies which will lead to a crime-free, effective security and political environment.
* Identification of the positive and negative conditions adversely affecting the organisation.

**PARTICIPANTS**

The workshop is designed for managers and supervisors of the aviation organisations who wish to:

* Develop their skills in crime and security management.
* Improve management skills in developing and implementing strategy for effective security and solutions to crimes trends.
* Identify factors that affect success and failure of security operations and crime management.
* Develop concepts and techniques for analysing security challenges and crimes problems in aviation industry.

**WORKSHOP STRUCTURE**

The programme is essentially practical and will be a combination of academic and professional applicants to expand the capabilities of the participants. The programme emphasises the interchange of ideas and experience of participants and the application of the concepts discussed.

**WORKSHOP SYLLABUS AND CONTENTS**

While participants will be introduced to relevant techniques and concepts, the emphasis is on the process of strategic security management in the aviation industry.

Topics covered are as follows:

* Managing Threats and Vulnerabilities to Airport Safety and Security
* Law Enforcement Support for Airport Security
* Security Planning and Requirements for Airport Terminals
* Managing Technologies and Emergency Response at Airport Environment
* Staff and Passenger Security Screening
* Managing Cargo Security and Airline Facilities
* Aviation Security: Concepts, Scope, Functions and Nature
* Aviation Contract and Security
* Planning and Designing of Pedestrian Safety in Airport Terminal Environment
* Managing Threats and Crime Trends in Airport Terminal Environment
* Prevention and Protection of Cargo Theft and Chain Gangs

**BENEFITS OF THE WORKSHOP**

The participants will benefit by being able to stand back in a conducive and stimulating atmosphere to consider both the solutions to security challenges and crime trends.

The course is organised so as to relate these benefits to the needs and problems of participants organisations.

By the end of the programmme, participants will have analysed the major components of the security challenges and solutions in order to develop effective strategic plans and implementation programmes in solutions to the challenges.

1. **WORKSHOP TITLE: STRATEGIC CHANGE IN SECURITY SERVICE DELIVERY IN AIRPORT AND AVIATION TERMINALS**

**WORKSHOP AIMS AND OBJECTIVES**

The aim of the programme is to provide participants with the opportunity to explore with their peers the strategic issues they face in the performance of their duties.

The overall purposes of the workshop are to:

* Update participants on the concept of strategic management in security service delivery.
* Examine in particular, the problems and mechanisms of managing strategic change aviation organisations.
* Examine concepts and ideas of strategic management both to the needs of airport terminal business and directly to security tasks facing participants.

**PARTICIPANTS**

Participants are senior managers of various sections of the airport terminals who are likely to face substantial challenges or change in the aviation business.

**BENEFITS**

The workshop is designed to develop the skills of strategic management and to foster and enthusiasm and energy to create and cope with challennges in the airport and aviation industry.

Participants should expect to find their current views on security management practices and the strategies of their airport and aviation business substantially challenged but in a supporting environment.

**WORKSHOP CONTENTS AND SYLLABUS**

The detailed contents of the programme will be based on the needs of the participants and the identification of external and internal forces for strategic change in security service delivery in the aviation industry.

**WORKSHOP CONTENTS AND SYLLABUS**

* Security Challenges in Airports Terminals Area
* Threats, Vulnerabilities, Risks and Security Surveys of Airport Security Areas
* Security Requirements for Terminals and Infrastructure Protection
* Staff and Passengers’ Security Screening Checkpoints
* Security Operations in Air Cargo and Airline Services Facilities
* The Concept of Critical and Modelling Security
* Strategic and Tracking Security in Airport Facilities
* Strategic Security Models for Stakeholders and Leaders in Airport Security
* Strategic Planning and the Roles of Security Directors and Managers
* Security Threats, Vulnerabilities and Risk: The System Approach in Airport Terminals
* Threats Analysis, Vulnerability, Assessment and Inspection: Exploring Security Strategy in the Aviation Industry
* Strategic Security Plan for Airport and Terminal Environment

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING SECURITY IN WAREHOUSING AND CARGOES STORAGE FACILITIES IN THE AIRPORT ENVIRONMENT**

The programme is designed for acquisition or effective knowledge, skills and understanding of the essential principles of warehousing, inventory and storage facilities security for those who are responsible for the handling security of cargoes coming in and out of the airport warehouses.

The effective security of management of warehouse operations in inventory control is critical to the aviation organisations. The ability to maintain a smooth, constant and efficient flow of cargoes, goods and services to the aviation industry and society provides a significant challenge in terms of security, safety, processes, thefts, organisation and costs.

The workshop will help security professionals, administration personnel, and store managers in the airport.

**WORKSHOP OBJECTIVES**

The overall purposes of the workshop are to:

* Review the operations of warehouses processes security architecture in terms of both strategies techniques and management.
* Recognise some of the gap’s overlaps, duplications and challenges for warehouse and storage facilities security.
* Identify the reasons for having warehouses security strategy and challenges.
* Understand the challenges constraining and enabling functions of security of the warehouses and cargo facilities.
* Consider options for how to use warehouse and storage facilities security strategy to generate productivity and enhanced performance.

**WORKSHOP CONTENTS**

* Physical Security for Cargo Storage Facilities
* Communication Systems in Warehousing Security
* Storage Facilities and Warehouse Security: Problems and Solutions
* Contingency Planning and Warehousing: Processes and Procedures
* Performance Measurements and Passion Analysis and Risk Management of Warehousing
* Planning, Budgeting and Forecasting of Warehousing Management
* Process of Supply Chain Management
* International Trade Environment: Challenges and Solutions
* Security, Customs, Trade Facilitation and Conflict of Interest

**LEARNING OUTCOMES**

At the end of the workshop, participants should be able to:

* Understand the policies and procedures that define the general conduct of warehouse operations and security strategies.
* Understand how warehouse space layout is designed, workload is distributed, and goods and cargos are stored and dispatched.
* Understand the concept and application of security principles, inventory control and examine how goods in transit are monitored.
* Understand the concept of freight forwarding and the legal requirements.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **ENHANCING URBAN ROAD TRANSPORT SECURITY AND COUNTERMEASURES**

**COURSE OBJECTIVES:**

At the end of the course, participants should be able to:

* Develop proposals on how to address the issues on security threats and vulnerabilities in road transport system.
* Explore practical ways to advance the effectiveness of the security architecture in the road transport system.
* Return to the overlooked security concerns and reconceive how the security threats on the road transport system can be addressed.
* Discuss realistic possibilities for how the security architecture could be made to function in the next five years.
* Identify the causes of security breaches and threats in road transport.
* Know and apply existing strategies for inducing and managing changes in road terminal stations.
* Propose alternative methods for pursuing integrated security countermeasures, innovation and security modernisation in motor parks.
* Impacts on the lives of the passengers and drivers.

**COURSE CONTENTS:**

The contents of the course, among others, are as follows:

* Road Traffic Accident Hazards: Forensic Investigative Processes and Procedures
* Bomb Threats and Criminal Explosion in road Transport Terminals and Stations
* Fire Accidents and Life Safety in Road Transport Terminals: Causes and Effects
* Managing Trade Unions Conflicts and Crises in Motor Parks and Stations
* Security Guideline for Taxi and Bus Drivers
* The Roles of Transport Unions and Security Considerations
* Rules and Security Guidelines for Driving on Motorways
* Motor Transport Environment and Operations Security
* Accidents on Road Traffic Environment Control, Prevention and Protection
* Planning and Designing for Pedestrian Security and Safety
* Public Road Transport Security
* The Roles of the Bus Coach and Car Drivers
* Personal Security and Threats in Urban and City Environments and Enforcement Solutions
* Highways and Subways Infrastructure Design Safety Systems
* Rules for Pedestrians and Drivers on Highways in Urban Centres
* Traffic and Pedestrian and Drivers Awareness and Education Programme
* Risks Management in Road Terminals System in Urban Centres
* Managing Traffic Congestions in Urban Centres
* High Quality Public Transport System
* Traffic Congestion around Schools
* Traffic and Electronic Technology for Surveillance and Control
* Concept and Scope of Infrastructure Design and Traffic Security
* Introduction to Programme Management
* Personal Security and Threats in Urban Highways

**TARGET AUDIENCE**

The course is designed for all transport management workers at the federal, state and local government levels, as well as the public, private and public (government) organisations (NGOs). Those eligible to attend in the public sector include:

* Transport Officers, Supervisors and Managers
* Administrative Managers in the Local Government
* Trade Unions in Transport Sectors

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY MANAGEMENT IN GOVERNMENT AGENCIES AND DEPARTMENTS**

**COURSE OBJECTIVES:**

Security management in government agencies and departments is designed to provide participants the opportunity to:

* Acquire the necessary knowledge, skills and attitudes which will enable them to formulate security policies and procedures for the protection of corporate assets against theft, vandalism, destruction by five and other unforeseen disasters.
* Prepare officers to deal capably with such security threats as political assassinations, kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbances.
* Familiarise participants with the latest developments in security technology and the application of modern security equipment and electronic gadgets in the security industry.

**WORKSHOP SCOPES AND CONTENTS:**

* Security in Government Agencies and Departments
* Managing Crime Prevention in Urban Communities
* Crime Prevention Techniques in Office Environment
* Executive Protection
* Awareness and Prevention of Threats
* Security Management, Threats and Risks
* Need for Security and Safety in Government Official Facilities
* Security Education and Training
* Security Training
* Personnel Security in Official Environment
* Emergency Planning, Safety and Health Security
* Internal Security and Work Environment
* Concept of Security
* Dimension of Security
* Security Consciousness/Awareness
* Liaison and Evaluation with Security Agencies, etc.

**TARGET AUDIENCE:**

The course will benefit individuals who want to learn the principle of asset protection and security management in government facilities environment. It is particularly for human resources managers, facilities managers, accountants, auditors, stores and supplies staff as well as those who desire to protect personal values and life. Armed forces and the police officers stand to benefit immensely from the course.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON ORGANISATIONAL AND FACILITIES SECURITY MANAGEMENT**

**WORKSHOP OBJECTIVES:**

The workshop for Organisational and facilities Security Management is designed to provide participants the opportunity to:

* Acquire the necessary knowledge, skills and attitudes which will enable them to formulate security, policies, procedures and management protection of corporate assets against theft, vandalism, destruction by fire and other unforeseen disasters.
* Develop the participants' capacity to deal with such security threats as political assassinations, kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbances.
* Expose the participants to the latest developments in security technology and the application of modern security equipment and electronic gadgets in the security industry.

**WORKSHOP CONTENTS:**

* The Pattern of Crime in Nigeria
* Crime Prevention Strategies and Measures, Physical Security, Planning and Access Control
* Sensitive/Classified Documents
* Types and Uses of Security Equipment
* Rapid Response Technique (Emergencies)
* Internal Crime Control
* Communication and Human Relations

**TARGET AUDIENCE:**

Accountants, auditors, stores and supplies staff as well as those who desire to protect personal values and life, Armed Forces and the Police Officers stand to benefit immensely from the course, security supervisors/managers, safety officers, administrative/personnel officers.

**METHODOLOGY:**

Lecture method, PowerPoint presentation, syndicate assignment and case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON HUMAN RELATIONS, INTERPERSONAL SKILLS AND COMMUNITY SECURITY**

**WORKSHOP OBJECTIVES:**

At the end of the workshop, participants should be able to:

* Identify overlooked challenges, hazards and emergency.
* Recognise the importance of health and environmental issues for emergency security and hazard management.
* Assess how the security architecture could be used to address overlooked problems and emergency security concerns.
* Identify all areas of overlap between different elements.
* Itemise areas for improvement in hazard and emergency.
* Explore other overlooked security concerns in emergency hazards.
* Identify how the priorities can be shifted to address these concerns when law enforcement agencies are already operating with insufficient resources.
* Explain the concept of security.
* Identify security concepts and its values.
* Define the concepts of security, human relations and interpersonal skills.
* Explain relevant interpersonal skills in a volatile security environment.
* List some attributes of good governance.

**WORKSHOP CONTENTS:**

* Air Transport Accident and Incidents: Prevention, Protection and Control
* Managing Disruptive, Physically and Emotionally Challenged Passengers
* Counter Terrorist Attacks Management in Airport Environments: Planning and Operations
* Managing Outbreaks, Epidemics and Public Health Infectious Disease Emergency in Airport Environments
* Managing Bomb Threats and Criminal Explosion at Airport and Aviation Environment
* Managing Fire Accidents and Life Safety in Airport Environment
* Managing Biological, Nuclear, Radiological and Chemical Emergency in Airport Environments
* Disaster and Crises Communication Management in Airport Environments
* Emergency Preparedness, Relief and Medical Care in Airport Accidents
* Gangs and Drugs: Threats to Security
* Cultism: Threats to Urban Community
* Community Security and Social Cohesion
* Environmental Influence on Criminal Behaviour
* Managing Crises Communication
* Leadership Strategies and Citizens Security
* Values of Democratic Governance
* Interpersonal Skills and Security Operations
* Principles and Human Relations in Governance
* Understanding Human Leadership Skills and Management
* Interpersonal Relations
* Leadership and Conflict Resolution
* Legal Protection of Youths and Community Development

**TARGET AUDIENCE:**

Senior Managers/Officers in the Ministries, extra-Ministries and Departments, Local Government Ministries and Commissions

**METHODOLOGY:**

Lectures, Syndicate discussions and case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON DOCUMENT AND OFFICE SECURITY MANAGEMENT**

**WORKSHOP OBJECTIVES:**

The management of records and official secret/confidential documents is designed to familiarise participants with procedures for the protection of official secrets.

Specifically, the objectives of the workshop are to:

* Identify the major threats to national security and how to neutralise them.
* Protect organisational secrets from espionage agents, curious journalists and subversive elements and apply necessary countermeasures.
* Understand and apply the Federal Republic of Nigeria Security Instructions.
* Learn and apply Personnel Security Procedures.
* Describe basic fire prevention and control in the office.
* Describe measures to safeguard vital documents in the office.

**WORKSHOP CONTENTS:**

* Security Problems in the Public Service
* Loss of Information and Leakages in the Public Service and the Necessary Countermeasures
* Records Management
* Physical Security Measures to Protect Official Secrets and Important Records/Documents
* Government Security Instructions and Procedures
* The Official Secrets Act, 1962
* Personnel Security in the Public Service
* Fire Prevention and Control in Public Buildings

**TARGET AUDIENCE:**

All categories of officers dealing with all kinds of records in the Ministries and Parastatals of the state and federal governments' organisations are the target audience.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON RAILWAYS SECURITY MANAGEMENT FOR EFFECTIVE SERVICE DELIVERY**

**WORKSHOP OBJECTIVES:**

At the end of the workshop, participants should be able to:

* Examine how railways security threats have changed the security architecture in Railway Transport System.
* Appraise the problems and solutions in the railways transport environment.
* Compare security operations with the applications of technologies.
* Understand passenger and freight rail security management.
* Use railway station security and surveillance technology solutions.
* Describe risk management in railway systems.
* Explain railway transport station and electronic security.
* Provide reflections on recent security threats and vulnerabilities developments and how they affect railway security architecture.
* Describe the general concept of railway security.
* Understand hospital Management.
* Understand the relevant skills in Security Management of Passenger and Cargo Rail Security.
* Appropriate the concept of Service Delivery in Railway Security Systems.

**WORKSHOP CONTENTS:**

* Disaster Management Plan for Railways Accidents
* Emergency Preparedness, Relief and Medical Care in Railways Accidents
* Roles of Security Department Security and Police Personnel in Railway Disaster Management
* Disaster and Crises Communication Management in Railway Transport System
* Management of Biological, Nuclear, Radiological and Chemical Emergency in Railway Transport System
* Managing Bomb Threats and Criminal Explosion in Railway Terminals and Stations
* Fire Accidents and Life Safety in Railway Stations
* Concept of Security Management in Railway Stations
* Administrative Setting in Railway Environment
* Interpersonal Skills and Performance Appraisal
* Conflict Management and Resolution in Labour Relations
* Material Management in Railway Warehousing
* Security Consciousness and Management
* Team-building and Change Management in Railway Administration

**DISCUSSION QUESTIONS**

* How have the railway security challenges changed in the country in the last three years? How have the security approaches changed the security system in the railway transport system?
* To what extent could we measure the contribution of law enforcement and police agencies in the railway security system?
* Has the security architecture in the railway transport been effective and enhanced the security system?
* How has railway security improved the economy of the nation?
* Consider approaches to resolving the gaps and overlaps identified in the security operations.

**TARGET AUDIENCE:**

The following officers on GL. 10 and above:

* Medical Consultants
* Medical Officers
* Health Workers
* Non-Medical Staff working at hospitals and other health centres.

**METHODOLOGY:**

Workshop methodology will include lecturette, discussion and syndicate sessions among others.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **MAINTENANCE/WORKS MANAGEMENT OF FACILITIES**

**WORKSHOP OBJECTIVES:**

The objectives of the Workshop are to:

* Describe the components of a maintenance system.
* Plan and execute maintenance schedules.
* Manage material resources efficiently and effectively.

**WORKSHOP CONTENT:**

* Materials Management and Control
* Equipment Acquisition and Maintenance Cycle
* Inventory and Stock Management
* Total Quality Management (TQM)/Value for Money
* Issues in Maintenance Management
* Systematic Fault Diagnosis/Recording

**TARGET\AUDIENCE:**

The Workshop is open to Engineers, Technologists, Technical and Works Officers on GL. 08 and above.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON EMERGENCY SECURITY AND RELIEF OPERATIONS**

**WORKSHOP OBJECTIVES**

The objectives of the workshop are to enable participants to:

* Adopt current innovations in the field of disaster and emergency management.
* Recognise the vital role of the disaster manager in the achievement of the overall objectives of their organisations.
* Devise measures of preventing and planning for any disaster and emergency occurrences.
* Review current relief strategies and operations in Nigeria.

**WORKSHOP CONTENTS:**

* Disaster Management: An Overview
* Disaster Mitigation
* Disaster Preparedness
* Rescue Operations
* Relief and Rehabilitation Strategies

**TARGET AUDIENCE:**

The programme is designed for Senior Risk Managers in Ministries and Parastatals at the federal and state levels. The programme also targets Security officers in the Public and Private sector organisations.

**METHODOLOGY**

Lectures, syndicate discussions, case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON LEADERSHIP STRATEGIES AND CITIZENS SECURITY AND COMMUNITY DEVELOPMENT**

**WORKSHOP OBJECTIVES:**

At the end of the workshop, participants should be able to:

* Define leadership strategies.
* Identify sources of problems for youths in communities.
* Understand the techniques for dealing with youths on security issues.
* Discuss participatory leadership and mentorship.
* Explain development strategies for citizens and youths for development.

**WORKSHOP CONTENTS:**

* Definition of Citizen’s Security
* Community Security and Police Strategies
* Youth Development and Acquisition of Entrepreneurial Skills
* Gangsterism and Drug Problems: Threats to the Community
* Cultism among the Youth; Threats to Urban Community
* Community Security and Social Cohesion
* Source of Youth Problems in Communities
* Community Resource Management (Empowerment) for Youths
* Leadership Skills, Work Culture
* Participatory Democracy
* Monitoring and Evaluation of Youth Development

**TARGET AUDIENCE:**

Project workers in the Local Government as well as the Public, Private and Non-Governmental organisations (NGOs), Social Welfare Officers on GL. 08 and in the ministries of internal and foreign affairs, Community Development Officers and Directors of Finance.

**METHODOLOGY**

Lectures, Syndicate discussions, case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON WEALTH CREATION AND POVERTY REDUCTION**

**WORKSHOP OBJECTIVES:**

The workshop objectives are to:

* Explain wealth creation in an open economy.
* Discuss the importance of micro-credit financing in poverty reduction
* Explain strategies for achieving the millennium development goals (MDGs).
* Discuss key elements of democracy and good governance.

**WORKSHOP CONTENTS:**

* Overview of Wealth Creation
* Strategies for Poverty Reduction
* Micro-credit Financing
* Role of NGOs and CBO
* Strategies for Achieving the Millennium Development Goals
* Community Mobilisation and Participation
* Roles of Local Government in Poverty Reduction
* Sustainable Development Strategies
* Democracy and Good Governance

**TARGET AUDIENCE:**

Senior Management in Ministries, Parastatals, Local Government Officers.

**METHODOLOGY**

Lectures, Syndicate discussions, case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY ADMINISTRATTON AND MANAGEMENT IN DIGITAL ENVIRONMENT**

**COURSE OBJECTIVES:**

The broad objective of the course is to enable security and administrative staff acquire the requisite administrative skills that will equip them to function effectively in the Public Service.

Specifically, the objectives of the course are, among others to:

* Enhance security administrative and managerial skills of the participants, thereby improving professionalism.
* Update the security knowledge and skills of participants on new trends in security administration and management.
* Assist the participants apply the skills and attitude required for effective security service delivery for the achievement of security goals.

**COURSE CONTENT:**

The topics to be covered shall, among others are:

* Overview of Public Administration
* Overview of Management
* Records Management, Information System and Technology
* Performance Contracts and Public Sector Effectiveness
* Communication Skills
* Overview of Human Resource Management
* Decision Making in the Public Service
* Effective Service Delivery
* Team Building
* New Trends in Public Sector Management
* Accountability and Transparency
* Emotional Intelligence for Effective Leadership
* Public Policy Analysis and Implementation

**TARGET AUDIENCE**

The target audience for this Course comprises Public Servants on GLs. 09 to 12.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON STANDARD AND PERFORMANCE IMPROVEMENT FOR SECURITY MANAGEMENT**

**COURSE OBJECTIVES:**

The overall objective of the course is to equip participants with skills, knowledge and techniques for enhanced performance and production service delivery.

Specifically, the course will enable participants to:

* Examine the importance of target setting in work situation.
* Identify the main output security controls.
* Apply security measures for improved performance.
* Analyse the security choices managers make in designing effective performance appraisal and feedback procedures.
* Discuss the likely challenges in performance of security functions.
* Devise appropriate incentives to motivate security staff.

**COURSE CONTENT:**

The topics listed below, amongst others, shall be covered during the course.

* Principles of Organisation Management
* Overview of Standard Performance Management
* Overview of Performance Culture for Security Personnel and Organisations
* Measures and Standards
* Organisation Culture and Security Standards
* Behaviour, Culture and Corporate Interaction in the Board Room
* Standards, Values, Mission, Discretion and Decision
* Performance Approach: Evaluating Security Personnel
* Achieving Productivity in Security Organisation
* New Trends in Performance Management of Security Organisations
* Use of ICT in Performance Management
* Standard Security Job Performance and Professional Ethics
* Organisation Behaviour and Measurement of Performance Attitudes of Security Staff
* Security Personnel and Behavioural Problems in Organisations

**TARGET AUDIENCE**

The course is targeted at Public Servants and Senior Managers.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY ADMINISTRATION AND MANAGEMENT FOR EFFECTIVE SERVICE DELIVERY**

**WORKSHOP OBJECTIVES**

At the end of the Workshop, participants should be able to:

* Enumerate the current security management concepts.
* Analyse the importance of strategic thinking in security service delivery.
* Outline tools of result-oriented security management.
* Discuss phases of the security, policy making cycle, and procedures.
* Evaluate critical issues in security policy formulation and implementation.
* Critically examine approaches for improving security administration and service delivery.

**COURSE CONTENTS**

* Principles and Practice of Security Administration and Management Security
* Need for Security Services in Organisations
* Current Management Practice
* Strategic Thinking Processes in Security Management
* Strategic Human Resources in Security Management
* Decision Making and Problem Solving in Security
* Executive Stress Management
* Understanding the Changing Role of Security Managers
* Leadership, Transparency and Accountability
* Budgeting and Budgetary Control in Security Organisation
* Security Project Monitoring and Evaluation
* Performance and Target Setting in Security Management
* Managing Performance in Security Service Delivery
* Tender and Contract Procedures
* Public Policy Formulation and Implementation in Nigeria
* The Role of Senior Public Servants in Policy Formulation
* Advocacy, Mobilisation and Lobbying Skills for Public Servants
* Gender Mainstreaming in the Policy Making Process
* Gender Issues in Public Administration
* Security Consciousness in the Public Service
* Public-Private Partnership for National Development

**TARGET AUDIENCE**

The course is designed for Top Management Staff on GL. 13 to 16 in the Public Service and those who have attended the Public Administration and Management Course.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY PRINCIPLES, PROCESSES AND PRACTICES**

**WORKSHOP OBJECTIVES:**

At the end of the Workshop, participants should be able to:

* Apply administrative techniques in the conduct of government business.
* Discuss the code of conduct and ethics in public service.
* Explain the skills required for handling official documents.
* Conduct government business in the prescribed manner.

**WORKSHOP CONTENT:**

The topics to be delivered include the following:

* The Machinery of Government
* Servicing of Meetings
* Drafting, Minuting, Memo and Official Letter Writing
* Official Communication
* Overview of Public Service Reforms
* Public Service Rules and Financial Regulations
* Code of Conduct and Ethics for Public Servants
* Speech and Report Writing
* Use of ICT in Records Management and Administrative Processes
* Handling of Official Documents. (Hard and Soft Copy)

**TARGET AUDIENCE:**

The Workshop is designed for Officers in Federal and State Public Services.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

**INSTITUTE OF SECURITY, NIGERIA**

**PRESENTS**

**SPECIALISED WORKSHOPS**

**ENHANCING AIRPORT SECURITY SERVICES**

1. **OVERVIEW**

Air transport is one of the most popular modes of transport today, which is a dynamically developing industry. Hundreds of thousands of passengers, thousands of tons of cargo pass through the busiest airport on daily basis. The safe and official handling and processing of passengers and cargos are not only administered safely and securely by airport staff and airport traffic services airlines but also by incorporating third parties, businesses, organisations and staff.

This programme will enable participants to plan preventive strategies in violence, security breaches and crimes in the air transport sector. The workshop will review guideline movements and operational activities and present protective principles. It will cover the latest approaches for measurement of threat levels in air transport as enhancing and securing the services of the aviation sector is increasingly becoming a priority for the key stakeholders.

This programme will enhance the knowledge, skills and competence of aviation security personnel in providing effective security measures at the airport environment.

The workshop in Enhancing Airport Security Services will provide participants with an understanding of the role of the airport in aviation security. Through exploring key security concepts and best practices, this workshop will also support participants to identify mitigation measures that are appropriate to their own airport’s threat environment**.**

**2.00 THEME**

**Enhancing Airport Security Services and Infrastructure Protection in the Aviation Industry**

**3.00 WORKSHOP OBJECTIVES**

This workshop enables participants to be able to:

1. Recognise the current threats to civil aviation.
2. Have a deeper understanding of the security measures and technologies employed at airports globally and relate security responsibilities in airport security.
3. Recognise best practices for airport security programmes and facilitate a security culture and security incident.
4. Identify security measures that are most appropriate for airport environment and examine security and safety problems associated with traffic management and proffer solutions to airport congestion and gridlock.
5. Understand how to promote and maintain a positive security culture across the airports.
6. Explain how to assess the effectiveness and ensure the quality of the airport security programmes.
7. Understand best practices for responding to security incidents.
8. Broaden the participants’ safety and security practice.

**4.00 WORKSHOP SCOPE AND AUDIENCE**

This workshop is designed for aviation security personnel who work in the airport environment, including:

1. Airport Security Managers
2. Security Screening Personnel
3. Access Control Personnel
4. Surveillance Personnel
5. Law Enforcement Personnel

**5.00** **LEARNING OUTCOMES**

By the end of this workshop, participants will be able to:

1. Understand the current security threats and risks in the aviation industry.
2. Apply security risk management principles to identify and mitigate security threats.
3. Implement effective security screening procedures for passengers, baggage, and cargo.
4. Manage access control and surveillance systems to prevent unauthorised access.
5. Respond to security incidents and emergencies in accordance with airport emergency procedures.

**6.00 WORKSHOP OUTLINES AND CONTENTS**

**Day 1: Aviation Security Overview**

1. Introduction to Aviation Security

2. Current Security Threats and Risks in Aviation

3. Security Risk Management Principles

4. Airport Security Regulations and Standards

**Day 2: Security Screening and Access Control**

1. Security Screening Procedures for Passengers, Baggage, and Cargo

2. Access Control Systems and Procedures

3. Surveillance Systems and Procedures

4. Hands-on Exercise on Security Screening and Access Control

**Day 3: Security Incident Response and Emergency Procedures**

1. Security Incident Response and Emergency Procedures

2. Airport Emergency Response Plan

3. Crisis Management and Communication

4. Tabletop Exercise on Security Incident Response

**Day 4: Aviation Security Management and Technology**

1. Aviation Security Management Systems and Procedures

2. Security Technology and Innovation (e.g., biometrics, AI)

3. Airport Security Design and Planning

4. Group Discussion on Aviation Security Challenges and Solutions

**7.00 WORKSHOP METHODOLOGY**

The workshop sessions are scheduled as follows:

1. Lectures and presentations
2. Group discussions and case studies
3. Hands-on exercises and demonstrations
4. Tabletop exercises and simulations

**8.00 EXPECTED OUTPUTS**

1. Enhanced knowledge and skills of aviation security personnel.
2. Improved security measures and procedures in the airport environment.
3. Increased awareness of security threats and risks in aviation.
4. Better preparedness to respond to security incidents and emergencies.

**9.00 TEACHING AND LEARNING DEMONSTRATION SKILLS**

Throughout the workshop, facilitators will demonstrate effective teaching and learning techniques, including:

1. Adult learning principles
2. Interactive and participatory learning methods
3. Use of visual aids and multimedia resources
4. Case studies and group discussions
5. Hands-on exercises and demonstrations

**10.00 Delivery Methodology**

The workshop sessions are scheduled to be interactive. Participants will go through group discussion, problem-solving/case study, tasks, roles play and film-show. There will be use of projector and PowerPoint Presentation.

**11.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute, practitioners, experts and academia who are seasoned security practitioners to facilitate the conference sessions. Participants shall be opportune to benefit from their wealth of experiences spanning over two (2) decades.

**12.00 Venue**

To be discussed and agreed upon; preferably in Lagos.

**13.00 Duration**

The programme is scheduled to run for four (4) days between 9.00a.m. to 4.00p.m. daily.

**14.00 DATE**

To be discussed and agreed upon.

**15.00 WORKSHOP FEES**

Each participant will pay an amount to be announced**.** This will cover workshop materials, course bag, refreshment, lunch, certification and photographs.

**16.00 PAYMENT OF FEES PROCEDURES**

All fees are payable to Institute of Security at the First Bank Plc, **Account No: 2015993430.** It is important you write the Programme Title on the bank teller. Full details of payment procedures are available in the Institute of Security Office.

**For further information, please contact**

**Deputy President/Chief Executive,**

**Institute of Security, Nigeria,**

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**INSTITUTE OF SECURITY, NIGERIA**

**SHORT-TERM SECURITY AND SAFETY CERTIFICATE TRAINING PROGRAMMES**

**TABLE OF CONTENTS**

1. BASIC SECURITY COURSE – **LEVEL I**
2. CERTIFICATE FOR SECURITY MANAGEMENT – **LEVEL II**
3. CERTIFICATE FOR SECURITY MANAGEMENT – **LEVEL III**
4. BASIC PROFESSIONAL CERTIFICATE IN CRITICAL INFRASTRUCTURE PROTECTION
5. BASIC PROFESSIONAL CERTIFICATE IN EMERGENCY PLANNING, HAZARD AND DISASTER MANAGEMENT
6. BASIC PROFESSIONAL CERTIFICATE IN PRIVATE SECURITY AND GUARDFORCE MANAGEMENT
7. BASIC PROFESSIONAL CERTIFICATE IN TERRORISM, COUNTER-TERRORISM AND PUBLIC SAFETY
8. BASIC PROFESSIONAL CERTIFICATE IN HAZARD AND DISASTER MANAGEMENT

**COURSE ONE**

**BASIC CERTIFICATE COURSE IN SECURITY AND SAFETY MANAGEMENT LEVEL I**

1. The Security of Premises and Property

2. Emergency, Hazards, Fire and Safety

3. Practice and Procedure

4. Basic Elements of Law

**MODULE ONE** – The Security of Premises and Property

1. Application of Security devices

* Locks, Keys and Suiting
* Access Control
* Electronic Surveillance
* Intruder Alarms

1. Patrolling: Premises and Installations

* Objectives and duties

1. Searching

* Persons
* Property
* Vehicles

1. Arrests

* Legal and practical procedures

1. Trespassers

* Legal and practical procedures

1. Weighbridges

* Security risks and control

1. Procedures

* Lost and found property -Waste disposal
* Office cleaners
* Internal crime
* Confidential/sensitive documents

1. Special risks

* Laboratories
* Computers
* Trade secrets

**MODULE TWO**

1. Principles of Protection
2. Protective Security Team
3. Protection Briefing Points
4. Purpose of Protection Detail
5. Concentric Rings of Security
6. Shift leader Responsibilities
7. Crowd Management

**MODULE THREE** – Emergency and Fire Hazard: Prevention Protection and Responses

1. Procedures: Telephone Bomb Threat
2. Procedures: Searching Premises; Evacuation and Re-occupation of Buildings
3. Safety rules

* Explosives **-** Petroleum Stores

1. Hazardous Materials

* Security Officer's duties

1. Health and Safety at Work Act 1774

* Current legislation **-** Powers of Inspectors

1. Health and Safety at Work Act 1974

* Employer’s responsibilities

1. Fire

* Classifications **-** Basic causes

1. Fire-fighting equipment
2. Arson

* Indicators of **-** Action by Staff

1. Fire Dynamics and Fighting Skills

**MODULE FOUR** – Basic Elements of Law

1. Criminal Damage

* Vandalism - Arson

1. Theft, Burglary and Aggravated Burglary
2. Frauds

* Obtaining Property by Deception
* Pecuniary Advantage
* False Accounting

1. Assault

* Common Assault
* Grievous Bodily Harm
* Wounding

1. Arrest

* Powers of Arrest

1. Arrest

* Use of Force

1. Questions Procedure and Processes
2. Guard Dogs

**MODULE FIVE**

1. Biochemical Hazard and Drug Safety of Security
2. Personnel in Emergencies
3. Use of Weapons
4. Open Hand Tactics
5. Equipment

**MODULE SIX –** Security and SafetyPractice and Procedure

1. Notebooks and report

* Rules-Methods

1. Evidence

* Types -Admissibility

1. Procedures

* Court-Tribunal

**COURSE II**

**CERTIFICATE FOR SECURITY MANAGEMENT – LEVEL II**

**SENIOR SECURITY AND SAFETY MANAGERS**

Consists of SIX Modules

1. The Security of Corporate Assets
2. The Protection of Property and facilities
3. Emergency and Hazards Prevention
4. Health, Safety and Fire Prevention and Control
5. Basic Elements of Law
6. Management and Leadership Skills

**MODULE ONE** **–** The Security of Corporate Assets

1. Principles of risk appraisal and control
2. Evaluate and report level of security threats and risks
3. Principles and application: Physical Security

* Locks; Keys and their suiting
* Access control
* Lighting
* Electronic Surveillance: Intruder alarms

1. Walls

* Fences
* Gates
* Doors
* Glazing
* Shutters/grilles

1. Gate Houses:

* Siting
* Structure
* Contents
* Staffing

1. Patrolling Security Officer:

* Objectives
* General duties
* Fire Safety
* Accident Prevention
* Training them

1. Mutual aid or 'watch' schemes
2. Protecting building sites-practice and procedure
3. Searching persons, property or vehicles
4. Arresting persons - law practice and procedure
5. Dealing with trespassers - law practice and procedure
6. Contractors - Security problems
7. Prevention of damage to buildings
8. Influence of design on building security

**MODULE TWO** – Emergency Planning and Preparedness

Terrorism and Counter-Terrorism

Methods of Attack

Determining the Threat

Kidnapping Prevention

Hostage Survival

Categories of Hostage Taking

Personal Contingency Planning

Action During Capture

Adjusting To Captivity

**MODULE THREE –** Transport and Vehicle Security

1. Weighbridges-Frauds and malpractices
2. Security of vehicles and drivers:

* Vehicle equipment
* Driver procedures
* Protecting loads
* Routes and schedules
* Communications
* Documentation

1. Computers: Safeguarding
2. Computers:

* Limiting access
* Humidity control

1. Fire risks - Computers
2. Control of computer waste
3. Computer crime-linked crime
4. Factors to be considered when formulating a security policy
5. Cash handling:

* Siting
* Procedures
* Associated risks

1. Commercial espionage
2. Corporate security strategy:

* Lost and found property
* Waste disposal office cleaners
* Internal crime prevention
* Confidential/sensitive documents

**MODULE FOUR** **–** Principle and Practice of internal Security

* Residential Security
* Workplace Security
* Hotel Security
* Family Security
* Transport and Radio Station
* Facility Security

**MODULE FIVE –** Emergency Situations (excluding Fire)

1. Emergencies

* Identifying and defining vulnerable areas
* Searching, evacuation and re-occupation of buildings

1. Security standards for all hazardous materials
2. Procedures for contractors engaged in all hazardous operations

**COURSE III**

**CERTIFICATE COURSE IN SECURITY AND SAEFTY SUPERVISORY COURSE**

**MODULE I –** Fire Prevention and Control, and Health Security and Safety

1. Fire

* Classifications – Basic Causes

1. Contingency plans

* Fire lighting
* For evacuation of buildings
* Re-occupation of buildings

1. Fire-fighter equipment and systems

* Principles
* Methods of operation
* Application of equipment/systems

1. Instructions:

* Fire drills
* Fire prevention
* Fire-fighting techniques

1. Legislation

* Certificates-Inspectors powers

1. Arson

* Indications of - Action by staff

1. Objectives of current legislation of the Health & Safety at Work Act 1974

* Powers of Inspectors within the Health & Safety Act 1974

1. Industrial accidents - Action by Security Manager and Staff under the Health and Safety Act 1974
2. Employer's responsibilities under the Health & Safety Act

**MODULE II –** Basic Element of Law

1. Interferences with Motor Vehicles
2. Taking and Driving away a Motor Vehicle
3. Criminal Damage -Vandalism
4. Criminal Damage - Arson
5. Theft and Abominable Offences
6. Advantage, False Accounting
7. Frauds

* Obtaining Services by Deception
* Making off Without Payment

1. Assault

* Common Assault
* Grievous Bodily Harm - Wounding

1. Powers of Arrest
2. Arrest - Use of Force
3. Questioning Procedure
4. Guard Dogs
5. Restitution and Compensation
6. Previous Convictions

**MODULE III –** Management and Leadership Skills

1. Leadership; Motivation; Conflict Management; Persuading; Negotiating; Team Building
2. Controlling; Delegating; Co-ordinating; Planning Time Management
3. Management Styles; Organisation; Objectives; Policies; Power and Politics
4. Basic Elements of Accounting
5. Profit and Loss Statements

* Fixed costs-variable costs-overhead costs

1. Discounted Cash Flow
2. Financial decision making
3. Budging

* Capital budgets **–** Profit budgets
* Cash & Working Capital budgets

**COURSE IV**

**SHORT-TERM CERTIFICATE COURSE IN LAW ENFORCEMENT & SECURITY INVESTIGATIONS COURSE**

The Law enforcement and security investigation programme is designed for persons responsible for Security and Enforcement either at the governmental or the private level. The programme is designed to address the needs of attendees both domestically and internationally.

Instruction will be provided by individuals that are, or were formerly employed by, local, state and federal enforcement agencies such as the State Security Services, National Intelligence Agency, Defence Intelligence Agency, Secret Service, National Security Adviser, Economic and Financial Crimes Commission (EFCC), Nigeria Security Civil Defence Corps.

Upon successful completion, students will receive a Diploma of Completion from the Institute.

*The programme is designed to integrate the students into both the college classroom and provide exposure* to local *and federal* enforcement agencies.

Law Enforcement and Security Language Training Programme: The course objectives are: (1) preparing students to speak and interact comfortably in English, focusing on commonly used enforcement and security terminology; (2) to improve all skills (reading, writing, speaking, and listening) in order to perform en­forcement and security duties; (3) orienting students to Nigerian and International culture and society outside the classroom in a typical Nigeria enforcement and security environ­ment.

**Executive and Personal Protection**

**I. Development of an Executive and Personal Protection Plan:**

Students will be required to complete a comprehensive executive protection plan covering such topics as - personal protection; assaults, kidnappings, and assassinations; selecting and training security personnel; conducting advance security arrangements; security detail operations; surveillance detection and avoidance techniques; route and vehicle security; principles of attack prevention and intelligence gathering.

**II. Tactical and Demonstrated Use of Firearms:**

The course will provide students with classroom and firing range experience on the use of semi-automatic handguns and semi-automatic rifles. (Specific use of weapons upon request only.) Students will be required to demonstrate the "Manual of Arms". Students’ proficiency will be evaluated upon their ability to engage targets at various distances and varying conditions. They must also successfully complete "shoot, don't shoot" situations to test their judgements.

**III. Defensive Driving and Evasive Manoeuvers:**

This course will provide the student with concepts, principles, judgment, and performance for safe, efficient use of a vehicle and techniques for defensive driving and emergency situations involving evasive measures. Students will be required to design and develop comprehensive defensive driving plans for executive protection purposes. Discussion will also include the use of gases, chemicals, explosive devices and armoured vehicles. Students will have the opportunity to visit a facility that manufactures armoured vehicles.

**IV. Defensive Tactics:**

Students will be provided with the necessary skills for effective and safe self-defense methods. Topics include: Use of force/levels of resistance; positioning; transporters; pressure points; cuffing; searching; takedowns; blocking/striking; escape techniques; impact weapons; ground fighting; weapon defense; and handgun retention.

**COURSE V**

**SHORT-TERM CERTIFICATE COURSE IN CRIMINAL INVESTIGATION AND EVIDENCE COLLECTION**

**I. Introduction to Criminal Investigation:**

The student will be able to identify the phases of complete Criminal Investigation and review current investigative practices. The course will provide an in-depth look at investigative functions; crime analysis; sources of information; interviewing and interrogation; informants; writing reports and field notes; surveillance and undercover operations; analytical investigation; crime scene investigation; crime laboratory; sex offenses; death through violence; assault and robbery; burglary; larceny; narcotics and other drugs; special investigations; investigative trends. The skills assessment will require students to investigate and report on mock crime scenes. They will also have the opportunity to complete several field trips to the State Crime Lab and a major metropolitan police department Criminal Investigative Unit.

**II. Accident Investigation:**

Students will study the principles of traffic accident causation and techniques used in investigation and reconstruction. They will be required to reconstruct actual and/or mock traffic accidents, completing a comprehensive report for presentation. They will meet with various traffic accident investigation experts to discuss specific accident investigation techniques. Accidents associated with criminal investigation, executive protection and national security will also be discussed and reviewed.

**Course Conclusion:** Students will be required to complete both written, verbal, and skills assessment examinations. Upon successful completion of these examinations, students will go through a graduation ceremony and receive a Diploma from IAPI entitled: National Enforcement and Security Investigations.

**INTERMEDIATE PHASE (II)**

Criminal Investigation - This course is designed as an overview course to familiarise the student with the criminal investigative process, the role of the investigator, the importance of the crime scene and associated evidence, and the processing and collecting of evidence. Emphasis will be placed on specific offenses focusing on the needs of the student, special investigations, and current investigative trends.

Writing Reports and Field Notes - The student will be able to demonstrate the importance of accuracy to the investigation in writing reports and field notes, through the identification of elements of well-written reports and notes. The student will identify the value of using computer information systems for reporting processes.

Tactical and Demonstrated Use of Firearms - The course will provide students with classroom firing range experience on the use of semi-automatic handguns and semiautomatic rifles. (\*Specific use of weapons upon request only.) Students will be required to demonstrate the "Manual of Arms." Students’ proficiency will be evaluated upon their ability to engage targets at various distances and varying conditions. They must also successfully complete "shoot don't shoot" situations to test their judgements.

Traffic Accident Investigation - The student will be given an overview of traffic accident investigation, focusing on the accident scene. Additionally, students will be able to identify types of physical evidence found at the accident scene and describe the process of accident scene reconstruction.

Student Assessment - Students will continue with the English Language, Writing Skills, Reading Skills, Learning Dynamics, and Vocabulary Development.

**COURSE VI**

**ADVANCED SHORT-TERM CERTIFICATE COURSE IN TERRORISM AND COUNTER-TERRORISM**

**Terrorism and Counter-Terrorism** **-** Students will be provided with a study of domestic, international and transnational terrorism, with emphasis on the philosophical bases, organisation, equipment, and operation of terrorist groups. Topics which will be covered in this training include: social movement, anti-movement, and terrorism; international terrorism to include discussion of the Shiism, the earliest politicoreligious schism with Islam (Imam Musa Sadr), the Amal movement and Hezbollah, the challenge of international terrorism; the security and legitimacy dilemma, response options, international hostage incidents. Students will be required to develop counter-terrorism policies and procedures for their own countries. Acts of aggression and war will also be included in this course as well as methods necessary for national security intelligence gathering.

**Bombings -** This course prepares students to develop the skills necessary for prevention, planning, implementation, and incident management. Students will be given the following information: prevention activities, an actual bomb threat, evaluating a bomb threat call, search and evacuation options, how to develop a bomb threat planning model, assessing the risk, policy and procedure development; implementation of the plan, and finally testing the plan. Students will be required to develop actual bomb threat procedures, and conduct a mock bomb search and evacuation exercise.

**Controlling Domestic and International Borders -** Techniques and investigative methods used by United States. Border Patrol and United States Customs will be discussed. International controls will also be examined. Students will have an opportunity to observe presentations by expert handlers of anti-smuggling and bomb detection canines. Current anti-smuggling technology will also be examined.

**Telecommunications and Computer Security -** Telecommunications and computer crimes will be examined and students will be provided with a comprehensive discussion on investigating these types of offenses. Actual cases of telecommunications fraud will be examined and countermeasures developed to address national security issues.

**Intelligence Operations Programme -** Includes Intelligence Collection and Analysis, Surveillance Methods and Electronic Countermeasures, Physical Security Countermeasures, Internal Security, Telephone Eavesdropping Countermeasures, Human Intelligence Collection, Covert Overt Video Technology, Electronic Tracking Technology, Computer Intelligence Collection and Security, Competitor Intelligence Collection and Countermeasures.

**Executive and Personal Protection -** This programme will enable students to plan preventive strategies in personal protection. It will review guidelines, movements, and checklists for operational activities and present protective principles. The latest approaches for measurements of threat levels/provisions of specific security and escorts will be discussed and actual scenarios will be practiced, emphasising advance work.

**Marketing and Business Strategies for Security Professionals -** A complete programme on success in the multi-faceted security profession is presented. This is an opportunity to learn how to pre-plan, market, prepare, and move forward in one of the fastest growing fields throughout the world. Learn exactly what you need to do with respect to self-preparation, business operations, and basic and advanced information requirements. Topics include: Security Products, Consulting, Protective Services, Investigations, Alarms, Guard Work, Executive Protection, and Expert Witness Testimony.

**Emergency and Defensive Driving Techniques -** Students are instructed in defensive driving techniques and emergency or unusual driving situations. Both classroom and practice driving instruction in vehicle handling techniques are included.

**Security Technology and Systems Integration -** This component is a non-technical programme on the management of operations, applications, assessments and surveys of contemporary security systems. Consideration of upgrades on existing systems or design of original protective measures for offices, buildings, residences and open space is included. Total facility control evaluations and equipment standards are reviewed with an emphasis on management skills for physical security systems.

**Informants/Surveillance/Undercover -** The student will be able to identify the purpose of using informants and how to initiate communications with informants, both paid and voluntary. The student will be able to describe a surveillance operation, specifying various surveillance techniques. Additionally, the student will be able to identify the steps in performing undercover operations, means of acquiring identification, and information to be disseminated at undercover briefings.

**Security Supervision and Patrol Techniques -** Security supervision consists of management and administrative functions of supervisors with an emphasis on the importance of effective interpersonal communications, motivation and leadership. Also included is employee discipline and supervising the difficult employee, and employee performance appraisal. Finally, employee training processes, methodologies, assessments, and documentation for the purpose of liability are addressed. Included in the patrol technique component is an overview of the development of the patrol function, the role of patrol activity in various types of public and private sector law enforcement. Although vehicle patrol is the primary focus, additional discussion of foot, bicycle, motorcycle, boat and air patrol are discussed. Various types of patrol, such as saturation patrol or directed patrol, are also identified noting their applicability in given circumstances.

**Communications -** This course consists of an overview of various forms of communications including verbal, written, and nonverbal. Various forms of written communication are addressed such as technical reports, memoranda, and executive summaries. Barriers to effective communication are explored with the identification of strategies for eliminating barriers and increasing effective communication. Additional topics include emergency communications in law enforcement and emergency medical services, and various interagency communications in both the public and private sectors.

**Interviewing and Interrogation -** The students will be able to distinguish between interviewing and interrogation by describing the process and role of the investigator. The students will identify other means of communication that may affect the interview or interrogation, including logical and emotional techniques, and nonverbal communications.

**Criminal Investigation Course**

The course is designed as an overview course to - Familiarize the student with the criminal investigative process, the role of the investigator, the importance of the crime scene and associated evidence, and the processing and collecting of evidence. Emphasis will also be placed on specific offenses focusing on the needs of the student, special investigations, and current investigative trends.

The course length is two weeks including lecture, group activities and problem solving, and practical exercises both in the field and in the classroom.

The following are the eleven components of the course:

* Investigative Functions
* Sources of Information
* Crime Analysis
* Interviewing and Interrogation
* Writing Reports and Field Notes
* Crime Scene Investigation/Crime Laboratory
* Informants/Surveillance/Undercover
* Specific Offenses
* Traffic Investigation
* Special Investigations
* Investigative Trends

**INVESTIGATIVE FUNCTIONS**

The student will be able to identify the phases of criminal investigation, the functions of the criminal investigator, the importance of the relationship between the investigator and other members of the organisation as well as entities outside of the organisation.

**OBJECTIVES:**

* Explain how the organisation is involved in the investigative process.
* Explain and contrast inductive and deductive reasoning.
* Define the investigative process.
* Explain different roles of an investigator (preliminary and follow-up).
* Identify the importance of investigative ethics and common causes of misconduct.
* Identify the importance of the partnership process with other agencies and its effect on the investigation.

**SOURCES OF INFORMATION**

**Narrative**

**OBJECTIVES:**

* Identify primary sources of information.
* Identify legal limitations on access to information.
* Identify people and agencies that can serve as information resources.
* Describe private sources of information.

**CRIME ANALYSIS**

**Narrative**

**OBJECTIVES:**

* Define crime analysis.
* Describe the purpose of crime analysis.
* Distinguish between informal and formal crime analysis.
* Describe basic and advanced crime analysis operations.

**INTERVIEWING AND INTERROGATION**

**Narrative**

**OBJECTIVES:**

* Describe how an investigator collects information.
* Identify people who may be important sources of information for the investigator.
* Distinguish between interview and interrogation.
* Describe the role of the interviewer/interrogator.
* Describe the essential features of the interview process.
* List the types of nonverbal communications.
* Explain the importance of communications during interviewing.
* List the criteria for selection sites for interrogations.
* Explain the importance of preparation as it concerns interrogation.
* Compare the logical and emotional techniques of interrogation.
* Describe several types of interrogation subjects.

**WRITING REPORTS AND FIELD NOTES**

**Narrative**

**OBJECTIVES:**

* Identify how note-taking aids the criminal investigator.
* List and define various styles of note-taking.
* Describe how field notes relate to formal reports.
* Identify the elements of a well-written report.
* Understand the importance of computer information systems.

**COURSE VII**

**CRIME SCENE INVESTIGATION/CRIME LABORATORY**

**Narrative**

**OBJECTIVES:**

* Describe the role of the preliminary/follow-up investigator at the crime scene.
* List ways of meeting legal requirements for collecting physical evidence.
* Describe how people and elements can do serious harm to a crime scene.
* Identify factors that help to decide when outside assistance should be sought.
* Identify cautions to be used when searching a crime scene.
* Identify the items to consider when conducting an outdoor search.
* Identify three things that can break down blood evidence.
* Identify special considerations for specific crime scenes.
* Lab
* Define evidence and its importance.
* Describe the responsibilities of a forensic laboratory.
* List reasons for personnel to submit evidence to a forensics laboratory.
* Describe evidence that has individual identifying characteristics.
* Describe evidence that has class characteristics.
* Describe mathematical probability as a factor affecting quality of evidence.
* Distinguish between individuality and rarity.
* Describe methods used to develop fingerprints.
* Describe characteristics of lip prints.
* Define trace evidence.
* List information available from a laboratory from firearms examination.

**INFORMANTS/SURVEILLANCE/UNDERCOVER**

**Narrative**

**OBJECTIVES:**

* Describe voluntary and paid informants.
* Identify methods investigators use to obtain information from informants.
* Identify legal considerations for the use of informants.
* Identify reasons an informant may provide information to the investigator.
* Describe a typical sting operation.
* List the guidelines for conducting an undercover operation.
* List the steps in performing an undercover operation.
* Identify the objectives of surveillance operations.
* Identify means of obtaining identification used by undercover officers.
* Describe information that should be included in undercover briefings.
* Describe the use of a drone vehicle in surveillance operations.
* Describe how moving surveillances are conducted.
* Describe ABC surveillance techniques.
* Identify methods that suspects use to evade various types of surveillance.
* Compare and contrast video and electronic surveillance.

**SPECIFIC OFFENSES**

This component will focus on offenses which the students would more likely come in contact with based on the type of organisation that they work in and their geographic location. Offenses may include but are not limited to homicide, rape, burglary, vandalism, arson, and narcotics violations.

**SPECIAL INVESTIGATIONS**

This component will focus on contemporary investigations such as bomb scene investigations or underwater investigations, as well as the use of certain procedures/techniques such as undercover operations. Content will vary based on contemporary issues at the time of the course.

**INVESTIGATIVE TRENDS**

This component will identify current trends in criminal investigation. Emphasis will be placed on both procedures and technological innovations, such as DNA testing. The content will vary based on the trends at the time of the course.

**TRAFFIC INVESTIGATION**

This component will provide the student with an overview of traffic accident investigation, focusing on the accident scene, physical evidence, and accident scene reconstruction.

**OBJECTIVES:**

* Identify the purpose of accident investigation.
* Determine the type of accident.
* Secure accident scene.
* Identify physical evidence for evaluation and interpretation including but not limited to debris, tire marks, sliding marks, normal skids, yaw marks, acceleration scuff marks, gap skids, and skip skids.
* Identify techniques for performing traffic investigation including measurements, photographs, sketches, speed estimates.
* Interview and interrogate drivers, passengers, and witnesses.
* Describe procedures for performing hit and run investigations.
* Describe general accident scene reconstruction.

**COURSE VIII**

i. **Basic Professional Certificate Course in Terrorism, Counter-Terrorism and Public Safety**

This course seeks to understand the origin and trends of terrorism which has been designed to analyse the ever-changing society with the influence of terrorism. A survey and methods of different terrorist attacks will be examined. The course will take multicultural perspectives as different groups of people are studied and the threat of terrorism is applied. The course will also offer practical approaches to dealing with the threat of terrorism.

In this course, students will examine the connections between terrorism and society by:

* Examining the origin and trends of terrorism
* Reviewing motivations for terrorism
* Critically evaluating terrorist attacks and their methodologies
* Describing how terrorism affects society
* Considering the importance of cultural diversity
* Gaining understanding of counter-terrorism and techniques
* Being able to differentiate between internal security and law enforcement

ii. **Basic Professional Certificate Course in Critical Infrastructure and Utility Protection**

This course is mainly on the physical protection of critical infrastructures, facilities and key assets of the nation. The course will cover guiding principles underpinning the strategy of Public Safety, Public Confidence and Service.

The course is on security infrastructures and facilities, water facilities, public health facilities, emergency services, telecommunication facilities, energy facilities, transportation infrastructures, national movements and icons, water dams and government facilities intelligence and warning and border security. The highlights of the course include the following: -

* Security Threats and Risks in Critical Infrastructures, Utilities and Facilities
* Security Assessment and Risk Analysis
* Security Planning and Survey
* Terrorist and Criminal Attacks in Commercial and Industrial Public and Private Buildings
* Emergency Planning, Health and Safety in Public and Private Facilities, Utilities and Infrastructure
* Prevention of Vandalisation, Arson, Willful Destruction and Accidental Fires, Hazardous Explosion

**COURSE IX**

**Professional Certificate Course in Personal and Property Protection**

The course covers personal and executive protection specialist functions and physical security concepts. It provides participants with relevant skills, knowledge, techniques and information to combat existing and emerging security risks in personal and property protection.

The highlights of the course include:

* Concept and Scope of Protection
* Awareness and Prevention of Threats against Executives, Persons and Guards
* Roles of Bouncers and security guards for Protection of Facilities
* The Use and Training of Bodyguards
* Special Security Measures and Programmes for Important Personalities
* Intelligence and Executive Protection
* Defensive Tactics and Protection
* Medical Emergencies and First Aids Techniques

**COURSE X**

**Professional Certificate Course in Private Security and Guard Force Management**

This course is designed to produce a working knowledge of the profession of private security and loss prevention. The course will examine the topics of but not limited to the basic role of security, internal security, career opportunities, training, basics of protection, security and the law, specific threats and solutions, workplace violence, retail security and the future of security.

**COURSE OBJECTIVES**

At the end of the course, participants will be:

* Exposed to common terminologies and methods used by professionals in the private security system.
* Able to explore current industry practices and market conditions in the private security system.
* The course covers activities of supervisors and operatives in the private security industry such as:
* \* Security Standards in Commercial Houses and Industrial Establishment
* \* Crime Patterns and Trends in Commercial Activities
* \* Crime Prevention through Environmental Design and Parking Facilities
* \* Retail Security
* \* Security Measures for Commercial and Shopping Malls
* \* Multi-layers Security Programmes in Housing Estates and Commercial Environments

**COURSE XI**

**Professional Certificate Course in Hazard and Disaster Management**

This course provides first responders with information, knowledge and skills they need to make, control and safe responses to incidents involving various kinds of hazards and disasters.

Major hazards and disaster threats will be discussed during the course particularly fire, arson, explosions, flood, industrial hazards. For each of the major threats a case study and information is provided on the:

* Characteristics of the threats.
* Types of harm that first responders might be subjected to during emergency responses.
* Personal protective equipment that is available, including their uses and limitations.
* First responder protective actions.
* Occupational hazard recognition, accident prevention, loss prevention and accident investigation and analysis.
* Fire and arson.
* Accident.
* Flood.
* Traffic and road safety.
* Hazard prevention.
* Activities of NEMA, SEMA.
* Industrial and Domestic Hazard Prevention.

This course introduces hazard and disaster prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of hazard and disaster prevention programmes, educational programmes and inspection programmes.

**COURSE OBJECTIVES**

Upon completion of this course, the students will be able to:

1. Have knowledge about various organisations involved in hazard and disaster prevention and education efforts.
2. Discuss various skills, knowledge, techniques and strategies involved in dealing with various hazard and disaster prevention schemes.
3. Recognise elements of planning, organising, monitoring and implementation of hazard and disaster incidents.
4. Design inspection and awareness of hazard and disaster prevention programmes
5. Conduct research and public education.
6. Recognise life-threatening emergencies.

**PROFESSIONAL ADVANCED SPECIALISE CERTIFICATE COURSE IN TRANSPORT AND DISTRIBUTION SECURITY**

**COURSE XII**

**SPECIALIST ADVANCED CERTIFICATE IN FORENSIC SCIENCE AND CRIMINAL INTELLIGENCE**

This programme promotes a standards-based information system to provide justice and public safety communities with timely, accurate, complete and accessible information in a secure and trusted environment.

The intent of this programme is to provide perspective and guide for the development and delivery of law enforcement intelligence training.

It is a standard programme which is based on an individual’s personal philosophy, professional priorities and life experience.

The standards reflect the cumulative judgment of law enforcement intelligence practitioners, managers, executives, trainers and scholars from all levels of government.

The process of Intelligence and Security Investigation are vital functions in both public and private organisations.

**Philosophy**

This training programme is designed to develop a culture of information analysis and information sharing within the law enforcement communities for the purpose of safeguarding a nation while protecting citizen’s privacy and civil rights.

The programme will ensure that effectiveness, efficiency will increase with both experience and training. The standards of the modules are dynamic, reflecting the best knowledge at the time they are written, monitoring changes within the training environment is a critical responsibility of the training.

The criminal intelligence standards are classified as follows:

* Intelligence Operatives
* Intelligence Analyst
* Intelligence Manager/Commander
* Law Enforcement Executive
* Criminal Intelligence Officer
* Train the trainer

Curricula content should include the following:

1. Intelligence Planning

**Objectives**

At the end of the progamme, the trainees should be able to:

1. Understand the criminal intelligence process, intelligence led policing, the information sharing framework and their roles in enhancing public safety.
2. Gain an understanding of the proper handling and collation of criminal intelligence information including file management and information evaluation.
3. Experience the development of intelligence through the processes of critical thinking, logic, inference development and recommendation development.
4. Understand the methodical process of developing and implementing collection and analytic plans to include the revaluation of that process and product.
5. Familiarise with the legal, privacy and ethical issues relating to intelligence

**COURSE CONTENTS**

1. Basic Elements of Information and Intelligence
2. Intelligence Process and Cycle
3. Networking and Crime Analysis
4. Importance of Criminal Intelligence Sharing
5. Exploring Language: Thinking, Writing and Communicating
6. Information Sharing Framework Collection, Analysis, Dissemination, Production Collation, Evaluation Assessment

**SPECIAL WORKSHOP**

**BANKS’ FINANCIAL FRAUD INVESTIGATION**

**1.00 INTRODUCTION**

The course applies to professionals and managers who are involved in the accounting, controlling or analysis of financial statements of banks. The participant will be introduced to the latest representing financial statements in accordance with IFRS principles. The liabilities, loans, derivatives and hedges are discussed in examples. A particular emphasis is given to the new Basel Ill equity requirements.

The methodologies of book accounting and fair value principle are explained. The key value drivers for banks are highlighted and transformed into valuation methodologies for financial institutions. The training will use teaching methods based around lectures, case studies, practical exercises and classroom discussions. The course will use real life case studies and examples to develop data and understanding of all aspects of wholesale - retail and asset management banking valuation. Participants will learn to apply various methodologies of valuing banks, understand their different results and their successful application to real life situations.

**2.00 AIMS AND OBJECTIVES**

This is a comprehensive 4-day course for Banking Experts that will help participants to:

* Understand the principles of IFRS accounting.
* Identify the most important performance ratios, analyse the P/L, margin - and trading income.
* Forecast provisions for the different asset classes.
* Apply the balance sheet analysis with fair value and accrued income accounting.
* Understand the new equity rules under Basel Ill.
* Use derivative and hedge accounting.
* Assess the liquidity situation and calculate the new liquidity ratios.
* Understand the importance of mismatches.

**3.00 WHO SHOULD ATTEND**

* Managers in the accounting, controlling and finance departments, and professionals in accounting firms
* Analysts in banks, investment funds or private equity houses.
* M&A and advisory specialists active in the banking industry
* Portfolio Managers and Investment Analysts
* Banking and Strategy Consultants, Lawyers and Accountants

**4.00 DAY ONE**

**Analysing the Bank's Profit and Loss Statement**

* Welcome and Introduction
* Programme Overview
* Delegates' Expectations
* Understanding Bank Strategies
* The Banking Industry after the Financial Crisis
* New Regulatory Requirements under Basel Ill
* Recent Developments in Mature and Emerging Markets
* Assessing the Strategic Position of a Financial Institution
* Understanding the Value Drivers in:
* Corporate Banking
* Retail Banking
* Investment Banking

**Workshop: SWOT Analysis of an Emerging Market Bank**

* IFRS rules for Disclosure of Banks
* The Application of Rules
* Accounting Policies under IFRS
* General Rules and Principals
* Presentation of Bank's Financial Statements - Balance Sheet
* Profit & Loss Statement
* Cash Flow Statements
* Disclosures Requirements
* Classification of Financial Assets and Liabilities
* Maturities of Assets and Liabilities
* Hedging Assets/Liability Mismatch and Derivatives - Off- Balance Sheet Items
* Other Disclosures
* Deficiencies and Proposed Changes

**Workshops: 1**. Analysing Key Components of a Bank's Financial Statement

2. Differences between IAS/IFRS and US-GAAP

* Analysing the Asset Side
* Understanding the Asset Side of Banks
* Introduction to Book Value, Accrual Accounting and FAIR MARKET VALUE
* Different Classifications for Financial Assets and Liabilities
* FVtPL, AfS, Loans and Receivables, Held to Maturity
* Differences in Accounting Treatments
* Reclassification of Financial Assets
* The Economic Outcome
* Understanding Fair Value
* Determining Fair Value
* Application and Risk in Fair Value
* Level I- Ill Assets
* Treatment of Financial Instruments
* Derivatives
* Swaps, Options, Futures, Forwards
* Categories of Investment Securities
* Hedge Accounting
* Fair Value Hedges
* Cash Flow Hedges

**Case studies:** 1. Applying Hedge Accounting

2. Different Categories For Securities: A Practical Guide

**5.00 Day TWO**

**Analysing the Balance Sheet**

* Analysis of Loans and Advances
* General Principles
* Types of Loans and Advances
* Book and Fair Market Value Implications
* Calculating Expected Losses on Loans
* Forecasting the Provisioning Level
* Assessing the Appropriate NPL Level
* Determining Write-offs
* The Loan Coverage Ratio
* Valuing Collateral and Derivatives
* Write-offs and Loan Loss Reserves
* Determining General and Special Provisions
* Retail Portfolio

**Workshop: Charting Provisions for Different Asset Classes**

* Market Valuation of Assets - Introduction to the Concept of Cash Flow Valuation
* Catching Interest Rate Risk
* Determining the Cash Flow
* Coupon vs. Discount Rate
* Time to Maturity
* Different Types of Loans
* Term Loans
* Installment Loans
* Leasing
* The Appropriate Discount Rates

**Case Study:** Comparing Book Accounting with Cash Flow Valuation

* Other Assets and Off-Balance Sheet Items
* Investment in Subsidiaries
* Property, Plant and Equipment
* Intangible Assets
* The Treatment of Goodwill
* Pledged Assets
* Other Assets
* Analysing the Liability Side
* General Accounting Rules
* The New Liquidity Ratios under Basel Ill
* LCR
* NSFR
* Short-Term and Long-term Funding
* Inter Banking
* Retail Deposits
* Depositors
* Bonds and other Securities
* The Market Value of Long-term Bonds
* Derivative and Contingent Liabilities
* Deferred Tax Liabilities
* Other Liabilities

**Workshop: Valuation of Long-term Liabilities under IFRS**

* The Importance of Equity
* The New Equity Requirements under Basel Ill
* Different Layers of Tier I Equity
* Core Tier Equity
* Retained Earnings
* Additional Tier I
* Regulations for Sifis
* The New Regulations for Tier 2 Equity
* General Reserves
* Provisions
* The Diminishing Importance of Revaluation Reserves (OCI)
* Fair Market Valuation
* Hedge Accounting
* Other Tier 2 Instruments
* The New Importance of Equity Derivatives
* Loss Protection
* Risk Mitigating
* The Diminishing Importance of OCI Equity

**Case Studies: I.** Analysis of Revaluation Reserves

**6.00 DAY 3**

1. **Analysing the Profit & Loss Statement**

* Understanding Net Interest Income, Fees and Provisions
* Introduction to P& L Accounting
* General Rules and Principles
* Analysing Net Interest Income
* Margin Income
* Interest Expenses
* Understanding the Margin Contribution
* Understanding Mismatches and GAP Analysis
* The Outcome of Cash Flow Hedges
* Forecasting Non-interest Income
* Fee Income
* Trading Income
* The Importance of Var
* Assessing Risk in the Trading Portfolio
* Other Operating Income
* Determining Expenses
* Operating Expenses
* Compensation and Benefits
* Amortisation and Depreciation
* Impairment of Intangible Assets
* Other Expenses
* Extraordinary Items
* Bad Debt Charges Assessment
* Individual vs. Collective Provisions

**Case Study: Analysis of Financial Ratios for the P&L**

**A-4 DAY SPECIAL TRAINING WORKSHOP ON PORTS ADMINISTRATION AND INFRASTRUCTURE PROTECTION IN MARITIME INDUSTRY**

**1.00 THEME**

**Enhancing Critical Infrastructure Protection in Maritime Industry.**

**2.00 INTRODUCTION**

The maritime sector sustains the society and the economy through the movement of people, vital goods and cargoes such as energy, food, etc.

Critical infrastructure supports vital services and goods such as energy, transport, telecommunication and financial services. The maritime sector is critical for the society. The continuous increase in dependency upon maritime transport underlines its vital importance to our society and economy. Maritime activity increasingly relies on critical infrastructure in order to optimise operations in the sector.

The criticality of the maritime sector is vital. Securing the critical infrastructures of the maritime sector is increasingly becoming a priority for the key stakeholders including governments and private actors.

Critical infrastructure is increasingly used to enable essential marine operations from navigation to propulsion from freight management to traffic control communications. Currently, security threats are a growing menace, spreading in all industry sectors that progressively rely on critical infrastructure systems.

Recent examples of deliberate disruption of critical automated systems prove that various attacks have significant impact on critical infrastructure disruption or unavailability of these essential capabilities which might have disastrous consequences for the maritime sector, government economy and social being in general.

The need to ensure dependability and the ICT robustness against security threats including cyber-attacks is a key challenge at the national and international level.

The awareness on critical infrastructure protection and cybersecurity needs and challenges in the maritime sector is currently low to non-existent. Companies and stakeholders should consider developing and implementing awareness by raising campaigns and trainings which should target the maritime actors (shipping companies, port authorities, etc.). Training programme to address the issues on critical infrastructure threats is highly desirable. Such awareness training initiatives should target all relevant actors involved in the maritime sector.

Proper coordination and cooperation between the relevant stakeholders in the marine sector should be defined through training. The training will stimulate dialogue and public-private partnerships between key stakeholders in the maritime sectors and connected stakeholders (e.g., Insurance companies/brokers lawyers, etc.)

Threatened and vulnerable critical infrastructures in the Critical Infrastructure Protection (CIP) process are high priority for assessing the risk of degradation or incapacitation.

Focusing on each high priority infrastructure, decision makers evaluate the cost of protection or resiliency measures in terms of availability of resources (e.g., personnel, time, money, and materials). The determined costs of protective or resiliency measures for each priority infrastructure are now weighed against the results of the degradation or loss of that infrastructure.

**3.00 OBJECTIVES**

1. To enable the participants, gain a better understanding and importance of key critical infrastructure needs and challenges in the maritime sector including threats, risks and vulnerabilities.
2. To allow participants obtain a better overview of the activities in maritime environment, good practice and ongoing development in the maritime sector.
3. To improve the overall security safety and resilience of maritime, capabilities, dependent on critical infrastructure.
4. To appreciate the rules and policies that various organisations are involved in, in the maritime sector and should put in place to ensure network resilience from the point of view of critical infrastructure system protection.
5. To broaden the participants’ safety and security practice and understanding in marine ports environment.
6. To examine security and safety problems in organisations and proffer solutions.
7. To enable the participants, acquire greater knowledge of threats, hazard and crime detection and investigatory processes in marine, infrastructures and ports.

**4.00 WORKSHOP COVERAGE**

The infrastructure protection operating environment creates challenges for security policy makers, planners and operational personnel charged with determining which of the assets require protection. The critical infrastructure of transportation and maritime environment includes the people, property and information assets required to enable the organisation to execute its primary responsibilities, activities and functions.

The security and safety of lives and property at sea, protection of the maritime environment and world trade depends today on the professionalism and competence of the maritime personnel. The dynamic nature of the regulatory environment for safety and security in international trade and maritime transport requires that personnel involved is capable to maintain an active awareness of new or evolving requirements that may apply to their vessels, operations and environment.

The security and safety professionals need to maintain knowledge and skills of changes or additions to the expanding universe of domestic and international regulations that may have an impact on their ability to maintain a secured operating critical infrastructure environment. The workshop will deal with issues of who is responsible for what regulation as they apply to specific ports and maritime facilities for vessels and how to effectively integrate the changes into the existing security and safety structures and critical infrastructure protection system.

The programme provides an excellent opportunity to examine the changing environment, science, technologies, social conditions, economic processes and socio-political institutions based on security and safety requirements.

**5.00** **OUTCOME OF THE PROGRAMME**

At the end of the training programme, participants will be able to demonstrate knowledge, skills and understanding of:

1. Appreciation for the diversity of actors, challenges and opportunities involved in the maritime transport system.
2. A formal analytical approach to a given maritime transportation problem from a safety and security improvement point of view.
3. The role of maritime transportation system and its functions in a globalised world and best practices.
4. Key concepts and relationship between reliability and availability of security and safety of maritime systems.
5. Implementation and application of the principles of security and safety management in maritime transport operations.
6. Tools and methods for managing security and safety risks in maritime business and operations.

**6.00 BENEFITS FROM THE TRAINING WORKSHOP**

The workshop is designed to develop the knowledge and skills of maritime actors and stakeholders to foster an enthusiasm and energy to create and cope with positive changes in participants’ organisations. Participants should expect to find their current views on security and safety practices and the strategies of their firms substantially challenged but in a supportive environment.

The participants will benefit by being able to stand back in a conducive and stimulating atmosphere and consider both their organisation’s strategic position and their personal contribution to that organisation on critical infrastructure protection.

By the end of the programme, participants will have analysed the major components of their organisation and be in a position to develop an effective strategic security practice and personal plan and performance for enhancement of productivity in critical infrastructure protection.

**7.00 COURSE OUTLINE**

* 1. Understanding the Security and Safety Departments in Ports Infrastructure and Maritime Environment
  2. Developing Security Leadership and Managerial Skills in Maritime Industry
  3. Safety and Disaster Planning and Management in Maritime Industry
  4. Information Security and Critical Infrastructure Protection.
  5. Maritime Threats, Vulnerabilities and Risk Analysis
  6. Maritime Terrorism, Piracy and Armed Robbery
  7. Management of Public-Private Partnerships and Information-Sharing for Critical Infrastructure
  8. Intelligence, Surveillance and Maritime Security
  9. Physical Security and Ports Infrastructure Protection
  10. Security Management of Port and Harbour Facilities
  11. Maritime Security Policies and Procedures
  12. Managing Maritime ICT Environment
  13. Computer Intelligence and Cyber Security in Maritime Industry
  14. Policing and Law Enforcement in Maritime Environment
  15. Implementation of International Ships and Ports Facilities Security Codes.

**8.00 TARGET AUDIENCE**

The target audience for the programme consists of organisations, national authorities, government bodies and private companies that are involved in the maritime especially policy makers and other stakeholders in the development and implementation of security guidelines, and good practices for the maritime sector.

Details of the target audience are as follows: - Chief Executives of Shipping Companies, Port Facility Security Officers, Port Security officers. Security Personnel, Controllers, Managers and Consultants, Protection Personnel and Safety Officers, Security Managers of Shipping Companies, Customs Services, Immigration Services, Police Forces, State Security Services, Port Health Officers, NDLEA Chief Pilots in transport companies, Terminal Operators, Corporation and Institutions, Habour Masters, Insurance Broker Companies and Legal forms specialising in maritime affairs.

**9.00 Delivery Methodology**

The training workshop is scheduled to be interactive. Participants will go through discussion, problem-solving/case study, tasks, role play and film-show. There will be use of projector and PowerPoint Presentations.

**10.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute, practitioners, experts and academia who are seasoned security practitioners to facilitate the training sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**11.00 Venue**

To be determined.

**12.00 Duration**

The programme is scheduled to run for four (4) days between 9.00a.m. to 3.00p.m. daily.

**13.00 DATE**

14th- 17th December, 2021.

**14.00 WORKSHOP FEES**

The fee per participants is **to be determined.** This will cover course materials, course bag, refreshment, lunch, certifications and photographs.

**15.00 PAYMENT OF FEES PROCEEDURES**

All fees are payable to **Institute of Security Nigeria** at the First Bank Plc, **Account No: 2015993430.**

**TRAIN THE TRAINERS’ WORKSHOPS PROGRAMMES ON SECURITY AND PROTECTION TECHNIQUES**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN EDUCATIONAL INSTITUTIONS**

**COURSE OBJECTIVES:**

The workshop is designed to provide participants with the opportunity to:

1. Acquire the necessary security, protection and safety knowledge, skills and attitudes which will enable them to formulate policies and procedures to create a secure and safe school environment.
2. Prepare participants to deal with violence like assassinations, kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbance; and
3. familiarise participants with the latest developments in security technology and the application of modern security equipment and electronic gadgets in educational environment.

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for educationalists, teachers, school proprietors, school administrators.

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE:** To be determined

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN HEALTH CARE INSTITUTIONS**

**WORKSHOP OBJECTIVES**:

The major objective of the course is to improve the capacity of participants in security and safety management in health care institutions.

At the end of the workshop, participants should be able to:

1. Manage security and safety in healthcare facilities effectively.
2. Acquire skills required to plan, organise effectively security and safety services in hospital environment.
3. Be familiar with the integrated nature of security and safety in health care environment.

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for Primary Health Workers at the Local, State, and Federal levels, including:

* Medical Officers
* Heads of Department
* Primary Health Care Coordinators
* Community/Environmental Health Officers
* Staff Nurse
* Social Welfare Officers
* Security Officers in Hospitals
* Community Health Extension Workers (CHEWs) and other Health Officers on GL. 08 and above

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE:** To be determined

1. **WORKSHOP TITLE: WORKSHOP ON SECURITY THREATS AND HAZARD PREVENTION IN SCHOOL ENVIRONMENT**

The programme is designed to address security threats and vulnerabilities in educational institutions at various levels including infrastructure, students, staff and visitors’ protection.

**WORKSHOP OBJECTIVES**:

1. To expose participants to strategic techniques and skills in addressing security and safety issues in the school environment.
2. The programme will thoroughly familiarise security officers and school administrators with the principles and practices of security management in educational institutions.
3. The programme discusses the basics of crime and hazard prevention in schools.

**TARGET AUDIENCE/PARTICIPANTS**

1. School Administrators and Managers
2. Security Officers

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE:** To be determined

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN TOURISM, CULTURAL FESTIVALS AND MEGA EVENTS**

**WORKSHOP OBJECTIVES:**

The broad objective of the workshop is to equip participants with requisite security and safety knowledge, skills and attitude for effective management of hospitality, tourism, cultural festival and mega events.

At the end of the workshop, participants should be able to:

1. Discuss the impact of security and safety in hospitality, tourism, festivals and mega-events management.
2. Identify security threats in hospitality, tourism, cultural festivals and mega-events and management potentials and products available in Nigeria.
3. Explain the role of security and safety in hospitality, tourism, cultural festival and mega-events management.
4. Apply appropriate security and safety skills in guiding tourists, visitors, and participants.
5. Describe safety and security strategies in the hospitality and tourism industry.

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for Managers and Officers in public and private sector organisations in the hospitality and tourism industry. Other officers who desire to acquire, develop new skills and enhance their understanding of current trends in hospitality and tourism management will also benefit.

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE:** To be determined

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN PLACES OF WORSHIP**

**WORKSHOP OBJECTIVES:**

At the end of the workshop, participants should be able to:

1. To assess and evaluate security-related risks, threats or vulnerabilities in places of worship facilities.
2. To provide the church with suggestions which will make them less likely to be the victim of burglary, theft and vandalism, etc.
3. To highlight the importance of physical and personnel security and proffer security measures to be put in place.
4. To address the specific strategies for crime preventions on worship centres and their facilities.

Worship centres can no longer afford to ignore their security and safety. Series of challenges face worship centres and they are the potential victimisation of worship members and visitors.

**TARGET AUDIENCE/PARTICIPANTS:**

This training course is designed to inform and educate those responsible for maintaining a safe environment for the people and property associated with houses of worship. This programme will assist in helping houses of worship leaders to learn how to prevent, avoid and control various risks associated with the members, staffs, guests and buildings that make up houses of worship.

1. Administrators and Managers of places of worship facilities
2. Security Officers
3. Ushers

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE**: To be determined

1. **WORKSHOP TITLE: WORKSHOP ON ENHANCING ROAD TRANSPORT, TRAFFIC, PEDESTRIAN SAFETY AND SECURITY**

**WORKSHOP OBJECTIVES:**

The workshop for security and safety management in the transport industry is designed to provide participants with the opportunity to:

1. Acquire the necessary security knowledge, skills and attitudes which will enable them to formulate policies and procedures for the protection of transport management.
2. Develop the participants’ capacity to deal with such security threats in the transport industry at state and local government levels.
3. Expose the participants to the latest developments in security operations and the application of modern security practices at terminals and garages.

**TARGET AUDIENCE/PARTICIPANTS:**

1. Transport Managers, Traffic Managers, Motor Transport Union Executives, Motor Parks and Garage Managers

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE:** To be determined

1. **WORKSHOP TITLE: MANAGING INNOVATION AND ENHANCEMENT OF DIGITAL REGISTRY AND INFORMATION SECURITY IN CORPORATE ORGANISATIONS**

**WORKSHOP OBJECTIVES**

The main goal of the workshop is to equip the participants with requisite knowledge, skills and the right attitude of organising a digital registry and information security to provide the optimal efficiency and effectiveness that is essential to the smooth running of the corporate organisation.

At the end of the workshop, participants should be able to:

1. Examine the role of digital registries and information security in corporate organisations.
2. Analyse the processes in the Life Cycle of Records.
3. Highlight the significance of ICT in the administration of modern and digital registry.

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for administrative officers responsible for registry operations in the Federal, and State Ministries, Agencies and Parastatals as well as Local Governments.

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE**: To be determined

1. **WORKSHOP TITLE: FORENSICS, CRIMINAL INVESTIGATIVE SCIENCES AND COURT ADMINISTRATION: TRANSFORMATION AND INTEGRATING TOOLS**

This programme is designed to provide knowledge and skills for scientists, administrators, managers and other professionals currently employed in crime laboratories, medical examiners, laboratory technicians and related areas dealing with crime prevention programmes, public safety, arson investigation and environmental protection.

At the end of the programme, participants should be able to:

1. Analyse forensic records systems.
2. Design forensic reports and apply them to appropriate environments.
3. Store, retrieve and protect forensic data using the computer.
4. Process and analyse forensic records.
5. Disseminate forensic information for appropriate decision making in the courts of law.
6. The participants will be provided with analytical skills necessary for promoting administrators of justice and prevention of crime.
7. Explain how forensic records can be used for effective judiciary service delivery.
8. Discuss the roles of forensic records in judicial administration.

**TARGET AUDIENCE AND PARTICIPANTS:**

1. Registrars, Court Administrators, Senior Administrative staff in the Ministry of Justice
2. Scientists, Administrators, Managers and other professionals currently employed in crime laboratories, medical examiners’ laboratories, arson investigators and environmental scientists.

**DURATION:** Four (4) days

**VENUE:** To be determined

**FEE**: To be determined

1. **WORKSHOP TITLE: FOOD SECURITY, AGROTERRORISM AND INTELLIGENCE**

This programme is designed to provide a comprehensive overview of food security, agroterrorism and intelligence and various international, national and local examples for better understanding of this complex problem. This programme focuses on converting theory and awareness into pragmatic strategies to help practitioners develop informed responses to the threat of terrorism and the food system.

At the end of the programme, participants should be able to understand the principles of:

1. Dangers of agroterrorism and food systems disasters.
2. Preparedness for agroterrorism and food systems disaster.
3. Detection and diagnosis strategies and technologies.
4. Frontline responses to agroterrorism and food systems disasters.
5. Agrosecurity, bioterrorism: Challenges of agricultural security.
6. Water security and terrorism.
7. Food security and development.
8. Legal protection of water resources and agriculture.
9. Legal aspects of bioterrorism, food contamination and drug control.
10. Occupational health and safety leadership.
11. Contamination, decontamination and health issues.

**A-4 DAY SPECIAL TRAINING PROGRAMME FOR SECURITY AND SAFETY PERSONNEL IN MARITIME TRANSPORT AND PORTS ADMINISTRATION**

**1.00 THEME**

**Enhancing Best Practices in Maritime Security and Safety in the Transportation Sector**

**2.00 INTRODUCTION**

The dynamic nature of the regulatory environment for security and safety in international trade and maritime transportation is very critical. The maritime community requires that security and safety professionals maintain an active awareness of new or evolving requirements that may apply to their facilities, vessels and operations within the ports and coastal environment.

The security and safety professionals in the transportation sector need to maintain knowledge and skills of changes or additions to the expanding universe of domestic and international regulations that may have an impact on their ability to maintain a secure operating environment.

The past decade has seen a significant number of security and safety regulations, and “Best Practices” promulgated which are applicable to the global maritime trade and transportation community.

Many of these share common imperatives, such as developing and maintaining current security and safety plans and while ensuring that appropriate training drills and exercise are specific to certain sectors of the maritime community such as cruise vessel security and safety and are developed to address deficiencies in the preventive security and safety measures established by the ISPS Code and MTSA.

Others, like United Nations Security Council Resolution 1540 (UNSCR 1540) are focused on addressing security issues of specific international or national concern and are applicable across all segments of the multi-modal trade and transportation environment.

All these begs the questions of exactly who is responsible for what regulations as they apply to specific ports, maritime facilities or vessels and how to effectively integrate these changes into the existing security and safety structures and training programme which include the following: -

1. Passenger Cruise Industry Security and Safety
2. Cargo Carrier and Supply Chain Security and Safety

The objective of this extension services is to bring security and safety education to suitable participants and use this means in contributing to the satisfaction of manpower needs in the maritime security and safety sector.

With the complexity and diversity of security operations and tasks today, adequate training for protection staff is expected. This may be supplemented by in-service and on-going training for security operational staff.

The management of security and safety functions in any organisation is quite complex because most facilities are vulnerable to loss through theft, piracy, fraud, malice, damage and criminal conspiracy.

All categories of personnel in the maritime transport sector require knowledge, skill and awareness through security training and development and workshop programmes.

This workshop training programme is specially designed and planned to achieve and project the objectives of the organisation. A variety of training methods and strategies will be used in order to meet the requirements of cost-effective learning and teaching. Ports security training requires validation and review as well as long-term evaluation follow-up.

This workshop training programme will facilitate security’s key role in industrial security administration.

Effective security management could only be gained through appropriate, constant effective, efficient, adequate and suitable training for the enhancement of productivity in the company.

This workshop will provide opportunities for enhancing and developing modern security professional at various levels, adding value through excellence. The course is organised so as to relate these benefits to the needs and problems of participants’ organisations.

The participants will learn from proven experts in the profession. Those who have done it for real and a world class corporate security strategy will be developed for your industry.

Most security and safety personnel at all levels should be desirous of improving their performance and professional image to meet the current challenges that face them in the industry.

**3.0 MARITIME TRANSPORTATION AND SHIPPING OPERATIONS**

The workshop is designed for people involved in the everyday delivery and/or monitoring the quality of shipping operations, as well as the associated regulatory framework – either as crew member on-board vessels or based ashore – a deep understanding of the intricacies of the systems is vital. Innovative thinking can ensure the quality and uninterrupted function of shipping operations. To provide the necessary insights the International Maritime Organisation (IMO) projects in the maritime industry.

This workshop provides a comprehensive understanding of the contemporary maritime transport system, including the basics of the shipping market and the role and significance of different types of ports. It also provides fundamental knowledge in shipping operations and an overview of modern shipping management, including commercial and technical functions. During this workshop, a large number of contemporary concepts and principles that govern the maritime world will be discussed and evaluated. In addition, real-world scenarios will be examined in which a broad understanding of marine activities is needed to identify effective solutions to interdisciplinary problems.

Terminals are interface points in the inter-modal systems where freight, equipment and information are transferred from one mode to the next. Terminal include Maritime Ports at which freight is transferred from container ships to trucks, rails and barges, rail yards where containers are transferred to and from trucks; trucks terminals where vehicles are exchanged between long haul truckers and dray men for local delivery. They are often the “blackholes” in the system, where cargo can be delayed for days for lack of clearance or problems in communication between the parties.

The security threats in a terminal could be extended to include those threats in the sea i.e., ports, habour, rivers and inlets in the case of water transports, on the air in the case of air transport, along the rail and road tracks in the case of pipeline transport.

At the sea, the security threats are basically attacks on the ships and the crew members. This could result from pirates’ attacks or external aggression against the vessels owning country. Here, the targets are the ship, crew members and the cargo. In most cases, the attackers often demand for ransoms before the crew and ship can be released or could be used to score a political point.

**4.00 BENEFITS AND INTENDED OUTCOMES**

At the end of this workshop participants should be able to:

1. Identify the key security and safety elements in the global maritime transport system.
2. Discuss the different modes of transport and security strategies and identify the mechanics behind the **“maritime comparative advantage”** in the maritime security.
3. Describe the security and safety strategies in the ports/terminals and their equipment; recognise the nature and importance of ports to the national and/or regional economy.
4. Identify the key elements of shipping operations and understand the prevailing practice of shipping business.
5. Appreciate the dynamics of maritime safety and security.
6. Recognise the role of the government in policy formulation and the administration of maritime security and safety.
7. Value the importance of implementation and enforcement of international regulations in the context of maritime safety, security and environmental pollution prevention.

**5.00 WORKSHOP OBJECTIVES**

The objectives of the workshop are: -

1. To enable the participants, know the importance of security and safety in marine transport and ports environment.
2. To broaden the participant’s safety and security practice and understanding in marine transport ports environment.
3. Examine security and safety problems in marine transport organisations and proffer solutions.
4. To enable the participants, acquire greater knowledge of threats, hazard and crime detection and investigatory processes in marine, transport and ports.
5. Devise a system of coping with security and safety dynamics and operations in marine transport ports environment.
6. To give the participants more knowledge on security and safety operations, hazards and crime prevention in marine infrastructure.

**6.00 WORKSHOP OUTLINE**

The outlines of the workshop are:

1. The Role and Importance of Safety and Security in Maritime Transportation
2. Maritime Transport and Shipping Operations
3. Safety and Environment Protection Issues in Maritime Environment
4. Legal and Operational Aspects of Maritime Security
5. Leadership and Best Practices in Ports Management
6. Safety and Security in Maritime Environment
7. Enhancing Maritime Transport Management
8. Security and Risk-based Models in Shipping and Ports
9. Security Threats, Challenges, Vulnerabilities, Risks and Consequences in Ports and Maritime Environment.
10. Managing Security and Safety of Ports Infrastructure and Maritime Environment
11. Contemporary Issues in International Ship and Ports Facilities Security (ISPS) Code.

**7.00 FOR WHOM AND PARTICIPANTS**

This workshop is designed for both individuals in the private sectors who manage and supervise tasks associated with the safe and secure conduct of shipping operations and for individuals in the government sector who focus on enforcement of regulations in the extended domains of maritime safety and security. Professionals who are involved in assessing associated deficiencies, including ways to alleviate them, will also benefit from the programme.

This workshop is also ideal for individuals who are experienced in the field and are planning a move from on-board to on-shore positions. Furthermore, it is also beneficial for persons currently engaged in the supervision of operations. Company Security Officers or Designated Persons Ashore (DPA) are responsible for compliance with regulations, and this programme provides deeper insight into the development of regulations, their interpretation and implementation in daily business operations. This includes the following: -

\* Security Personnel, Controllers, Managers and Consultants, Protection Personnel and Safety Officers.

\* Administration Managers, Head of Security and their Deputies in Transport Companies, Terminal Administrators, Industry, Corporation and Institutions.

**8.00 WORKSHOP STRUCTURE**

The workshop will be for a 4-day duration. There will be: -

1. A review of key strategic security questions for security practice and their implications for the workshop participants.
2. Tutored sessions tailored to the needs of participants and the organisations.
3. Examination in small groups of common security and safety problems and possible plans of action.
4. Discussion of key security issues on a personal basis.

**9.00 Delivery Methodology**

The training is scheduled to be interactive. Participants will go through discussion, problem-solving/case study, task, role play and film-show. There will be use of projector and PowerPoint Presentation.

**10.00 FINANCE**

The workshop registration fee is **to be determined**. The registration fees cover full participation at the workshop, workshop materials, bags, workshop documents, tea break and lunch. The fees do not include transportation, hotel accommodation and other related costs.

**11.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute who are seasoned security administrators to facilitate the training sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**12.00 Venue**

**To be determined**.

**SPECIAL TRAINING WORKSHOP FOR SECURITY PERSONNEL IN PORTS INFRASTRUCTURES AND PORTS PROTECTION**

**1.00 THEME**

**Enhancing Critical Infrastructure Protection in Maritime Industry**

**2.00 INTRODUCTION**

The maritime sector sustains the society and the economy through the movement of people, vital goods and cargoes such as energy, food, etc.

Critical infrastructure supports vital services and goods such as energy, transport, telecommunication and financial services. The maritime sector is critical for society. The continuous increase in dependency upon maritime transport underlines its vital importance to our society and economy. Maritime activity increasingly relies on critical infrastructure in order to optimise operations in the sector.

The criticality of the maritime sector is vital. Securing the critical infrastructures of the maritime sector is increasingly becoming a priority for the key stakeholders including governments and private actors.

Critical infrastructure is increasingly used to enable essential marine operations from navigation to propulsion from freight management to traffic control communications. Currently, security threats are a growing menace, spreading in all industry sectors that progressively rely on critical infrastructure systems.

Recent examples of deliberate disruption of critical automated systems prove that various attacks have significant impact on critical infrastructure disruption or unavailability of these essential capabilities which might have disastrous consequences for the maritime sector, government economy and social being in general.

The need to ensure dependability and the ICT robustness against security threats including cyber-attacks is a key challenge at the national and international level.

The awareness of critical infrastructure protection and cybersecurity needs and challenges in the maritime sector is currently low to non-existent. Companies and stakeholders should consider developing and implementing awareness by raising campaigns and trainings which should target the maritime actors (shipping companies, port authorities, etc.). Training programmes to address the issues on critical infrastructure threats is highly desirable. Such awareness training initiatives should target all relevant actors involved in the maritime sector.

Proper coordination and cooperation between the relevant stakeholders in the marine sector should be defined through training. The training will stimulate dialogue and public-private partnerships between key stakeholders in the maritime sectors and connected stakeholders (e.g., Insurance companies/brokers lawyers, etc.)

Threatened and vulnerable critical infrastructures in the Critical Infrastructure Protection (CIP) process are high priority for assessing the risk of degradation or incapacitation.

Focusing on each high priority infrastructure, decision makers evaluate the cost of protection or resiliency measures in terms of availability of resources (e.g., personnel, time, money, and materials). The determined costs of protective or resiliency measures for each priority infrastructure are now weighed against the results of the degradation or loss of that infrastructure.

**3.00 OBJECTIVES**

1. To enable the participants, gain a better understanding and importance of key critical infrastructure needs and challenges in the maritime sector including threats, risks and vulnerabilities.
2. To allow participants obtain a better overview of the activities in maritime environment, good practice and ongoing development in the maritime sector.
3. To improve the overall security safety and resilience of maritime, capabilities, dependent on critical infrastructure.
4. To appreciate the rules and policies that various organisations are involved in, in the maritime sector and should put in place to ensure network resilience from the point of view of critical infrastructure system protection.
5. To broaden the participant’s safety and security practice and understanding in marine ports environment
6. Examine security and safety problems in organisations and proffer solutions.
7. To enable the participants, acquire greater knowledge of threats, hazard and crime detection and investigatory processes in marine, infrastructures and ports.

**4.00 WORKSHOP COVERAGE**

The infrastructure protection operating environment creates challenges for security policy makers, planners and operational personnel charged with determining which of the assets require protection. The critical infrastructure of transportation and maritime environment includes the people, property and information assets required to enable the organisation to execute its primary responsibilities, activities and functions.

The security and safety of lives and property at sea, protection of the maritime environment and world trade depends today on the professionalism and competence of the maritime personnel. The dynamic nature of the regulatory environment for safety and security in international trade and maritime transport requires that personnel involved is capable to maintain an active awareness of new or evolving requirements that may apply to their vessels, operations and environment.

Security and safety professionals need to maintain knowledge and skills of changes or additions to the expanding universe of domestic and international regulations that may have an impact on their ability to maintain a secure operating critical infrastructure environment. The workshop will deal with issues of who is responsible for what regulations as they apply to specific ports and maritime facilities for vessels and how to effectively integrate the changes into the existing security and safety structures and critical infrastructure protection system.

The programme provides an excellent opportunity to examine the changing environment, science, technologies, social conditions, economic processes and socio-political institutions based on security and safety requirements.

**5.00** **OUTCOME OF THE PROGRAMME**

At the end of the training programme, participants will be able to demonstrate knowledge, skills and understanding of:

1. Appreciation for the diversity of actors, challenges and opportunities involved in maritime transport system.
2. A formal analytical approach to a given maritime transportation problem from a safety and security improvement point of view.
3. The role of maritime transportation systems and its functions in a globalised world and best practices.
4. Key concepts and relationship between reliability and availability of security and safety of maritime systems.
5. Implementation and application of the principles of security and safety management in maritime transport operations.
6. Tools and methods for managing security and safety risks in maritime business and operations.

**6.00 BENEFITS FROM THE TRAINING WORKSHOP**

The workshop is designed to develop the knowledge and skills of maritime actors and stakeholders and to foster enthusiasm and energy to create and cope with positive changes in participants’ organisations. Participants should expect to find their current views on security and safety practices and the strategies of their firms substantially challenged but in a supportive environment.

The participants will benefit by being able to stand back in a conducive and stimulating atmosphere and consider both their organisation’s strategic position and their personal contribution to that organisation on critical infrastructure protection.

By the end of the programme, participants will have analysed the major components of their organisation and be in a position to develop an effective strategic security practice and personal plan and performance for enhancement of productivity in critical infrastructure protection.

**7.00 COURSE OUTLINE**

1. Understanding the Security and Safety Departments in Ports Infrastructure and Maritime Environment
2. Developing Security Leadership and Managerial Skills in Maritime Industry
3. Safety and Disaster Planning and Management in the Maritime Industry
4. Information Security and Critical Infrastructure Protection
5. Maritime Threats, Vulnerabilities and Risk Analysis
6. Maritime Terrorism, Piracy and Armed Robbery
7. Management of Public-Private Partnerships and Information-Sharing for Critical Infrastructure
8. Intelligence, Surveillance and Maritime Security
9. Physical Security and Ports Infrastructure Protection
10. Security Management of Port and Harbour Facilities
11. Maritime Security Policies and Procedures
12. Managing Maritime ICT Environment
13. Computer Intelligence and Cyber Security in Maritime Industry
14. Policing and Law Enforcement in Maritime Environment
15. Implementation of International Ships and Ports Facilities Security Codes

**8.00 TARGET AUDIENCE**

The target audience for the programme consists of organisations, national authorities, government bodies and private companies that are involved in the maritime especially policy makers and other stakeholders in the development and implementation of security guidelines, good practices for the maritime sector.

Details of the target audience are as follows: - Chief Executives of Shipping Companies, Port Facility Security Officers, Port Security officers. Security Personnel, Controllers, Managers and Consultants, Protection Personnel and Safety Officers, Security Managers of Shipping Companies, Customs Services, Immigration Services, Police Forces, State Security Services, Port Health Officers, NDLEA Chief Pilots in transport companies, Terminal operators, Corporation and Institutions, Habour Masters, Insurance Broker Companies and Legal forms specialising in maritime affairs.

**9.00 Delivery Methodology**

The training workshop is scheduled to be interactive. Participants will go through discussion, problem-solving/case study, tasks, role play and film-show. There will be use of projector and PowerPoint Presentation.

**10.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute, practitioners, experts and academia who are seasoned security practitioners to facilitate the training sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**11.00 Venue**

**To be determined**

**12.00 Duration**

The programme is scheduled to run for four (4) days between 9.00a.m. to 3.00p.m. daily.

**13.00 DATE**

**To be determined**

**14.00 WORKSHOP FEES**

The fee per participants is **to be determined.** This will cover course materials, course bags, refreshments, lunch, certification and photographs.

**THEME: ACTUALISING SECURITY AND SAFETY IN EDUCATIONAL INSTITUTIONS**

**INTRODUCTION**

Nigeria has recently been witnessing increasing number of security challenges that constitute threats to the maintenance and survival of its democratic, political, social and economic system. The alarming increase in the violent crimes particularly cultism, gangsterism, kidnapping, hostage-taking and communal killings has been a source of concern to all well-meaning citizens in Nigeria. These criminal activities create insecurity in society. Educational administrators and security professionals have a vital role in guaranteeing security of lives and property in all our educational institutions. Also, the wave of indiscipline, kidnapping, cultism, crime, aggression and other forms of violence in our secondary and primary schools has assumed phenomenal dimensions in recent time. These vices have been on the increase as youths deliberately create crises during which public order and peace are flagrantly disturbed with impunity.

The participants will be exposed to strategies, techniques and skills in addressing security and safety issues in the school environment. Security and school administrators must be thoroughly familiar with the principles and practice of security and safety management of educational institutions.

The workshop is designed to produce a working knowledge of crime, hazard and disaster prevention in school environments.

Using the Train-the-Trainer’s approach, the methodology is to organise training sessions for the educational administrators, officials of the Ministry of Education and security agencies, principals and head teachers of schools to deepen cooperation and collaboration and devise strategies to handle these challenges in primary, secondary schools, higher and tertiary institutions.

**OBJECTIVES OF THE WORKSHOP**

At the end of this workshop, participants will be able to: -

1. Identify strategies for integrating society into the normal society life so as to achieve peace and order.
2. Practice skills for effectiveness, meaningful and interpersonal relationship among youths and leadership in society.
3. Increase the capacities and aspirations of youth so that they can contribute to and benefit from more stable, democratic and prosperous communities and nations building.
4. Identify strategies and roles of Security and Peace Officers in Schools.
5. Apply some strategies for effective institutional response to kidnapping, hostage-taking, cultism, gangsterism, aggression, violence through training, mentorship and leadership for youth welfare, security and safety needs in educational institutions.

**EXPECTED PROGRAMME OUTCOMES**

1. Significant increase in security consciousness on the part of heads of educational institutions.
2. Drastic reduction of incidents of security breaches in educational institutions.
3. Overall improvement of safety in educational institutions.
4. Reinforcement of confidence of parents, guardians and stakeholders and community in security and safety in educational institutions.
5. Thorough understanding of the current trends of violent crimes, cultism, aggression, kidnapping and indiscipline in the society.
6. Acquisition of skills for addressing social problems of kidnapping and violent crimes and cultism.
7. Orientation programmes for schools’ security and peace officers.

**TARGETED PARTICIPANTS**

Principals of Schools, Directors of Schools, Counsellors in Schools, Social Welfare Officials, Vigilante, Nigeria Civil Defence Corps, Nigeria Police, Neighbourhood Watch Officers, Road Transport Operators, Education Secretary, Head Teachers, Sections Heads, Assistant Head Teachers, Social Welfare Officers in each Local Government.

**DELIVERY METHODOLOGY**

The presentations at the workshop would be through lecture presentations and interactive sessions. Participants will go through discussion, problem-solving/case study, task, role play and film-show.

**RESOURCE PERSONS**

Resource persons to facilitate the training sessions shall be drawn from the membership of the Institute of Security, Nigeria and a team of consultants who are seasoned security administrators and practitioners. Interactive sessions will afford participants the opportunity to benefit from their wealth of experience.

**VENUE**

**To be determined**

**DATE**

**To be determined**

**DURATION**

The programme will run for four (4) days between 9:00a.m. to 3:00p.m. daily.

**SPECIAL CERTIFICATE WORKSHOP TRAINING PROGRAMME FOR CLERGYMEN AND CHURCH STAFF**

**Main Theme: Security and Safety in Places of Worship: ReflectionS on Legal & Ethical Issues**

**background to the workshop**

Safety and security assessment is a critical evaluation of security-related risks, threats or vulnerabilities that may exist in church facilities. The rise in violent attacks in churches make worshipers becoming a soft target for terrorists, criminals and religious extremists. Therefore, a security survey will provide the church with suggestions which will make them less likely to be the victim of burglary, theft and vandalism, etc. It is necessary to highlight the importance of physical and personnel security and evaluate and proffer security measures to be put in place.

A house of worship is a building or location where a group of people gather to perform acts of religious study, honour or devotion. The term “house of worship” may be used for churches, synagogues, mosques, temples or shrines. It is usually a building intended for the performance of religious services and rituals. Crime perpetuated against the churches in Nigeria is on the rise. Places of worship today are no longer safe havens from the violence of their communities and many religious leaders and worshippers face the unique challenges of providing a conducive environment in the places of worship without being mistaken for an easy target. People visit houses of worship in order to pray, sing, meditate and worship and not to think about crime. Unfortunately, it has become increasingly more common for churches, mosques, synagogues, shrines and temples to be targeted for criminal activities.

Worship centres can no longer afford to ignore their security and safety. Series of challenges face worship centres and they are the potential victimisation of worship members and visitors, while asserting oneself as a “hard target” and maintaining the peaceful and welcoming milieu one expects at a house of worship. Regrettably, the religious community is subjected to a series of hazards that secular organisations face. These include both external and internal threats which can come in the form of street criminals, white collar criminals, hate groups, terrorists, ideology groups and others. Typically, congregations are not prepared for the risks these groups present.

This workshop will attempt to address the specific strategies for crime preventions on worship centres in Nigeria.

It will also assess security threats that are peculiar to the churches and proffered solutions on its prevention, mitigation and response.

**NATURE OF THE PROBLEMS IN PLACES OF WORSHIP**

The churches by their very nature have unique vulnerabilities and threats that can easily be exploited. These threats may be as a result of lack of security consciousness, philosophy, openness and the saying “No one would steal God’s money on the part of church administration. Sometimes it may be hard to imagine houses of worship as targets for crimes. In reality, churches may pose more of an opportunity for crimes than other facilities in our societies. Those who commit criminal acts look for and take advantage of opportunity and are not usually concerned if the victim is in the house of worship.

The increases in the spate of bombings, kidnappings, stealing from vehicles parked during church functions have become a matter of concern. Most houses of worship are not perceived as being at a serious crime risk. Security measures are frequently minimal and inadequate.

Security is the protection of all the assets against loss by theft in many forms, in-house and from without; burglary, robbery, theft, etc. Added to this is the possibility of terrorism with its many aspects, e.g., kidnappings, assassinations, hostage-taking, bombings, raids on cash sources. The church security should address the elements of physical, electronic, environmental and procedural approaches in addressing the crime militating against its congregation and assets.

A church security plan must aim at maintenance of the church’s mission and protection of its congregation and asset as part of church crime prevention strategy. The crimes against houses of worship is towing toward an alarming. The worshippers, visitors and the community workers in the vineyard are very likely to be at high risk.

There are growing number of disorders, kidnapping and violent behaviour being committed against houses of worship; this is disturbing and of great concern. The common crimes in the houses of worship include embezzlement, burglary, arsons and vandalism, crimes mentioned above are preventable. Vandalism of property, larceny/theft, burglary/breaking and entering, assault, intimidation. Even more alarming is the number of violent crimes being committed, such as arson, robbery, child molestation and mass shootings

Houses of worship members are no less vulnerable to occurrences of personal and physical abuse. Those intent on victimising the vulnerable know that the forgiving culture and easy access environment of the house of worship can inadvertently foster an opportune place to strike. House of worship leaders have the responsibility to conscientiously screen worshippers and visitors to set boundaries, maintain an atmosphere of ethical behaviour and sustain a safe overall environment that is a hallmark of the house of worship as a place of refuge and peace.

In places of worship these days we witness acts like terrorism, vandalisation, swindling, armed robbery, arson which are becoming very rampant. Recent headlines reveal that active shooters have made their ways into worship centres killing or maiming innocent individuals. Terrorism uses explosions to cause mass damage.

**SUB-THEMES**

1. Fundamentals of Religion and the Concept of Places of Worship
2. The Essence of Physical Security in Places of Worship
3. Framework for Security and Safety in Worship Centres
4. Need for Security and Safety in Places of Worship
5. Security Planning and Worship Centres
6. Personnel Security in Places of Worship
7. Terrorist and Criminal Attacks in Places of Worship
8. Emergency Planning, Health Security and Safety in Places of Worship
9. Legal Aspects of Religious Organisations

**WHY ATTEND THIS COURSE**

This training course is designed to inform and educate those responsible for maintaining a safe environment for the people and property associated with houses of worship. This course will assist in helping house of worship leaders to learn how to prevent, avoid and control various risks associated with the members, staffs, guests and buildings that make up houses of worship.

**INSTRUCTORS**

Institute of Security instructors are experienced law enforcement officers and security experts who are well versed in matters of crime prevention and safety and are committed to presenting the course using professional, informative and insightful approaches.

**TRAINING PRESENTATION**

The presentation will cover topics to educate members, lay staff and clergies on how to protect people and property by: preventing accidents, injury and neglect; safeguarding against loss from crime and theft of funds; protecting members and staff from abuse, liability, false claims and lawsuits. Protection of those within the premises is a key element of houses of worship. Taking these additional, proactive steps will especially demonstrate care and concern for the worshippers, members, staff and guests in houses of worship.

**FINANCE**

The financial implications will be negotiated and agreed upon at a later date.

**FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA**

**DEPARTMENT OF COMMUNICATIONS AND GENERAL STUDIES**

**IN COLLABORATION**

**INSTITUTE OF SECURITY NIGERIA**

**TRAIN-THE-TRAINERS WORKSHOP PROGRAMMES ON SECURITY AND PROTECTION TECHNIQUES**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **TITLE OF TRAINING** | **DATE/DURATION** | **AUDIENCE/PARTICIPANTS** |
| 1. | Enhancing Security and Safety in Educational Institutions | 3 days | Educationalists, Teachers, School Proprietors, School Administrators |
| 2. | Enhancing Security and Safety in Health Care Institutions | 3 days | Medical and Health Care Administrators, Medical Directors |
| 3 | Security Threats and Hazards Prevention in School Environment | 3 days | School Administrators and Managers, Security Officers |
| 4 | Enhancing Security and Safety Management in Tourism, Cultural Festivals and Mega Events | 3 days | Museum Officers, Cultural Administrators |
| 5 | Enhancing Security and Safety in Religious Places of Worship | 3 days | Administrators of Places of Worship |
| 6 | Enhancing Road, Traffic, Pedestrian Safety and Security | 3 days | Security and Safety Officers |
| 7 | Managing Innovation and Enhancement of Digital Registry and Information Security in Corporate Organisations | 3 days | Administrators, Registrars, Personnels/ Human Resource Managers in Government and Private Organisations, Managers in Government and Private Organisations |
| 8 | Forensics, Criminal Investigative Sciences and Court Administration: Transformation and Integrating Tools | 3 days | Lawyers, Public and Private Practice, Forensic Analysts, Officials of Ministry of Justice  Accounting and Auditing Officers, Auditors, Treasurers, Fraud Control Officers, Finance Officers |
| 9 | Food Security, Agroterrorism and Intelligence | 3 days |  |

**CONFERENCE ON PORTS ADMINISTRATION AND CRITICAL INFRASTRUCTURE PROTECTION IN THE MARITIME INDUSTRY**

**1.00 THEME**

***Enhancing Ports Administration and Critical Infrastructure Protection in Maritime Industry***

**2.00 INTRODUCTION**

The maritime sector sustains society and the economy through the movement of people, vital goods and cargoes such as energy, food, etc.

Critical infrastructure supports vital services and goods such as energy, transport, telecommunication and financial services. The maritime sector is critical for society. The continuous increase in dependency upon maritime transport underlines its vital importance to our society and economy. Maritime activity increasingly relies on critical infrastructure to optimise operations in the sector.

The criticality of the maritime sector is vital. Securing the critical infrastructures of the maritime sector is increasingly becoming a priority for the key stakeholders including governments and private actors.

Critical infrastructure is increasingly used to enable essential marine operations from navigation to propulsion from freight management to traffic control communications. Currently, security threats are a growing menace, spreading in all industry sectors that progressively rely on critical infrastructure systems.

Recent examples of deliberate disruption of critical automated systems prove that various attacks have significant impact on critical infrastructure disruption or unavailability of these essential capabilities which might have disastrous consequences for the maritime sector, government economy and social being in general.

The need to ensure dependability and the ICT robustness against security threats including cyber-attacks is a key challenge at the national and international level.

The awareness of critical infrastructure protection and cybersecurity needs and challenges in the maritime sector is currently low to non-existent. Companies and stakeholders should consider developing and implementing awareness by raising campaigns and trainings which should target the maritime actors (shipping companies, port authorities, etc.). Training programmes to address the issues on critical infrastructure threats is highly desirable. Such awareness training initiatives should target all relevant actors involved in the maritime sector.

Proper coordination and cooperation between the relevant stakeholders in the marine sector should be defined through training. The training will stimulate dialogue and public-private partnerships between key stakeholders in the maritime sectors and connected stakeholders (e.g., Insurance companies/brokers lawyers, etc.)

Threatened and vulnerable critical infrastructures in the Critical Infrastructure Protection (CIP) process are high priority for assessing the risk of degradation or incapacitation.

Focusing on each high priority infrastructure, decision makers evaluate the cost of protection or resiliency measures in terms of availability of resources (e.g., personnel, time, money, and materials). The determined costs of protective or resiliency measures for each priority infrastructure are now weighed against the results of the degradation or loss of that infrastructure.

**3.00 OBJECTIVES**

1. To enable the participants, gain a better understanding and importance of key critical infrastructure needs and challenges in the maritime sector including threats, risks and vulnerabilities.
2. To allow participants obtain a better overview of the activities in maritime environment, good practice and ongoing development in the maritime sector.
3. To improve the overall security safety and resilience of maritime, capabilities, dependent on critical infrastructure.
4. To appreciate the rules and policies that various organisations are involved in the maritime sector and should put in place to ensure network resilience from the point of view of critical infrastructure system protection.
5. To broaden the participants’ safety and security practice and understanding in marine ports environment.
6. Examine security and safety problems in organisations and proffer solutions.
7. To enable the participants, acquire greater knowledge of threats, hazard and crime detection and investigatory processes in marine, infrastructures and ports.

**4.00 CONFERENCE COVERAGE**

The infrastructure protection operating environment creates challenges for security policy makers, planners and operational personnel charged with determining which of the assets require protection. The critical infrastructure of transportation and maritime environment includes the people, property and information assets required to enable the organisation to execute its primary responsibilities, activities and functions.

The security and safety of lives and property at sea, protection of the maritime environment and world trade depends today on the professionalism and competence of the maritime personnel. The dynamic nature of the regulatory environment for safety and security in international trade and maritime transport requires that personnel involved is capable to maintain an active awareness of new or evolving requirements that may apply to their vessels, operations and environment.

Security and safety professionals need to maintain knowledge and skills of changes or additions to the expanding universe of domestic and international regulations that may have an impact on their ability to maintain a secured operating critical infrastructure environment. The workshop will deal with issues of who is responsible for what regulations as they apply to specific ports and maritime facilities for vessels and how to effectively integrate the changes into the existing security and safety structures and critical infrastructure protection system.

The programme provides an excellent opportunity to examine the changing environment, science, technologies, social conditions, economic processes and socio-political institutions based on security and safety requirements.

**5.00** **OUTCOME OF THE PROGRAMME**

At the end of the conference, participants will be able to demonstrate knowledge, skills and understanding of:

1. Appreciation for the diversity of actors, challenges and opportunities involved in maritime transport system.
2. A formal analytical approach to a given maritime transportation problem from a safety and security improvement point of view.
3. The role of maritime transportation system and its functions in a globalised world and best practices.
4. Key concepts and relationship between reliability and availability of security and safety of maritime systems.
5. Implementation and application of the principles of security and safety management in maritime transport operations.
6. Tools and methods for managing security and safety risks in maritime business and operations.

**6.00 BENEFITS FROM THE TRAINING CONFERENCE**

The conference is designed to develop the knowledge and skills of maritime actors and stakeholders and to foster enthusiasm and energy to create and cope with positive changes in participants’ organisations. Participants should expect to find their current views on security and safety practices and the strategies of their firms substantially challenged but in a supportive environment.

The participants will benefit by being able to stand back in a conducive and stimulating atmosphere and consider both their organisation’s strategic position and their personal contribution to that organisation on critical infrastructure protection.

By the end of the programme, participants will have analysed the major components of their organisation and be in a position to develop an effective strategic security practice and personal plan and performance for enhancement of productivity in critical infrastructure protection.

**7.00 SUB-THEMES OF THE CONFERENCE**

1. Understanding the Security and Safety Departments in Ports Infrastructure and Maritime Environment
2. Developing Security Leadership and Managerial Skills in Maritime Industry
3. Safety and Disaster Planning and Management in Maritime Industry
4. Information Security and Critical Infrastructure Protection
5. Maritime Threats, Vulnerabilities and Risk Analysis
6. Maritime Terrorism, Piracy and Armed Robbery
7. Management of Public-Private Partnerships and Information-Sharing for Critical Infrastructure
8. Intelligence, Surveillance and Maritime Security
9. Physical Security and Ports Infrastructure Protection
10. Security Management of Port and Harbour Facilities
11. Maritime Security Policies and Procedures
12. Managing Maritime ICT Environment
13. Computer Intelligence and Cyber Security in the Maritime Industry
14. Policing and Law Enforcement in Maritime Environment
15. Implementation of International Ships and Ports Facilities Security Codes

**8.00 TARGET AUDIENCE**

The target audience for the programme consists of organisations, national authorities, government bodies and private companies that are involved in the maritime especially policy makers and other stakeholders in the development and implementation of security guidelines, good practices for the maritime sector.

Details of the target audience are as follows: - Chief Executives of Shipping Companies, Port Facility Security Officers, Port Security Officers, Security Personnel, Controllers, Managers and Consultants, Protection Personnel and Safety Officers, Security Managers of Shipping Companies, Customs Services, Immigration Services, Police Forces, State Security Services, Port Health Officers, NDLEA Chief Pilots in transport companies, Terminal Operators, Corporation and Institutions, Harbour Masters, Insurance Broker Companies and Legal forms specialising in maritime affairs.

**9.00 Delivery Methodology**

The conference sessions are scheduled to be interactive. Participants will go through discussion, problem-solving/case study, tasks, role play and film-show. There will be use of projector and PowerPoint Presentation.

**10.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute, practitioners, experts and academia who are seasoned security practitioners to facilitate the training sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**11.00 Venue**

**To be determined**.

**12.00 Duration**

The programme is scheduled to run for four (4) days between 9.00a.m. to 3.00p.m. daily.

**A-4 DAY TRAINING WORKSHOP ON ENHANCING PORTS AND MARITIME SECURITY IN SHIPPING INDUSTRY DURING AND AFTER COVID-19 PANDEMIC**

1. **THEME**

**Enhancing Ports and Maritime Security in Shipping Industry during and after COVID-19 Pandemic**

**2.00 INTRODUCTION**

The maritime sector sustains the society and the economy through the movement of people, vital goods and cargoes such as energy, food, etc. The maritime sector is critical for society. The continuous increase in dependency upon maritime transport underlines its vital importance to our society and economy.

In the maritime world safety and security are closely linked and are the two important parameters for the future trends in the shipping industry. The two parameters should not be regarded solely as statistically protective as they require a dynamic engagement with evolving challenges and therefore require adaptive responses based on the best available knowledge and techniques.

Massive outbreaks of infectious disease have always been a global challenge from SARS to HINI and from Ebola to COVID-19 in addition to heavy human casualties, economic cooperation and cultural exchanges are also victims of each outbreak. Higher levels of globalisation characterised by growing cross-border flow of people, goods and capital have accelerated the global transmission of viruses and increased the likelihood of worldwide public health crises.

The workshop will focus on maritime security during and after the outbreak of the corona virus- COVID-19 and the effects on the shipping industry. Transnational forces and irregular challenges continue to be the primary threat today and in the foreseeable future, especially in the maritime domain.

In the light of the above, the workshop shall set out ideas on how the security and safety challenges can be solved in the shipping industry. The workshop will examine the current coronavirus (COVID-19) outbreak, its impacts and challenges on the shipping industry. Guidance and operational framework will be designed for ship operators for the protection of the health of the seafarers and operators.

The workshop will further examine that safety is a very important factor that affects all elements of maritime industry particularly during the Covid-19 pandemic outbreak. The workshop will examine the International Safety Management (ISM) code and its impact on the shipping industry, the workshop will also examine the government, and the authorities’ measures in response to COVID-19.

Intelligence analysis, law enforcement officials and policy makers have expressed concern over the likelihood of increased terrorist attacks in future on the maritime industry. Since the maritime environment possesses unique characteristics such as extraterritoriality of the high seas and poor or inconsistent security measures that apply in coastal areas and port facilities in many parts of the world, these made the industry vulnerable and attractive to terrorists’ operations therefore the workshop will expose the maritime administrators to the security challenges and threats in the shipping industry in maritime security.

The need to ensure dependability of the ICT robustness against security threats including cyber-attacks is a key challenge at the national and international level.

Proper coordination and cooperation between the relevant stakeholders in the marine sector should be defined through training. The training workshop will stimulate dialogue and public-private partnerships between key stakeholders in the maritime sectors and connected stakeholders (e.g., Insurance companies/brokers, lawyers, etc.)

The participants have a tremendous amount of knowledge and skills to learn from each other as the workshop will delve into the key maritime strategic issues and various aspects of maritime security, governance and development including whole-of-government processes, moulding and surveillance, information sharing and interdiction operations. Most importantly, this workshop will seek to identify tangible best practices approach to maritime security from being a concept to becoming a reality. The aim of this workshop is expressly to draw on those resources and greatly increase the network of professionals who can reach out to each other for ideas and assistance. A number of academics and practitioners will be helpful reviewing the content and relevance of the academic and professional materials for this workshop.

**3.00 OBJECTIVES**

1. To enable the participants’ gain a better understanding and importance of maritime security needs and challenges in the maritime sector including threats, risks and vulnerabilities.
2. To allow participants obtain a better overview of the activities in maritime environment, good practice and ongoing development in the maritime sector.
3. To improve the overall security, safety and resilience of maritime capabilities, and dependents.
4. To appreciate the rules and policies that various organisations are involved in, in the maritime sector and should put in place to ensure network resilience from the point of view of critical infrastructure system protection.
5. To broaden the participants’ safety and security practice and understanding in marine ports environment.
6. Examine security and safety problems in organisations and proffer solutions.
7. To enable the participants’ acquire greater knowledge of threats, hazard and crime detection and investigatory processes in marine, infrastructures and ports.
8. The workshop seeks to foster maritime security dialogue whereby maritime professionals can exchange ideas, lessons learned, experiences and failures with one another and forge a network of practitioners.
9. **WORKSHOP COVERAGE/COURSE OUTLINE**
10. Understanding the Security and Safety Departments in Ports Infrastructure and Maritime Environment
11. Developing Security Leadership and Managerial Skills in the Maritime Industry
12. Cyber and Information Security Strategy for the Maritime Sector during and after COVID-19 Pandemic
13. Protective Measures against COVID-19 in the Shipping Industry: Prospects and Challenges
14. Assessment of COVID-19’s Impact on the Shipping Industry
15. Maritime Security and Health Challenges in the Shipping Industry: A Strategic Perspective on Preparedness and Response Plan on COVID-19 Pandemic
16. The Role of Technologies in Maritime Security: Challenges and Solutions in COVID-19 Pandemic Era
17. Safety Management in Shipping: The State of the Port and Future Option
18. Legal Issues and Regulatory Development in the Shipping Industry
19. Maritime Terrorism, Piracy and Armed Robbery
20. Intelligence, Surveillance and Maritime Security
21. Physical Security and Ports Infrastructure Protection
22. Security Management of Port and Harbour Facilities
23. Maritime Security Policies and Procedures in ICT Environment
24. Policing and Law Enforcement in Maritime Environment
25. Implementation of International Ships and Ports Facilities Security Codes

**5.00** **OUTCOME OF THE PROGRAMME**

At the end of the training programme, participants will be able to demonstrate knowledge, skills and understanding of:

1. Appreciation for the diversity of actors, challenges and opportunities involved in maritime transport system.
2. A formal analytical approach to a given maritime transportation problem from a safety and security improvement point of view.
3. The role of maritime transportation system and its functions in a globalised world and best practices during and after COVID-19 pandemic.
4. Key concepts and relationship between reliability and availability of security and safety of maritime systems.
5. Implementation and application of the principles of security and safety management in maritime transport operations.
6. Tools and methods for managing security and safety risks in maritime business and operations.

**6.00 BENEFITS FROM THE TRAINING WORKSHOP**

The workshop is designed to develop the knowledge and skills of maritime actors and stakeholders and to foster enthusiasm and energy to create and cope with positive changes in participants’ organisations. Participants should expect to find their current views on security and safety practices and the strategies of their firms substantially challenged but in a supportive environment.

The participants will benefit by being able to stand back in a conducive and stimulating atmosphere and consider both their organisation’s strategic position and their personal contribution to that organisation on critical infrastructure protection.

By the end of the programme, participants will have analysed the major components of their organisation and be in a position to develop an effective strategic security practice and personal plan and performance for enhancement of productivity in critical infrastructure protection.

**7.00 TARGET AUDIENCE**

Details of the target audience are as follows: - Chief Executives of Shipping Companies, Port Safety Engineers, Port Facility Security Officers, Port Security officers. Security Personnel, Controllers, Managers and Consultants, Protection Personnel and Safety Officers, Security Managers of Shipping Companies, Customs Services, Immigration Services, Police Forces, State Security Services, Port Health Officers, NDLEA Chief Pilots in transport companies, Terminal Operators, Corporation and Institutions, Harbour Masters, Insurance Broker Companies and Legal forms specialising in maritime affairs.

**8.00 Delivery Methodology**

The training workshop is scheduled to be interactive. Participants will go through discussion, problem-solving/case study, tasks, role play and film-show. There will be use of projectors and PowerPoint presentations.

**9.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute, practitioners, experts and academia who are seasoned security practitioners to facilitate the training sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**10.00 Venue**

**To be determined**.

**11.00 Duration**

The programme is scheduled to run for four (4) days between 9.00a.m. to 3.00p.m. daily.

**12.00 DATE**

**To be determined.**

**A-4 DAY SPECIAL CONFERENCE ON ENHANCING AIRPORT SECURITY SERVICES AND INFRASTRUCTURE FACILITY**

Air transport is one of the most popular modes of transport today, which is a dynamically developing industry. Hundreds of thousands of passengers, thousands of tons of cargo pass through the busiest airport on daily basis. The safe and official handling and processing of the passengers and cargos are administered safely and securely by airport staff and air traffic services, airlines, but also by cooperating third parties, businesses, organisations and staff.

Aviation is a heavily multi-secured form of transport; risk and hazards are common in the system.

Aircraft disasters seem to be more far reaching. There is the need for greater attention especially accidents and external impact as a result of terrorist actions.

The Air Transport and Traffic situations in society is quite complex because the infrastructure and vulnerability to loss through accidents, malicious damage injury. All the categories of air transport stakeholders require knowledge, skills and awareness through security and safety training and special tailored programmes.

This programme will enable participants to plan preventive strategies for violence and crimes in the transport sector. The programme will review guideline movements and operational activities and present protective principles. It will cover the latest approaches for measurement of threat levels in the transport business.

**1.00 THEME**

**Enhancing** **Ports Security Services and Infrastructure Protection in the Aviation Industry**

**2.00 INTRODUCTION**

The aviation sector sustains the society and the economy through the movement of people, vital goods and cargoes.

Airport’s facility and service management supports vital services and goods. The aviation industry is critical for society. The continuous increase in dependency upon aviation transport underlines its vital importance to the society and economy. Aviation air activity increasingly relies on critical infrastructure to optimise operations in the sector.

The criticality of the maritime sector is vital. Enhancing and securing the facility and services of the maritime sector is increasingly becoming a priority for the key stakeholders including governments and private actors.

Currently, security threats are a growing menace, spreading in all industry sectors that progressively rely on critical infrastructure systems.

The awareness of airport facilities and service management needs and challenges in the aviation sector is currently low. Companies and stakeholders should consider developing and implementing awareness by raising campaigns and training which should target the aviation actors (shipping companies, port authorities, etc.). The workshop aims to address the issues of airport facility and service management threats which is highly desirable. Such awareness initiatives should target all relevant actors involved in the aviation sector.

Proper coordination and cooperation between the relevant stakeholders in the aviation sector should be defined through the workshop. The workshop will stimulate dialogue and public-private partnerships between key stakeholders in the aviation sectors and connected stakeholders (e.g., Insurance companies/brokers, lawyers, etc.)

The workshop appraises various strategies and techniques of tackling problems of airport congestion and gridlock.

Focusing on each high priority on ports facility and service management, decision makers evaluate the cost of protection or resiliency measures in terms of availability of resources (e.g., personnel, time, money, and materials). The determined costs of protective or resiliency measures for each priority on airport facility and service management are now weighed against the results of the degradation or loss of infrastructures and facilities.

**3.00 OBJECTIVES**

1. To enable the participants, gain a better understanding and importance of key ports facility and service management needs and challenges in the maritime sector including threats, risks and vulnerabilities.
2. To allow participants obtain a better overview of the activities in aviation environment, good practice and ongoing development in the aviation sector.
3. To improve the overall security, safety and resilience of aviation, capabilities, dependent on airports facilities.
4. To appreciate the rules and policies that various organisations are involved in, in the aviation sector and should put in place to ensure network resilience from the point of view of critical infrastructure system protection.
5. To broaden the participants’ safety and security practice and understanding in aviation ports environment.
6. To examine security and safety problems associated with traffic management and proffer solutions to port congestion and gridlock.
7. To enable the participants, acquire greater knowledge of threats, hazard and crime detection and investigatory processes in marine infrastructures and ports.

**4.00 AVIATION WORKSHOP COVERAGE**

The Airports Facility and Service Management promote efficiency, effectiveness and enhanced productivity for security policy makers, planners and operational personnel charged with assets protection. The Ports facilities, transportation and aviation environment include the people, property and information assets required to enable the organisation to execute it primary responsibilities, activities and functions.

The security and safety of lives and property at sea, protection of the maritime environment and world trade depends today on the professionalism and competence of the aviation personnel. The dynamic nature of the regulatory environment for safety and security in international trade and maritime transport requires that personnel involved is capable to maintain an active awareness of new or evolving requirements that may apply to their vessels, operations and environment.

Security and safety professionals need to maintain knowledge and skills of changes or additions to the expanding universe of domestic and international regulations that may have an impact on their ability to maintain a secured operating critical infrastructure environment. The workshop will deal with issues of who is responsible for what regulation as they apply to specific ports and aviation facilities and how to effectively integrate the changes into the existing security and safety structures and critical infrastructure protection system.

The programme provides an excellent opportunity to examine the changing environment, science, technologies, social conditions, economic processes and socio-political institutions based on security and safety requirements.

**5.00** **OUTCOME OF THE PROGRAMME**

At the end of the programme, participants will be able to demonstrate knowledge, skills and understanding of:

1. Appreciation for the diversity of actors, challenges and opportunities involved air transport systems.
2. A formal analytical approach to a given air transportation problems from a safety and security improvement point of view.
3. The roles of air transportation systems and its functions in a globalised world and best practices.
4. Key concepts and relationship between reliability and availability of security and safety of aviation systems.
5. Implementation and application of the principles of security and safety management in air transport operations.
6. Tools and methods for managing security and safety risks in aviation business and operations.

**6.00 BENEFITS FROM THE AVIATION WORKSHOP**

The workshop is designed to develop the knowledge and skills of aviation actors and stakeholders and to foster enthusiasm and energy to create and cope with positive changes in participants’ organisations. Participants should expect to find their current views on security and safety practices and the strategies of their firms substantially challenged but in a supportive environment.

The participants will benefit by being able to stand back in a conducive and stimulating atmosphere and consider both their organisation’s strategic position and their personal contribution to that organisation on critical infrastructure protection.

By the end of the programme, participants will have analysed the major components of their organisation and be in a position to develop an effective strategic security practice, personal plan and performance for enhancement of productivity in critical infrastructure protection.

**7.00 SUB THEMES**

1. Law Enforcement Support for Airport Security
2. Electronic Systems for Airport Security
3. Security Service Management in Airport
4. Facility Management and Digital Administration in Airport Administration
5. Aviation Facility Security Operations
6. Security Architecture and Strategy at Airport Terminals to Effective Approach
7. Security Requirements for Airport Terminals
8. Buildings in Public Areas
9. Passengers and Air staffs Security Screening
10. Air Cargo and Airline Services Facilities
11. Security for Commercial Buildings on Airport Property
12. Aviation Security Operations Practice
13. Peculiarities of Safety Management System in Air Transport
14. Critical Infrastructure and utility Protection in Airport Environment
15. Counter-terrorism and Criminal Intelligence Approach in Airport Environment
16. Disaster, Hazard and Emergency Security in Airport Environment
17. Understanding Aviation Security and Terminal Stations Protection
18. Developing Security Services Management in the Aviation Industry
19. Traffic Services Management and Security Control in Airports Environment.
20. Aviation Threats, Vulnerabilities and Risk Analysis
21. Aviation Terrorism, Piracy and Armed Robbery in Aviation Environment
22. Traffic Enforcement and Policing in Airports Environment
23. Intelligence, Surveillance and Aviation Security
24. Crime Prevention through Environmental Design in Aviation Security
25. Facility Management in Airport Environment
26. Airports Gridlock and Congestion: Challenges and Solutions
27. Managing ICT in Aviation Environment
28. Computer Intelligence and Cyber Security in the Aviation Industry
29. Air Transport Security Systems and Infrastructure Protection
30. Implementation of International Airports Facilities Security Codes
31. Enhancing Information Security and Service Management in Airports Environment

**8.00 TARGET AUDIENCE**

The target audience for the programme consists of organisations, national authorities, government bodies and private companies that are involved in the aviation industry especially policy makers and other stakeholders in the development and implementation of security guidelines, good practices for the maritime sector.

Details of the target audience are as follows: - Airport Facility Security Officers, Airport Security Personnel, Controllers, Managers and Consultants, Protection Personnel and Safety Officers, Security Managers of Air Companies, Customs Services, Immigration Services, Police Forces, State Security Services, Port Health Officers, NDLEA Chief Pilots in transport companies, Air Terminal Operators, Corporation and Institutions, Insurance Broker Companies and Legal experts specialising in aviation affairs.

**9.00 Delivery Methodology**

The workshop sessions are scheduled to be interactive. Participants will go through discussion, problem-solving/case study, tasks, role play and film-show. There will be use of projectors and PowerPoint presentation.

**10.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute, practitioners, experts and academia who are seasoned security practitioners to facilitate the conference sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**11.00 Venue**

To be discussed and agreed upon.

**TRAIN-THE-TRAINERS WORKSHOPS PROGRAMMES ON SECURITY AND PROTECTION TECHNIQUES**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN EDUCATIONAL INSTITUTIONS**

**COURSE OBJECTIVES:**

The workshop is designed to provide participants with the opportunity to:

1. Acquire the necessary security, protection and safety knowledge, skills and attitudes which will enable them to formulate policies and procedures to create a secure and safe school environment.
2. Prepare participants to deal with violence like assassinations, kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbance.
3. Familiarise participants with the latest developments in security technology and the application of modern security equipment and electronic gadgets in educational environment*.*

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for educationalists, teachers, school proprietors, school administrators.

**DURATION:** Four (4) days

**VENUE: To be determined.**

**FEE: To be determined.**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN HEALTH CARE INSTITUTIONS**

**WORKSHOP OBJECTIVES**:

The major objective of the course is to improve the capacity of participants in security and safety management in health care institutions.

At the end of the workshop, participants should be able to:

1. Manage security and safety in healthcare facilities effectively.
2. Acquire skills required to plan, organise effectively security and safety services in the hospital environment.
3. Be familiar with the integrated nature of security and safety in healthcare environments.

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for Primary Healthcare Workers at the Local, State, and Federal levels, including:

* Medical Officers
* Heads of Department
* Primary Health Care Coordinators
* Community/Environmental Health Officers
* Staff Nurses
* Social Welfare Officers
* Security Officers in Hospitals
* Community Health Extension Workers (CHEWs) and other Health Officers on GL. 08 and above.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: WORKSHOP ON SECURITY THREATS AND HAZARD PREVENTION IN SCHOOL ENVIRONMENT**

The programme is designed to address security threats and vulnerabilities in educational institutions at various levels including infrastructure, students, staff and visitors’ protection.

**WORKSHOP OBJECTIVES**:

1. To expose participants to strategic techniques and skills in addressing security and safety issues in the school environment.
2. The programme will thoroughly familiarise security officers and school administrators with the principles and practices of security management in educational institutions.
3. The programme discusses the basics of crime and hazard prevention in schools.

**TARGET AUDIENCE/PARTICIPANTS**

1. School Administrators and Managers
2. Security Officers

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN TOURISM, CULTURAL FESTIVALS AND MEGA EVENTS**

**WORKSHOP OBJECTIVES:**

The broad objective of the workshop is to equip participants with requisite security and safety knowledge, skills and attitude for effective and management of hospitality, tourism, cultural festival and mega events.

At the end of the workshop, participants should be able to:

1. Discuss the impact of security and safety in hospitality, tourism, festivals and mega-events management.
2. Identify security threats in hospitality, tourism, cultural festivals and mega-events and management potentials and products available in Nigeria.
3. Explain the role of security and safety in hospitality, tourism, cultural festival and mega-events management.
4. Apply appropriate security and safety skills in guiding tourists, visitors, and participants.
5. Describe safety and security strategies in the hospitality and tourism industry.

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for Managers and Officers in public and private sector organisations in the hospitality and tourism industry. Other officers who desire to acquire, develop new skills and enhance their understanding of current trends in hospitality and tourism management will also benefit.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN PLACES OF WORSHIP**

**WORKSHOP OBJECTIVES:**

At the end of the workshop, participants should be able to:

1. Assess and evaluate security-related risks, threats or vulnerabilities in places of worship facilities.
2. Provide the church with suggestions which will make them less likely to be the victim of burglary, theft and vandalism, etc.
3. Highlight the importance of physical and personnel security and proffer security measures to be put in place.
4. Address the specific strategies for crime prevention in worship centres and their facilities.

Worship centres can no longer afford to ignore their security and safety. Series of challenges face worship centres and they are the potential victimisation of worship members and visitors,

**TARGET AUDIENCE/PARTICIPANT:**

This training course is designed to inform and educate those responsible for maintaining a safe environment for the people and property associated with houses of worship. This programme will assist in helping houses of worship leaders to learn how to prevent, avoid and control various risks associated with the members, staffs, guests and buildings that make up houses of worship. This course will be of benefit to:

1. Administrators and managers of places of worship facilities
2. Security Officers
3. Ushers

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: WORKSHOP ON ENHANCING SECURITY AND SAFETY IN THE PETROLEUM AND EXTRACTIVE INDUSTRY**

**WORKSHOP OBJECTIVES:**

The workshop on security and safety management in petroleum and extractive industry is designed to provide participants with the opportunity to:

1. Acquire the necessary security knowledge, skills and attitudes which will enable them to formulate policies and procedures for the protection of corporate assets against theft, vandalism, destruction by fire and other unforeseen disasters.
2. Develop the participants’ capacity to deal with such security threats as urban violence like political assassinations kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbances.
3. Expose the participants to the latest developments in security technology and the application of modern security equipment and electronic gadgets in the petroleum and extractive industry.

**TARGET AUDIENCE/PARTICIPANTS:**

1. Security professionals with responsibility for protecting oil and gas extraction sites, local mines, metal ore mines, mineral mines and quarries.
2. Engineers and site managers.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: MANAGING INNOVATION AND ENHANCEMENT OF DIGITAL REGISTRY AND INFORMATION SECURITY IN CORPORATE ORGANISATIONS**

**WORKSHOP OBJECTIVES**

The main goal of the workshop is to equip the participants with requisite knowledge, skills and the right attitude for organising a digital registry and information security to provide the optimal efficiency and effectiveness that is essential to the smooth running of the corporate organisation.

At the end of the workshop, participants should be able to:

1. Examine the role of digital registries and information security in corporate organisations.
2. Analyse the processes in the Life Cycle of Records.
3. Highlight the significance of ICT in the administration of modern and digital registry.

**TARGET AUDIENCE/PARTICIPANTS:**

The workshop is designed for administrative officers responsible for registry operations in the Federal, States Ministries, Agencies and Parastatals as well as Local Governments.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: FORENSICS, CRIMINAL INVESTIGATIVE SCIENCES AND COURT ADMINISTRATION: TRANSFORMATION AND INTEGRATION TOOLS**

This programme is designed to provide knowledge and skills for scientists, administrators, managers and other professionals currently employed in crime laboratories, medical examiners, laboratory technicians and related areas dealing with crime prevention programmes, public safety, arson investigation and environmental protection.

At the end of the programme, participants should be able to:

1. Analyse forensic records systems.
2. Design forensic reports and apply them to appropriate environments.
3. Store, retrieve and protect forensic data using computers.
4. Process and analyse forensic records.
5. Disseminate forensic information for appropriate decision making in the courts of law.
6. The participants will be provided with analytical skills necessary for promoting administrators of justice and prevention of crime.
7. Explain how forensic records can be used for effective judiciary service delivery.
8. Discuss the roles of forensic records in judicial administration.

**TARGET AUDIENCE AND PARTICIPANTS:**

1. Registrars, Court Administrators, Senior Administrative Staffs in the Ministry of Justice.
2. Scientists, administrators, managers and other professionals currently employed in crime laboratories, medical examiners’ laboratories, arson investigators and environmental scientists.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

**TRAIN-THE-TRAINERS WORKSHOPS PROGRAMMES ON SECURITY AND PROTECTION TECHNIQUES**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **TITLE OF TRAINING** | **DATE/DURATION** | **AUDIENCE/PARTICIPANTS** |
| 1. | Enhancing Security and Safety in Educational Institutions | 4 days | Educationalists, Teachers, School Proprietors, School Administrators |
| 2. | Enhancing Security and Safety in Health Care Institutions | 4 days | Medical and Health Care Administrators, Medical Directors |
| 3 | Security Threats and Hazards Prevention in the School Environment | 4 days | School Administrators and Managers, Security Officers |
| 3. | Enhancing Security and Safety Management in Tourism, Cultural Festivals and Mega Events | 4 days | Museum Officers, Cultural Administrators |
| 4. | Enhancing Security and Safety in Religious Places of Worship | 4 days | Administrators of Places of Worship |
| 5. | Enhancing Security and Safety in Petroleum and Extractive Industry | 4 days | Security and Safety Officers |
| 6. | Managing Innovation and Enhancement of Digital Registry and Information Security in Corporate Organisations | 4 days | Administrators, Registrars, Personnels/Human Resource Managers in Government and Private Organisations, |
| 7. | Forensics, Criminal Investigative Sciences and Court Administration: Transformation and Integrating Tools | 4 days | Lawyers in Public and Private Practice, Forensic Analysts, Officials of Ministry of Justice  Accounting and Auditing Officers, Auditors, Treasurers, Fraud Control Officers, Finance Officers |

**SPECIAL WORKSHOP ON SECURITY AND SAFETY PROGRAMME FOR CHURCH WORKERS INCLUDING CLERGYMEN**

**1.00 THEME**

**Meeting Security and Safety Challenges in Modern Places of Worship in Volatile Environments**

**2.00 INTRODUCTION**

Safety and security assessment are a critical evaluation of security-related risks, threats or vulnerabilities that may exist in church facilities. The rise in violent attacks in churches make worshipers to become soft targets for terrorists, criminals and religious extremists.

A house of worship is a building or location where a group of people gather to perform acts of religious study, honour or devotion. The term “house of worship” may be used for churches, synagogues, and temple. It is usually a building intended for the performance of religious services. Crime perpetuated against the churches in Nigeria is on the rise. Places of worship today are no longer safe havens from the violence of their communities and many religious leaders and worshippers face the unique challenges of providing a conducive environment in the places of worship without being mistaken for an easy target. People visit houses of worship to pray, sing, meditate and worship and not to think about crime. Unfortunately, it has become increasingly more common for churches, synagogues and temples to be targeted for criminal activities.

Worship centres can no longer afford to ignore their security and safety. Series of challenges face worship centres and they are the potential victimisation of worship members and visitors, while asserting oneself as a “hard target” and maintaining the peaceful and welcoming milieu one expects at a house of worship. Regrettably, the religious community is subjected to a series of hazards that secular organisations face. These include both external and internal threats which can come in the form of street criminals, white collar criminals, hate groups, terrorists, ideology groups and others. Typically, congregations are not prepared for the risks these groups present.

In places of worship these days we witness acts like terrorism, vandalisation, swindling, armed robbery, arsons which are becoming very rampant. Recent headlines reveal that active shooters have made their ways into worship centres killing or maiming innocent individuals. Terrorists use explosives to cause mass damage.

This workshop will attempt to address the specific risk, vulnerabilities and security challenges in worship centres in Nigeria. It will also assess security threats that are peculiar to the churches and proffer solutions for prevention, mitigation and response.

Therefore, a security awareness programme will provide the church with suggestions which will make them less likely to be the victims of burglary, theft and vandalism, etc. It is necessary to highlight the importance of physical and personnel security and evaluate and proffer security measures to be put in place.

**NATURE OF THE PROBLEMS IN PLACES OF WORSHIP**

The churches by their very nature have unique vulnerabilities and threats that can easily be exploited. These threats may be as a result of lack of security consciousness, philosophy, openness and policies.

There are a growing number of disorder, kidnapping and violent behaviours being committed against houses of worship which is disturbing and of great concern such as vandalisation of property, larceny/theft, burglary/breaking and entering, assault and intimidation. Even more alarming is the number of violent crimes being committed, such as arson, robbery, child molestation and mass shootings.

The increase in the spate of bombings, kidnappings, stealing from vehicles parked during church functions has become a matter of concern. Most houses of worship are not perceived as a serious crime risk area. Security measures are frequently minimal and inadequate.

The church security department should address the elements of physical, electronic, environmental and procedural approaches in addressing the crime militating against its congregation and assets.

A church security plan must aim at maintenance of the church’s mission and protection of its congregation and asset as part of church crime prevention strategy. The crimes against houses of worship is growing at an alarming rate. The worshippers, visitors and the community workers in the vineyard are very likely to be at high risk.

House of worship members are no less vulnerable to occurrences of personal and physical abuse. Those intent on victimising the vulnerable know that the forgiving culture and easy access environment of the houses of worship can inadvertently foster an opportune place to strike. House of worship leaders have the responsibility to conscientiously screen worshippers and visitors to set boundaries, maintain an atmosphere of ethical behaviour and sustain a safe overall environment that is a hallmark of the house of worship as a place of refuge and peace.

**3.00 Coverage of the SECURITY AND SAFETY training Progarmme**

The programme will be moulded to fit the church’s schedule and requirements and what works best for the modern places of worship.

The workshop will provide opportunity of enhancing and developing modern security scheme in modern places of worship adding value through excellence in alarm system, CCTV system and electronic security.

The programme will cover the following areas:

1. **Security Planning in Modern Places of Worship in Urban Centres**

* Security Responsibilities of Clergy men, Ushers, Stewards and Church Staff
* Search Planning and System in Places of Worship

1. **Physical Security in Places of Worship and Crime Prevention Programme**
2. **Access Control, Search and Electronic System and its Environment in Places of Worship**
3. **Emergency Response Planning for Safety in Places of Worship**

* Fire: Prevention, Protection and Response
* Accident: Prevention, Protection and Response
* Terrorism, Counter-terrorism and Public Safety
* Crisis and Hazard in the Church
* Crowd Control and Public Safety
* Crime in Progress
* First Aid Services
* Evaluation Planning and Protected Places in Places of Worship

1. **Security Communication in Worship Centres**

* Interviewing Techniques
* Security Reports
* Observations

1. **Threats and Risk and Security Assessment of Places of Worship**
2. **Roles and Functions of Church Officials in Places of Worship**
3. **Prevention and Protection Services in Environment of Places of Worship**

* Security Guard System in Places of Worship
* Patrol Procedures
* Access Control

1. **Security Management of Special Events and Activities in Places of Worship**

* Crowd Control
* Parking and Traffic Management within Places of Worship
* Security at Mega Events in Places of Worship

1. **Surveillance and Intelligence Practice in Places of Worship**

**4.00 PARTICIPANTS**

1. The security training programme is designed for clergymen and church staffs including Ushers, stewards and security guards.
2. Three hours – **Security Awareness Lecture for Clergy, Administrative and Executive Staffs of Places of Worship**

**6.00 Delivery Methodology**

The training is scheduled to be interactive. Participants will go through discussion, problem-solving/case study, task, role play and film-show. There will be use of projectors and PowerPoint presentation.

**7.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute who are seasoned security administrators to facilitate the training sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**8.00 CERTIFICATES**

Certificates of participation will be issued to participants.

**8.00 Venue**

**Venue to be agreed by the parties** for theoretical and practical sessions.

**9.00 Duration**

- The programme is scheduled to run one day in four (4) batches every week.

- Two-hour **Security Awareness Lecture**

**10.00 SECURITY Training Schedule**

- The training will come up in batches for the participants. As such, participants shall be drawn from various churches to form a batch, and this strategy shall be followed until the last church personnel is trained.

* There will be security and safety awareness lecture for senior members of Clergy men and administrative staffs of places of worship.

**SHORT-TERM, IN SERVICE, IN-HOUSE AND TAILORED/WORKSHOPS PROGRAMMES**

1. **MAIN THEME: EXPLORING SECURITY CHALLENGES AT DOMESTIC AND INTERNATIONAL AIRPORTS TODAY**

**PREAMBLE**

Air transport is one of the most popular modes of transport today and it is also a dynamically developing Industry. Hundreds of thousands of passengers, thousands of tons of cargo pass through the busiest airports on daily basis, the safe and efficient handling and processing of which is ensured not only by airport staffs and air traffic services, airlines, but also by cooperating third parties, businesses, organisations and staffs.

Although aviation is a heavy multi-secured form of transport, the risks and hazards, as in any system, are constantly present here as well. Yet, when compared to other modes of transport, we find that the nominal value and the specific rates of serious and fatal accidents are considerably lower; aircraft disasters, seem to be more far reaching. This is due to the fact that they receive much greater public attention, especially if the accident is caused by an external Impact (e.g., terrorists attacks). On the other hand, recovering wrecks, detecting the exact causes of an accident, and making the right conclusions normally takes a longer time, in some cases it is perpetually uncertain (flight MH370, March 8, 2014).

The aim is to enable security administrators and managers to improve the quality efficiency and effectiveness of the services they provide in the modern changing environment. The workshop is designed to:

**AIMS AND OBJECTIVES**

1. To explore aviation safety: safety of air transport, safe implementation of processes related to flying an aircraft, aircraft control, design, maintenance, manufacture, in terms of human factors, procedures, tools and organisations.
2. To expose participants to aviation security: safeguard the security of aircraft processes, instruments, procedures, human factors and protect against deliberate, unlawful or unintentional attacks on aircraft flight, design, maintenance and production.
3. To understand flight safety: the human factors, tools, and procedures required for the safe execution of flight as a process.
4. To acquaint participants to airport safety: the means, procedures, buildings and human factors necessary for the safe execution of all aviation in the aerodrome of the airports (similar to the first concept, it seeks to address threats that are internal to the organisations, but only to one of the elements of aviation, focusing on the airports).
5. To understand airport security: the means, procedures, organisations and human factors necessary to guarantee the security of infrastructure for the transportation of goods, passengers and luggage.
6. Improve participants’ performance in aviation safety.
7. To explore high quality standards, continuous evaluation and to benefit with wide range of contribution to aviation security.
8. Provide security management training to enable them to become more effective and facilitate the skills in their job performance.
9. To enlarge participants understanding of the personal, professional skills in the context in which they work to influence it and change it.
10. To provide them with broader knowledge of public and private security sectors security management.
11. To facilitate the acquisition of personal professional and managerial skills.
12. To enable participants to become more effective in their professional roles.

**WORKSHOP CONTENTS**

* Peculiarities of the Safety Management System in Air Transport
* Elements of Air Travel: Aircraft and its Crew, Airports and its Staff and Air Traffic Service and Personnel
* Modern Approaches to Airports Security for Enhanced Productivity
* Basic Elements of Security and Protection in Modern Domestic and International Airports
* Physical Security System and Facilities Management in Airports Environment
* Electronic Security System and Access Control System in Airports Environment
* Elements of Building Structure and Premises Security in Airports Terminals
* Patrolling, Access and Egress Control in Airports
* Security Information and Intelligence Gathering in Airports
* Human, Public Relations and Protocol Services in Aviation Security
* Emergency and Disaster Management in the Aviation Sector
* Investigation and Surveillance Techniques and Strategies in Airport Accidents
* Managerial and Leadership Skills in Aviation Services Emergency
* Crises Communication and Conflict Resolution in Aviation Trade Unions
* Management of Change and Development of Action Plans in Airports Management
* Security Service Management and Team Building in Airport Industry

1. **THEME: BEST PRACTICES FOR PLANNING AND MANAGING PHYSICAL SECURITY RESOURCES IN THE AVIATION INDUSTRY**

Best Practices for Planning and Managing Physical Security Resources Workshop is intended to provide an introduction and understanding of the most efficient processes or procedures to effectively allocate resources to implement physical security programmes within the airport and aviation environment departments and agencies. Furthermore, it is meant to assist the management with the application of best management practices to support budget conscious allocation of physical security resources across an agency’s portfolio of facilities. This workshop provides guidelines for departments and agency heads, designated officials, security managers, security organisations, and facility security committees to use when designing a collaborative framework for allocating security resources.

This divide establishing roles and responsibility for key personnel (i.e., security facilities management, emergency preparedness, safety, budget, etc.) involved in assessing the most efficient allocation of physical security resources. These officials should collaborate in developing applicable agency wide physical security policies using risk management practices that compare physical security across facilities and measure the performance of physical security programmes.

**COURSE CONTENTS**

* Roles and Responsibilities of Security Management
* Security Committee and Organisations in Airports
* General Description of Operational Capability Processes
* Determining Critical and Sensitive Operational and Administrative Needs in the Domestic and International Airports
* Conducting Risk Assessments and Identification of Vulnerabilities
* Physical Security Equipment
* Key Concepts in Physical Security Resources Management
* Planning for Physical Security Resources
* Operation and Maintenance of Physical Security Resources
* Policy Guidance in Management of Physical Security in Aviation Security

1. **COURSE TITLE: TRAIN-THE-TRAINERS WORKSHOP FOR SECURITY ORGANISATIONS**

**COURSE OBJECTIVES**

At the end of the course, participants should be able to:

1. Identify the roles of human resource managers/departmental training officers in security awareness of staff.
2. Analyse organisational performance of staff in security organisations/department.
3. Identify organisational and individual training needs in security and protective services.
4. Design appropriate training programmes to meet identified needs.
5. Implement training programmes in security organisations/departments.
6. Evaluate training programmes in security organisations/departments.
7. Prepare training presentation using PowerPoint.

**COURSE CONTENTS**

The course covers the following:

* Basic Training/Training Cycle in Security Organisations/Departments
* The Roles of Human Resource Managers/Departmental Training Officers
* Identification of Training Needs for Security Organisations/Departments
* Selecting and Writing Training Objectives for Security Organisations/Departments
* Training Programme/Module Design and Implementation for Security Organisations/Departments
* Evaluation of Training Programmes
* Presentation Skills.
* Training Budget Preparation for Security Organisations/Departments
* Training Programme Co-ordination for Security Organisations/Departments
* Micro Teaching Techniques
* Practical Use of Instructional Aids
* Training Strategies, Methods and Techniques
* Ethical Issues in Training
* Report Writing
* Individual Micro Teaching Presentation

**TARGET AUDIENCE**

The course is designed for officers and Administrative Managers and in the Public Service and their counterparts in the Private Sector, who are engaged in Training and Human Resource Development activities.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **COURSE TITLE: MANAGING SECURITY AND TRAFFIC** **CONGESTION IN DOMESTIC AND INTERNATIONAL AIRPORT**

**PREAMBLE**

Airport congestion is a serious and worsening problem at domestic and international airports. Airport Traffic Congestion has been increasing in much of the world, developed and everything aq

It is necessary to consider the following issues:

1. The causes and cost of congestion at domestic and international airports
2. Controlling congestion in domestic and international airports.
3. Controlling parking lots and security Issues.
4. Easing congestion on the basis of personalised travelling.
5. Congestion and modern security communication technologies.
6. Simulation and evaluation of anti-congestion measures in the air transport sector.
7. Congestion and security challenges in the airport environment.

**COURSE OBJECTIVES**

To enable participants to become more effective in their professional roles. At the end of the course, participants should be able to:

1. Develop a cooperative system of working together and supportive networks in decongesting traffic problems in airports.
2. Develop action plans as individuals for solving traffic congestion in airport environment.
3. Describe the basic functions of security management in the aviation sector.
4. Describe the characteristics of an effective security management in traffic congestion in the airport.
5. Describe the concept of result-oriented security management and traffic congestion.
6. Outline tools of result-oriented and effective security management in the aviation sector.
7. Identify performance standards for combating traffic congestion and difficult situations.
8. Explain how to translate objectives into concrete action in security protection, security and safety in difficult situations and traffic congestion.

**COURSE CONTENT**

In order to achieve the course objectives, the following topics have been carefully selected and will be discussed extensively:

* Overview of Security Management in Industrial Environment
* Security Planning Risk Analysis: Scope, Policies and Procedures
* Measuring and Controlling: Security Performance in Aviation Industry
* Fire Prevention, Control and Protection in Airport Environment
* Communication and Interpersonal Skills in Airport Management
* Health and Legal Issues in Airport Environment
* Security Career Management and Development in the Aviation Sector
* Report Writing and Security Information Management in the Aviation Sector
* Security Service Delivery and Facilities Management in the Aviation Industry
* Time & Stress Management for Security Personnel
* Ethics and Code of Conduct of Security Staff in the Aviation Environment
* Management of Change and Security System Aviation Environment.
* Risk Analysis, Threat Assessment, Vulnerabilities and Security Survey in the Aviation Environment
* Planning and Management of Facilities, Utility and Power Stations in Aviation Environment
* Process Security and Safety for Airport Environment
* Security and Safety Measures for Airports Environment
* Industrial Hazards and Accidents in the Aviation Sectors
* Safety Equipment in the Airport Environment
* Control Strategies for Aviation and Airport Environment

**TARGET AUDIENCE**

The Course is designed for middle-level Engineers, Technical Managers, Officers in the Aviation Service and their counterparts in the Aviation Sector with responsibility for translating organisational Policies into concrete action/tangible results.

1. **COURSE TITLE: TRAIN-THE-TRAINERS WORKSHOP FOR SECURITY FOR AIRPORT CONGESTION AND FACILITY MANAGEMENT**

**COURSE OBJECTIVES**

**THEME: Security Administration and Airport Congestion**

Airport congestion is a scenario associated with delays, queuing and extra time of voyage and dwell time of aircraft and cargo at the airport which always have unpleasant consequences on logistics and supply chain. These issues often escalate into extra costs, loss of trade and disruption of track and transport agreements. The workshop will consider problems associated with airport congestion.

Airport congestion is a problem that affects efficiency levels, performance and productivity of aviation industry, several factors have been identified by most works to be causative to congestion in aviation industry. The workshop will attempt to proffer some critical solutions to these problems.

**AIMS AND OBJECTIVES**

The main objective of the workshop is to determine the effects of airport congestion on logistics and supply chain with respect to the airports. The specific objectives include: -

1. To evaluate the significant difference in cargo dwell time at airports.
2. To estimate the relationship between cargo throughout aircraft waiting time via Nigerian airport.
3. To explore excessive demands over supply of poor services.
4. To study and proffer solutions to policy inconsistency of governments.
5. To suggest solutions to poor and obsolete airport infrastructure.

At the end of the course, participants should be able to:

* Understanding of the problems associated with airport congestion.
* Have a broader knowledge and skills in managing congestion around airport environment.
* Acquire professional and management skills.
* Explain the role of training in facility management in airport facilities.
* Training, formulation of policy, implementation and interparental skill.
* Prepare a Corporate Training Plan/Budget and defend same.
* Outline steps involved in case writing.
* Evaluate the usefulness and effectiveness of training proposals.
* Describe the skills required in consulting.
* Demonstrate the use of PowerPoint for presentation.

**COURSE CONTENTS**

The course covers the following aspects:

* Security Management in Airport Environment
* Protection Layers and Security Standards in Airport Environment
* Security Implications of Facilities and Utilities in Airport Environment
* Protection of Industrial and Manufacturing Plants
* Emergency Recognition and Prevention in Airport Environment
* Legal and Ethical Issues in the Aviation Industry
* Fire Protection, Prevention, and Control
* Overview of Training
* Job Analysis as a Tool for Training andDevelopment
* Setting Training Objectives in Security Management
* Training Policy Development and Implementation
* Corporate Training Plan/Budget Preparation and Defence
* Consulting Skills for Trainers in Security Management
* Case Study Writing Techniques
* Career Development in Security Industries
* Use of PowerPoint
* Training Evaluation
* Writing a Training Report

**TARGET AUDIENCE**

The course is designed for Senior Officers and Managers in the Public Sector and their equivalent in the Private Sector whose responsibilities include the management of training functions and development of organisational human capacity.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: LABOUR CRISIS, CONFLICT AND SECURITY ISSUES IN PUBLIC AND PRIVATE ORGANISATIONS**

**WORKSHOP OBJECTIVES**

At the end of the Workshop, participants should be able to:

1. Identify and discuss the key actors in labour management relations and security issues.
2. Describe the legal framework for labour management relations.
3. Explain strategies for establishing and maintaining effective labour management relations.
4. Highlight and discuss the machinery for grievances and conflict resolutions.
5. Analyse and discuss the environment of labour management relations.

**WORKSHOP CONTENTS**

The workshop covers the following topics:

* Security Personnel’s Skills for Job Performance
* Basic Concept of Time Management
* Security Personnel and Basic Law
* Dealing with Stress
* Effects of Stress on Performance and Productivity
* Roles of Security Personnel in Crowd Control and Use of Force
* Executive Diet and Healthy Living
* Balancing Work and Life
* Development of Security Reports
* Responses to Immediate Crisis and Evacuation Planning
* Managing Crowds, Civil Disturbance and Urban Violence
* Developing Action Plan on Time and Stress Management
* Effective Delegation Skills in Security Management
* Conflict and Crisis in Security Management
* Overview of Industrial and Labour Relations
* Machineries for Negotiation and Consultation
* Collective Bargaining
* Legal Framework for Labour Management Relations
* Managing Health and Safety at Work
* Industrial Disputes and Conflict Resolution

**TARGET AUDIENCE**

The Workshop is designed for Security Officers and Managers whose pre-occupation is Industrial Relations or Labour Management Relations in Ministries and Extra-Ministerial Departments of the Civil Service, Parastatals and their counterparts in Private Sector Organisations and Labour Relations Practitioners.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: TRAINING METHODS AND PRESENTATION SKILLS IN EMERGENCY PLANNING AND HAZARD MANAGEMENT**

**WORKSHOP OBJECTIVES**

The aim of the workshop is to enable security administrators and managers to improve the quality, efficiency and effectiveness of the services they provide in today’s environment. This workshop is designed to improve participant’s performance to attain high standards, continuous evaluation and personnel development.

At the end of the workshop, participants should be able to:

1. Identify the roles of Security, Human Resource Development and Security Training Managers.
2. Identify organisational and individual training needs in industries.
3. Design appropriate security training programmes to meet identified needs.
4. Describe steps taken to organise workshops, seminars and training sessions.
5. Identify the appropriate methods of implementing training programmes.
6. Prepare security training presentation using PowerPoint.

**WORKSHOP CONTENTS**

The Workshop covers the following:

* Need for Security and Safety in Industrial, Commercial Facilities
* Need for Security Education and Training
* Systems Approach to Training
* Programme and Module Design
* Training Methods and Strategies
* Evaluation of Security Training Programmes
* Presentation and Facilitation Skills in Security Planning in Commercial and Industrial Facilities
* Micro-Teaching
* Use of PowerPoint.
* Personnel Security in Organisations
* Terrorists and Criminal Attacks in Commercial and Industrial Estates
* Crimes of Robbery and Burglary in Business Environment
* Chemical, Biological, and Radiological Attacks in Urban Centres
* Emergency Planning, Health and Safety to Urban Centres
* Writing Communiqué and Report

**TARGET AUDIENCE**

The Workshop is designed for Security Officers and Managers in the Public Sector and their counterparts in the Private Sector, who engaged in Training and Human Resources Development activities in Ministries, Ministerial Department, Parastatals, Management Development Institutes, and Staff Development Training Centres.

**DURATION:** Four (4) days

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: ENHANCING AIRPORT ADMINISTRATION AND INFRASTRUCTURE PROTECTION IN AVIATION INDUSTRY**

The aviation sector sustains the society and the economy through the movement of people, vital goods and cargoes. Securing the critical infrastructures of the aviation sectors is increasingly becoming a priority for the key stakeholders including government and private sectors. The awareness on critical infrastructure protection and cybersecurity needs and challenges in the aviation sector is currently low to non-existent.

The workshop is designed to develop the knowledge and skills of aviation actors and stakeholders and to foster enthusiasm and energy to create and cope with positive changes in participants organisations.

**WORKSHOP OBJECTIVES:**

At end of the workshop, participants should be able to:

* Gain a better understanding and importance of key critical infrastructure needs and challenges in the aviation sector including threats, risks and vulnerabilities.
* Improve the overall security and resilience of aviation capabilities and dependent on critical infrastructure.
* Broaden the participant’s safety security practice and proffer solutions.
* Acquire greater knowledge of threats, hazards crime, defection and investigatory processes in aviation, infrastructure and airports.
* Identify the various techniques of enhancing airport administration.
* Share experiences, exchange ideas, and practically reflect on the security problems facing the critical infrastructure protection in the aviation industry.
* Appraise the present practice of conducting security businesses as it relates to airport administration and infrastructure protection.
* Devise strategies and systems of assisting security personnel to manage and balance work and life in airport administration and maintenance of infrastructures in the aviation industry.

**WORKSHOP CONTENTS**

The workshop covers the following topics:

* Understanding the Security and Safety Departments in Airport Infrastructure
* Duties and Responsibilities of Security Personnel
* Safety and Disaster Planning and Management in the Aviation Industry
* Information Security and Critical Infrastructure Protection in the Aviation Industry
* Employee Guidance and Counselling
* Workplace Hazards
* Security of Commercial Management and Industrial Property
* Security Assignment and Duties
* Coaching and Mentoring
* Professionalism and Personal Presentation of Security Personnel

**TARGET AUDIENCE**

The workshop is designed for Direct Staffs, Head of Departments, Management Staff, Security Personnel Managers and Security Managers

**DURATION:** Five (5) days.

**VENUE:** **To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: WORKSHOP ON MANAGING ELECTRONIC AND INFORMATION SECURITY IN COMMERCIAL ORGANISATION**

At the end of the workshop, participants should be able to:

* Explain the concept of human resource management.
* Describe the concept of registry.
* Define record, file and record management.
* List the processes in the life cycle of records.
* Outline the current practices in the management of registry functions.
* Identify the strategies for managing personnel registry.
* Identify the basic filing principles.

**WORKSHOP SYLLABUS/CONTENTS**

The workshop covers the following topics:

* Overview of Human Resource Management
* Introduction to Personnel Records Management
* Basic Filing Principles
* Classification and Indexing
* Managing People in the Registry
* Common Registry Practices
* File Maintenance in the Registry
* Security of Records/Information
* New Strategies for Human Resource Registry Management
* Computer Application and Management of Registry Functions

The workshop is designed for all categories of Registry officials both in the Public and Private Sectors of the economy.

**DURATION:**

**VENUE:** **To be determined**

**FEE: To be determined**

1. **COURSE TITLE: ENHANCING BEST PRACTICES IN AVIATION SECURITY AND SAFETY IN THE AIR TRANSPORT SECTOR**

**PREAMBLE**

The security and safety professionals in the air transport sector need to maintain professional knowledge and skills of changes in the expanding universe of domestic and international regulations that may have an impact on their ability to maintain a secure operating environment with the complexity and diversity of security operations and tasks. Today, adequate training for protection staff is expected. This may be supplemented by in-service and on-going training for security operational staff.

All categories of personnel in the aviation transport sector require knowledge, skill and awareness through security training and development and workshop programmes. This workshop will provide an opportunity of enhancing and developing modern security professionals at various levels thus adding value through excellence.

The participants will learn from proven experts in the profession.

**BENEFITS AND INTENDED OUTCOMES**

At the end of the workshop, participants should be able to:

1. Identify the key security and safety elements in the global aviation transport system.
2. Discuss the different modes of transport and security strategies and identify the mechanics in the aviation sector.
3. Describe the security and safety strategies in the airport terminals and their equipment, recognise the nature and importance of ports to the national economy.

**WORKSHOP COURSES OUTLINES**

1. The Role and Importance of Safety and Security in the Aviation Transport Sector
2. Safety and Environmental Protection Issues in the Aviation Sector
3. Legal and Operational Aspects of Aviation Security
4. Leadership and Best Practices in Airport Management
5. Security Threats, Challenges, Vulnerabilities, Risks and Consequences in Ports and Aviation Sector
6. Managing Security and Ports Infrastructure Environment
7. Contemporary Issues in Domestic and International Ports Facilities

**COURSE OBJECTIVES**

This training provides management training for the participants in work environment to enable them to become more effective managers and help them facilitate the development of their subordinates. The course is designed to be highly participative and lecture sessions will be balanced by discussions and syndicates work. At the end of the course, participants should be able to:

1. Explain the concept and strategies of security and safety management in aviation sector.
2. Identify the different types of crimes and threats prevention and community safety in the aviation sector.
3. Apply the concept of and principles of security in managing estates.

**TARGET AUDIENCE:**

Senior and Middle level Aviation Security Managers of Air Transport Organisations, business owners and those in leadership and managerial positions.

**METHODOLOGY:**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fees: To be determined**

1. **WORKSHOP TITLE: STRATEGIC SECURITY MANAGEMENT IN AVIATION ORGANISATIONS**

**WORKSHOP OBJECTIVES**

The main theme throughout the workshop will be interdependence of management of work development. The workshop will explore cultural situations in which the participants work. The multiplicity of roles expected of them and the consequences.

The main objective of the workshop is to sensitise participants about importance of strategic management in aviation organisation.

Specifically, the participants should be able to:

* Explain the concept of security strategic management.
* Analyse their work security environment vis-à-vis the vision, mission and broad objectives of their respective aviation organisations.
* Formulate security strategies for achieving vision, mission and objectives of the aviation organisations.
* Set performance indicators for aviation organisations.

**WORKSHOP CONTENTS**

The workshop content covers the following, among other topics:

* Overview of Strategic Security Management in Aviation Organisations
* Corporate Vision, Mission and Objectives of Security Department
* Strategic Planning, Content, Scope and Prospects of Security Operations and Management
* Environmental Analysis for Security Personnel
* Setting Performance Standard in Aviation Organisations
* Performance Management in Aviation Organisations
* Decision Making Process in Aviation Organisations
* Team Building in Aviation Organisations
* Access Control and Alarm System: Material, Traffic and Pedestrian Security in Airport Environment
* Traffic Services: Roles of Security Personnel in Airport Environment
* Managing Crowds in Airport Terminals

**TARGET AUDIENCE**

The workshop is designed for Top/Senior Officers of Aviation Organisations.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Four (4) Days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: STRATEGIC PLANNING IN AVIATION SECURITY**

**WORKSHOP OBJECTIVES:**

The workshop is designed to enable participants to be able to:

* Explain the primary aim of strategic planning in aviation security.
* Discuss the importance of achievement of highest possible degree of protection in aviation security.
* To analyse management techniques and strategies in strategic security in the aviation industry.
* Identify the attributes required in developing security plans and operations in aviation Industry.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Fundamental and Elements of Strategic Planning in Aviation Security
* Strategic Planning in Aviation Security
* Strategic Planning Team
* Effective Security Leadership Skills in Organisations
* Communication Strategies in Strategic Planning Functions
* Effective Communication Skills in Security Operations and Strategic Planning
* Strategic Planning Processes in Aviation Industry
* Applications and Approaches in Strategic Planning
* Surveillance and Counter Surveillance: Technology and Method of Strategic Planning
* Security Surveying, Threats Analysis and Vulnerabilities
* Budgeting and Planning for Strategic Planning in Aviation Security
* Protection Hardware and Device and Physical Security Technology
* Execution and Implementation of Strategic Plans in the Aviation Industry
* Internal Security in Organisations
* Developing Elements of Strategic Planning in Aviation Security: Challenges and Solutions
* Monitoring Performance Measures in Strategic Planning in Aviation Security
* Practical Dimension in Strategic Planning in Aviation Security

**TARGET AUDIENCE**

The workshop is designed for Directing Staff, Heads of Department, Management Staff, Personnel Managers, Human Resource Managers and Heads of Division/Unit.

**METHODOLOGY**

Lecturette, Power Point presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING INFORMATION SECURITY, AND INDUSTRIAL ESPIONAGE IN DIGITAL ENVIRONMENT**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Explain the concept of information security in commercial and industrial environments.
* Identify the principles of espionage.
* Discuss leadership role in information security management.
* Develop techniques for industrial and commercial environments.

**WORKSHOP CONTENTS**

The workshop content covers the following, among other topics:

* Basic Elements of Information Security Management
* Principles of Quality Security Service and Technological Innovation
* Risk Evaluation and Loss Analysis
* Protection of information in Commercial and Industrial Espionage
* Coaching and Mentoring
* Leadership and Motivation
* Public Information and Relations in Business Environment
* Information and Electronic Technology in Digital Age
* Electronic Security Banking Business Environment
* Accountability in Delegation
* Problems and Constraints in Delegation
* Film Show on Delegation

**T ARGET AUDIENCE**

All categories of officers who have responsibility for providing leadership and delegating duties to subordinate officers, particularly officers on GL. 12 and above.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: TEAM BUILDING, LEADERSHIP SKILLS AND CREATIVITY IN SECURITY ORGANISATIONS**

**WORKSHOP OBJECTIVES**

At the end of the workshop, the participants should be able to:

* Explain the concept of teams and their structures.
* Identify team roles and team members' functions.
* Acquire skills for selecting team members.
* Appreciate the major elements in teamwork.

**WORKSHOP** **CONTENTS**

The workshop content covers the following topics:

* Teams and their Structures
* Team Leadership Quality Requirements
* Team Roles and Team Members Functions
* Selection Procedure of Team Members
* Strategies for Maintaining Team Spirit
* Management Role in Team Building
* Team Development Processes
* Team Decision Making
* Interpersonal Relations in TeamWork

**T ARGET AUDIENCE**

Managers and Executives, Heads and Leaders of Organisations, Human Resources Departments and Units, Supervisors in both Public and Private Sectors.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Five (5) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: LEADERSHIP AND INTER-PERSONAL RELATIONSHIP SKILLS IN SECURITY OPERATION AND MANAGEMENT**

**WORKSHOP OBJECTIVES**

At the end of the workshop, the participants should be able to:

* Explain the concept of inter-personal relationship.
* Acquire the relevant inter-personal skills for effective performance.
* Understand the role of individual psychology in inter-personal relations.
* Identify the virtues and attributes for effective inter-personal relationship.
* Develop strategies for improving inter-personal relations.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Duties and Responsibility of Security Personnel
* Concept of Inter-Personal Relationship
* Security Threats, Risks and Vulnerabilities
* Leadership and Effective Quality Requirements
* Security Technologies and Devices for Crime Prevention, Monitoring and Tracking
* Effective Communication Skills in Security Operations and Management
* Virtues and Attributes for Effective Inter-Personal Relationships in Security Management
* Subordinates' Role in Inter-Personal Relations in Security Management
* Promoting Teamwork in Security and Crime Prevention Management
* Security Personnel and Use of Force

**T ARGET AUDIENCE**

The workshop is designed for senior officers both in the Public and Private Sector organisations.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: ENHANCING SECURITY SERVICES IN AVIATION ORGANISATIONS AND FACILITIES MANAGEMENT IN DIGITAL ENVIRONMENT**

At the end of the workshop, participants should be able to:

* Expose participants to the basic principles and major functions of security service management.
* Refresh their memories on the basic security services.
* Discuss the major scope and forms of facility management.
* Improve their security services of assets and facilities protection.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Assets and Facilities Management
* Overview of Physical Protection System for Security Services
* Elements of Physical Protection and Security System
* Physical and Premises Security
* Foundation and Environment of Facilities Management
* Management Strategies and Techniques of Facilities
* Facility Management and Organisational Effectiveness
* Enhancement of Security Services in Facilities Management

**TARGET AUDIENCE**

The workshop is designed for Senior and Middle level Security Managers, Facilities Managers, Architects.

**METHODOLOGY**

Lecturette, power point presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: LEADERSHIP, CREATIVITY AND INNOVATION IN MANAGING CRITICAL INFRASTRUCTURE PROTECTION AND FACILITIES SECURITY IN THE AVIATION INDUSTRY**

**COURSE OBJECTIVES**

At the end of the workshop, participants should be able to:

* Explain various styles of Leadership.
* Describe the basic principles of creative thinking.
* Explain leadership roles in management of critical infrastructure protection.
* Solve problems related to creativity techniques in facilities, utilities in industrial estates.
* Enumerate the barriers to managing infrastructure protection and utilities Security.
* Identify the dimensions and importance of critical infrastructure protection and utilities security.

**COURSE CONTENTS**

* An Overview of Leadership Styles and Creativity
* Creativity and Innovation in Leadership and Creativity
* Dimensions and Importance of Security Services in Built-Environment
* Basic Principles of Creative Thinking
* Barriers to Creativity in Security Services in Built-Environment
* Occupational Hazards in Critical Infrastructure Protection
* Leadership Role in Creative Thinking
* Strategic Qualities for Creative Leadership.
* Critical Infrastructure Environment and Protection
* Infrastructure Protection, Facilities, Utilities and Assets Security
* Terrorism and Electric Power Development System: Security Perspective
* National Cyber Security and Critical Infrastructure Protection

**WORKSHOP METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises and discussion.

**TARGET AUDIENCE**

The workshop is designed for directing Staffs, Heads of Department, Division/Unit, Management Staff and Personnel Managers, etc., in both public and private sectors.

**Duration:** Five (5) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING CRIMES AND SOCIAL DISORDER IN AVIATION AND AIRPORT ENVIRONMENT**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Explain different perspectives of crimes and social disorder problems in aviation organisation.
* Recognise common difficult situations in internal security.
* Identify factors responsible for managing problems in aviation organisation.
* Develop the ability to cope or effectively handle difficult situations, crime management and social environment.

**WORKSHOP CONTENT**

The workshop content covers the following topics:

* Understanding the Framework of Security Crime, Disorder in Urban Centres
* Perspectives of Difficult Situations and Problems in Internal Security
* Security Threats, Risks Analysis and Vulnerabilities in Internal Security
* Crime Prevention through Environmental Design
* Approaches to Handling Difficult Criminal Behaviour
* Physical Security Technology
* Surveillance and Intelligence Applications and Consideration
* Management Strategies of Protection Hardwares and Security Devices
* Security Organisations and Management Techniques

**TARGET AUDIENCE**

The workshop is designed for Directing Staff, Heads of Department, Division/Unit, Management Staff and Personnel Managers of Security Organisations and Departments.

**WORKSHOP METHODOLOGY**

Lecturette, power point presentation, syndicate exercises, and discussion.

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: LEADERSHIP CHANGE AND ORGANISATIONAL RENEWAL OF SECURITY SERVICE DELIVERY IN THE AVIATION INDUSTRY**

**WORKSHOP OBJECTIVES**

At the end ofthe workshop, participants should be able to:

* Define the concept of change and organisational renewal.
* Highlight the leadership styles.
* Identify the virtues and attributes of effective leadership.
* Develop communication ability through maximising managerial potentials for change.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Security Planning and Management of Facilities in Aviation Organisation
* Managing Security Threats Risks and Vulnerabilities in Aviation Organisations
* Security Personnel Dealing with Physically and Emotionally Challenged People
* Security Personnel’s Skills for Job Performance in Aviation Organisations
* Leadership and Change Management in Aviation Organisations and Departments
* Head for Security and Safety in Aviation Organisations
* Quality Requirements for Effective Leadership in Aviation Organisations
* Security Planning in Aviation Organisations
* Organisational Structures and Security Culture in Aviation Organisations
* Framework for Security and Safety in Aviation Organisations
* Managing Change in Security for Aviation Organisations and Department
* Change Enlightenment Strategies in Security Services
* Effective Measures for Handling Change Resistance in Security Departments
* Performance Standard of Security Personnel and Aviation Organisations
* Essence of Personnel and Physical Security in Aviation Organisations
* Managing Emergency Planning and Hazards and Disasters in Aviation Environment

**TARGET AUDIENCE**

The workshop is designed for Security Managers working in the public or private sector organisations.

**METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**Duration:** Five (5) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING SECURITY, EMERGENCY PLAN, PHYSICAL AND PERSONNEL SECURITY IN AIR TRANSPORT AND TERMINAL STATIONS**

It is the responsibility of the security managers to manage the security strategy relating to airport terminal security. This involves not only formulating strategies but also ensuring that it is implemented effectively.

This programme is designed to manage the security architecture and crime trends at the airport terminals

**OBJECTIVES**

It is designed to help the participants to consider the following factors:

* The current and future security environment and crimes trends in the aviation environment.
* To analyse the participants organisation, strategic security position and crime trends and identify the need for strategic solutions and change.
* The formulation of appropriate strategies which will lead to the crime-free and effective security and political environment.
* Identifying the positive and negative conditions adversely affecting the organisation.

**PARTICIPANTS**

The workshop is designed for manager and supervisors of aviation organisations who wish to develop their skills in crime and security management.

* To improve management skills in developing and implementing strategy for effective security and solutions to crimes trends.
* To identify factors that affect success and failure of security operations and crime management.
* To develop concepts and techniques for analysing security challenges and crimes problems in aviation industry.

**WORKSHOP STRUCTURE**

The programme is essentially practical and will be a combination of academic and professional applicants to expand the capabilities of the participants.

The programme emphasises the interchange of ideas and experience of participants and the application of the concepts discussed.

**WORKSHOP SYLLABUS AND CONTENTS**

While participants will be introduced to relevant techniques and concepts, the Ephesus is in the process and strategic security management in the aviation industry.

The topics covered are as follows:

* Managing Threats and Vulnerabilities to Airport Safety and Security
* Law Enforcement Support for Airport Security
* Security Planning and Requirements for Airport Terminals
* Managing Technologies and Emergency Response at Airport Environment
* Staff and Passenger Security Screening
* Managing Cargo Security and Airline Facilities
* Aviation Security: Concepts, Scope, Functions and Nature
* Aviation Contract and Security
* Planning and Designing of Pedestrian Safety in Airport Terminal Environment
* Managing Threats and Crime Trends in Airport Terminal Environment
* Prevention and Protection of Cargo Theft and Chain Gangs

**BENEFITS OF THE WORKSHOP**

The participants will benefit by being able to stand back in a conducive and stimulating atmosphere and consider both the solutions to security challenges and crime trends.

The course is organised so as to relate these benefits to the needs and problems of participants’ organisations.

At the end of the programme, participants will have analysed the major components of the security challenges and solutions in the bid to develop effective strategic plans, implementation programmes and solutions to the challenges.

1. **WORKSHOP TITLE: STRATEGIC CHANGE IN SECURITY SERVICE DELIVERY IN AIRPORT AND AVIATION TERMINALS**

**WORKSHOP AIMS AND OBJECTIVES**

The aim of the programme is to provide participants with the opportunity to explore with their peers the strategic issues they face in performance of their duties.

The overall purposes of the workshop are to:

* Update participants on the concept of strategic management in security service delivery.
* Examine the problems and mechanisms of managing strategic change in aviation organisations.
* Examine concepts and ideas of strategic management both to the needs of airport terminal business and directly to security tasks facing participants.

**PARTICIPANTS**

Participants are senior managers of various sections of the airport terminals who are likely to face substantial challenges or change in the aviation business.

**BENEFITS**

The workshop is designed to develop the skills of strategic management and to foster enthusiasm and energy to create and cope with change in the airport and aviation industry.

Participants should expect to find their current views on security management practices and the strategies of their airport and aviation business substantially challenged but in a supporting environment.

**WORKSHOP CONTENTS AND SYLLABUS**

The detailed contents of the programme will be based on the needs of the participants. The identification of external forces and internal forces for strategic change in security service delivery in the aviation industry.

**WORKSHOP CONTENTS AND SYLLABUS**

* Security Challenges in Airports Terminals Area
* Threats, Vulnerabilities, Risks and Security Surveys of Airport Security Areas
* Security Requirements for Terminals and Infrastructure Protection
* Staff and Passengers’ Security Screening Checkpoints
* Security Operations in Air Cargo and Airline Services Facilities
* The Concept of Critical and Modelling Security
* Strategic and Tracking Security in Airport Facilities
* Strategic Security Models for Stakeholders and Leaders in Airport Security
* Strategic Planning and the Roles of Security Directors and Managers
* Security Threats, Vulnerabilities and Risk: The System Approach in Airport Terminals
* Threats Analysis, Vulnerability, Assessment and Inspection: Exploring Security Strategy in Aviation Industry
* Strategic Security Plan for Airport and Terminal Environment

**Duration:** Four (4) days

**Venue: To be determined**

**Fee: To be determined**

1. **WORKSHOP TITLE: MANAGING SECURITY IN WAREHOUSING AND CARGOES STORAGE FACILITIES IN THE AIRPORT ENVIRONMENT**

The programme is designed for acquisition of effective knowledge, skills and understanding of the essential principles of warehousing, inventory and storage facilities security for those who are responsible for the handling of security of cargoes coming in and out of the airport warehouses.

The effective security of management of warehouse operations in inventory control is critical to the aviation organisations. The ability to maintain a smooth, constant and efficient flow of cargoes, goods and services to aviation industry and society provides a significant challenge in terms of security, safety, processes, thefts, organisation and costs.

The workshop will help security professionals, administration personnel, and store managers in the airport.

**WORKSHOP OBJECTIVES**

* Review the operations of warehouses processes security architecture in terms of both strategies, techniques and management.
* Recognise some of the gaps, overlaps, duplications and challenges for warehouse and storage facilities security.
* Identify the reasons for having warehouses security strategy and challenges.
* Understand the challenges constraining and enabling functions of security of the warehouses and cargo facilities.
* Consider options for how to use warehouse and storage facilities security strategy to generate productivity and enhanced performance.

**WORKSHOP CONTENTS**

* Physical Security for Cargo Storage Facilities
* Communication Systems in Warehousing Security
* Storage Facilities and Warehouse Security: Problems and Solutions
* Contingency Planning and Warehousing: Processes and Procedures
* Performance Measurements, Passion Analysis and Risk Management of Warehousing
* Planning, Budgeting and Forecasting of Warehousing Management
* Process of Supply Chain Management
* International Trade Environment: Challenges and Solutions
* Security, Customs, Trade Facilitation and Conflict of Interest

**LEARNING OUTCOMES**

At the end of the workshop, participants should be able to:

* Understand the policies and procedures that defined the general conduct of warehouse operations and security strategies.
* Understand how Warehouse space layout is designed, workload is distributed goods, and cargos are stored and dispatched.
* Understand the concept and application of security principles, inventory control and examine how goods in transit are monitored.
* Understand the concept of freight forwarding and its Legal requirement.

1. **WORKSHOP ON ENHANCING AIR TRANSPORT SECURITY AND COUNTERMEASURES IN THE AVIATION INDUSTRY**

**COURSE OBJECTIVES**

At the end of the course, participants should be able to:

* Develop proposals on how to address the issues of security threats and vulnerabilities in air transport systems.
* Explore practical ways to advance the effectiveness of security architecture in the air transport system.
* Return to the overlooked security concerns and reconceive how the security threats on the air transport system can be addressed.
* Discuss realistic possibilities on how the security architecture could be made to function in the next five years.
* Identify the causes of security breaches and threats in air transport.
* Know and apply existing strategies for inducing and managing changes in air terminal stations.
* Propose alternative methods for pursuing integrated security countermeasures, innovation and security modernisation in airport terminals.
* Impacts on the lives of the passengers, and drivers.

**COURSE CONTENTS**

The contents of the course, among others, are as follows:

* Air Traffic Accident Hazards: Forensic Investigative Processes and Procedures
* Bomb Threats and Criminal Explosion in Air Transport Terminals and Stations
* Fire Accidents and Life Safety in Air Transport Terminals: Causes and Effects
* Managing Trade Unions Conflicts and Crises in the Aviation Sector
* The Roles of Transport Unions and Security Considerations in the Aviation Sector
* Rules and Security Guidelines for Airport Staff
* Air Transport Environment and Operations Security
* Accidents on Air Traffic Environment, Control, Prevention and Protection
* Planning and Designing for Pedestrian Security and Safety
* Air Transport Security: Challenges and Solutions
* The Roles of The Bus Coach and Car Drivers in Airport Environments
* Personal Security and Threats in Airport Environments and Enforcement Solutions
* Airport Infrastructure Design Safety Systems
* Rules for Pedestrians and Drivers in Airport Environments
* Traffic, Pedestrian and Drivers Awareness and Education Programme
* Risks Management in Road Terminals System in Airport Environments
* Managing Traffic Congestions in Airport Environments
* High Quality Air Transport System
* Traffic Congestion around Airport Environments
* Traffic and Electronic Technology for Surveillance and Control
* Concept and Scope of Infrastructure Design and Traffic Security
* Personal Security and Threats in Airport Environments

**TARGET AUDIENCE**

The course is designed for all Transport management workers at the federal, state and local government levels, as well as the public, private and public Non-governmental Organisations (NGOs). Those eligible to attend in the public sector include:

* Air Transport Officers, Supervisors and Managers.
* Airport Administrative Managers in the Local Government.
* Trade Unions in Airport Transport Sectors.

**DURATION: Four (4) days**

**VENUE: To be determeined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY MANAGEMENT IN GOVERNMENT AGENCIES AND DEPARTMENTS.**

**COURSE OBJECTIVES**

The workshop on Security Management in Government Agencies and Departments is designed to provide participants with the opportunity to:

* Acquire the necessary knowledge, skills and attitudes which will enable them to formulate security policies and procedures for the protection of corporate assets against theft, vandalism, destruction by five and other unforeseen disasters.
* Prepare officers to deal capably with such security threats as political assassinations, kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbances.
* Familiarise participants with the latest developments in security technology and the application of modern security equipment and electronic gadgets in the security industry.

**WORKSHOP SCOPES AND CONTENTS:**

* Security in Government Agencies and Departments
* Managing Crime Prevention in Urban Communities.
* Crime Prevention Techniques in Office Environment
* Executive Protection
* Awareness and Prevention of Threats
* Security Management, Threats and Risks
* Need for Security and Safety in Government Official Facilities
* Security Education and Training
* Security Training
* Personnel Security in Official Environment
* Emergency Planning, Safety and Health Security
* Internal Security and Work Environment
* Concept of Security.
* Dimension of Security
* Security Consciousness/Awareness
* Liaison and Evaluation with Security Agencies, etc.

**TARGET AUDIENCE**

The course will benefit individuals who want to learn the principle of asset protection and security management in government facilities environment. It is particularly for human resources managers, facilities managers, accountants, auditors, stores and supplies staff as well as those who desire to protect personal values and life. Armed Forces and the Police Officers stand to benefit immensely from the course.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON ORGANISATIONAL AND FACILITIES SECURITY MANAGEMENT**

**WORKSHOP OBJECTIVES**

The workshop for Organisational and Facilities Security Management is designed to provide participants the opportunity to:

* Acquire the necessary knowledge, skills and attitudes which will enable them to formulate security, policies, procedures and management protection of corporate assets against theft, vandalism, destruction by fire and other unforeseen disasters.
* Develop the participants' capacity to deal with such security threats as political assassinations kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbances.
* Expose the participants to the latest developments in security technology and the application of modern security equipment and electronic gadgets in the security industry.

**WORKSHOP CONTENTS**

* The Pattern of Crime in Nigeria
* Crime Prevention Strategies and Measures of Physical Security, Planning and Access Control
* Sensitive/Classified Documents
* Types and Uses of Security Equipment
* Rapid Response Technique (Emergencies)
* Internal Crime Control
* Communication and Human Relations

**TARGET AUDIENCE**

Accountants, Auditors, Stores and Supplies Staff as well as those who desire to protect personal values and life, Armed Forces and the Police Officers stand to benefit immensely from the course, security Supervisors/Managers, Safety Officers, Administrative/Personnel Officers.

**METHODOLOGY**

Lecture method, PowerPoint presentation, syndicate assignment and case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON HUMAN RELATIONS, INTERPERSONAL SKILLS AND COMMUNITY SECURITY**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Identify overlooked challenges hazards and emergency.
* Recognise the importance of health and environmental issues for emergency security and hazard management.
* Assess how the security architecture could be used to address overlooked problem emergency security concerns.
* Identify the all alarms overlap between different elements.
* Itemise areas for improvement in hazard and emergency.
* Explore other overlooked security concerns in emergency hazards.
* Identify how the priorities can be shifted to address these concerns when law enforcement agencies are already operating with insufficient resources.
* Explain the concept of security.
* Identify security concepts and its values.
* Define the concepts of security, human relations and interpersonal skills.
* Explain relevant and interpersonal skills in volatile security environment.
* List some attributes of good governance.

**WORKSHOP CONTENTS**

* Air Transport Accident and Incidents: Prevention, Protection and Control
* Managing Disruptive, Physically and Emotionally Challenged Passengers
* Counter Terrorist Attacks Management in Airport Environments: Planning and Operations
* Managing Outbreaks, Epidemics and Public Health Infectious Disease Emergency in Airport Environments
* Managing Bomb Threats and Criminal Explosion at Airport and Aviation Environment
* Managing Fire Accidents and Life Safety in Airport Environment
* Managing Biological, Nuclear, Radiological and Chemical Emergency in Airport Environments
* Disaster and Crises Communication Management in Airport Environments
* Emergency Preparedness, Relief and Medical Care in Airport Accidents
* Gangs and Drugs: Threats to Security
* Cultism: Threats to Urban Community
* Community Security and Social Cohesion
* Environmental Influence on Criminal Behaviour
* Managing Crises Communication
* Leadership Strategies and Citizens Security
* Values of Democratic Governance
* Interpersonal Skills and Security Operations
* Principles and Human Relations in Governance
* Understanding Human Leadership Skills and Management
* Interpersonal Relations
* Leadership and Conflict Resolution
* Legal Protection of Youths and Community Development

**TARGET AUDIENCE**

Senior Managers/Officers in the Ministries, extra-Ministries and Departments, Local Government Ministries and Commissions.

**METHODOLOGY**

Lectures, Syndicate discussions and case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON DOCUMENT AND OFFICE SECURITY MANAGEMENT**

**WORKSHOP OBJECTIVES**

The management of records and official secret/confidential documents is designed to familiarise participants on procedures for the protection of official secrets.

Specifically, the objectives of the workshop are to:

* Identify the major threats to National Security and how to neutralise them.
* Protect organisational secrets from espionage agents, curious journalists and subversive elements and apply necessary counter measures.
* Understand and apply the Federal Republic of Nigeria Security Instructions.
* Learn and apply Personnel Security Procedures.
* Describe basic fire prevention and control in the office.
* Describe measures to safeguard vital documents in the office.

**WORKSHOP CONTENTS**

* Security Problems in the Public Service
* Loss of Information and Leakages in the Public Service and the Necessary Countermeasures
* Records Management
* Physical Security Measures to Protect Official Secrets and Important Records/Documents
* Government Security Instructions and Procedures
* The Official Secrets Act, 1962
* Personnel Security in the Public Service
* Fire Prevention and Control in Public Buildings

**TARGET AUDIENCE**

All categories of officers dealing with all kinds of records in the Ministries and Parastatals of the state and federal governments' organisations are the target audience.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON AIRPORT SECURITY MANAGEMENT FOR EFFECTIVE SERVICE DELIVERY**

* **WORKSHOP OBJECTIVES**Examine how Airport security threats have changed the security architecture in Railway Transport System.
* Appraise the problems and solutions in the air transport environment.
* Compare security operations with the applications of technologies.
* Passenger and freight airport security management.
* Describe airport station security and surveillance technology solutions.
* Risk management in air transport systems.
* Air transport station and electronic security.
* Provide reflections on recent security threats and vulnerabilities developments and how they affect railway security architecture.
* Facilitate the participants' understanding of airport management.
* Expose them to the relevant skills in security management of passenger and cargo air security.
* Introduce the participants to the concept of service delivery in airport security systems.

**WORKSHOP CONTENTS**

* Disaster Management Plan for Airport Accidents
* Emergency Preparedness, Relief and Medical Care in Air Transport Accidents
* Roles of Security Department, Security and Police Personnel in Air Transport Disaster Management
* Disaster and Crises Communication Management in Air Transport System
* Management of Biological, Nuclear, Radiological and Chemical Emergency in Air Transport System
* Managing Bomb Threats and Criminal Explosion in Air Terminals and Stations
* Fire Accidents and Life Safety in Airport
* Concept of Security Management in Airport
* Administrative Setting in Airport Environment
* Interpersonal Skills and Performance Appraisal
* Conflict Management and Resolution in Labour Relations
* Material Management in Airport Warehousing
* Security Consciousness and Management
* Team-building and Change Management in Airport Administration

**DISCUSSION QUESTIONS**

* How have the airport security challenges changed in the country in the last three years?
* How have the security approaches changed the security system in the airport transport system?
* To what extent could we measure the contribution of law enforcement and police agencies in the airport security system?
* Has the security architecture in the air transport been effective and enhance the security system?
* How has airport security improved the economy of the nation?
* Consider approaches to resolving the gaps and overlaps identified in the security operations.

**TARGET AUDIENCE**

The following officers on GL. 10 and above

* Medical Consultants
* Medical Officers
* Health Workers
* Non-Medical Staff working at hospitals and other health centres.

**METHODOLOGY**

Workshop methodology will include lecturette, discussion and syndicate sessions, among others.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **MAINTENANCE/ WORKS MANAGEMENT OF FACILITIES IN AVIATION ORGANISATIONS**

**WORKSHOP OBJECTIVES**

The objectives of the workshop are to:

* Describe the components of a maintenance system.
* Plan and execute maintenance schedules.
* Manage material resources efficiently and effectively.

**WORKSHOP CONTENT**

* Materials Management and Control
* Equipment Acquisition and Maintenance Cycle
* Inventory and Stock Management
* Total Quality Management (TQM)/Value for Money
* Issues in Maintenance Management
* Systematic fault Diagnosis/Recording

**TARGET AUDIENCE**

The Workshop is open to Engineers, Technologists, Technical and Works Officers on GL. 08 and above.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON EMERGENCY SECURITY, AND RELIEF OPERATIONS**

**WORKSHOP OBJECTIVES**

The objectives of the workshop are to enable participants:

* Adopt current innovations in the field of disaster and emergency management.
* Recognise the vital role of the disaster managers in the achievement of the overall objectives of their organisations.
* Devise measures of preventing and planning for any disaster and emergency occurrences.
* Review current relief strategies and operations in Nigeria.

**WORKSHOP CONTENTS**

* Disaster Management: An Overview
* Disaster Mitigation
* Disaster Preparedness
* Rescue Operations
* Relief and Rehabilitation Strategies

**TARGET AUDIENCE**

The programme is designed for Senior Risk Managers in Ministries and Parastatals at the federal and state levels. The programme also targets Security Officers in the Public and Private sector organisations.

**METHODOLOGY**

Lectures, Syndicate discussions, case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON LEADERSHIP STRATEGIES AND CITIZENS SECURITY AND COMMUNITY DEVELOPMENT**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Define leadership strategies.
* Identify sources of problems for youths in communities.
* Understand the techniques for dealing with youths on security issues.
* Discuss participatory leadership and mentorship.
* Explain development strategies for citizens and youths for development.

**WORKSHOP CONTENTS**

* Definition of Citizen’s Security
* Community Security and Police Strategies
* Youth Development and Acquisition of Entrepreneurial Skills
* Gangsterism and Drug Problems: Threats to the Community
* Cultism among the Youth; Threats to Urban Community
* Community Security and Social Cohesion
* Source of Youth Problems in Communities
* Community Resource Management (Empowerment) for Youths
* Leadership Skills, Work Culture
* Participatory Democracy
* Monitoring and Evaluation of Youth Development

**TARGET AUDIENCE**

Project workers in the Local Government as well as the Public, Private and Non-Governmental Organizations (NGOs), Social Welfare Officers on GL. 08 and in the Ministry of Internal and Foreign Affairs, Community Development Officers and Directors of Finance.

**METHODOLOGY**

Lectures, Syndicate discussions, case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON WEALTH CREATION AND POVERTY REDUCTION**

**WORKSHOP OBJECTIVES**

The workshop objectives are to:

* Explain wealth creation in an open economy.
* Discuss the importance of micro-credit financing in poverty reduction
* Explain strategies for achieving the millennium development goals (MDGs).
* Discuss key elements of democracy and good governance.

**WORKSHOP CONTENTS**

* Overview of Wealth Creation
* Strategies for Poverty Reduction
* Micro-credit Financing
* Role of NGOs and CBO
* Strategies for Achieving the Millennium Development Goals
* Community Mobilisation and Participation
* Roles of Local Government in Poverty Reduction
* Sustainable Development Strategies
* Democracy and Good Governance

**TARGET AUDIENCE**

Senior Management in Ministries, Parastatals, Local Government Officers.

**METHODOLOGY**

Lectures, Syndicate discussions, case studies.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY ADMINISTRATTON AND MANAGEMENT IN DIGITAL ENVIRONMENT**

**COURSE OBJECTIVES**

The broad objective of the Course is to enable security and administrative staff acquire the requisite administrative skills that will equip them to function effectively in the Public Service.

Specifically, the objectives of the course are, among others, to:

* Enhance security administrative and managerial skills of the participants, thereby improving professionalism.
* Update the security knowledge and skills of participants on new trends in security administration and management.
* Assist the participants apply the skills and attitude required for effective security service delivery for the achievement of security goals.

**COURSE CONTENT**

The topics to be covered shall, among others, be:

* Overview of Public Administration
* Overview of Management
* Records Management, Information System and Technology
* Performance Contracts and Public Sector Effectiveness
* Communication Skills
* Overview of Human Resource Management
* Decision Making in the Public Service
* Effective Service Delivery
* Team Building
* New Trends in Public Sector Management
* Accountability and Transparency
* Emotional Intelligence for Effective Leadership
* Public Policy Analysis and Implementation

**TARGET AUDIENCE**

The target audience for this Course comprises Public Servants on GLs. 09 to 12.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON STANDARD AND PERFORMANCE IMPROVEMENT FOR SECURITY MANAGEMENT IN AVIATION**

**COURSE OBJECTIVES**

The overall objective of the Course is to equip participants with skills, knowledge and techniques for enhanced performance and production service delivery.

Specifically, the course will enable participants to:

* Examine the importance of target setting in work situations
* Identify the main output of security controls
* Apply security measures for improved performance
* Analyse the security choices managers make in designing effective performance appraisal and feedback procedures.
* Discuss the likely challenges of performance of security functions.
* Devise appropriate incentives to motivate security staff.

**COURSE CONTENT**

The topics listed below, amongst others, shall be covered during the course.

* Principles of Organisation Management
* Overview of Standard Performance Management
* Overview of Performance Culture for Security Personnel and Organisations
* Measures and Standards
* Organisation Culture and Security Standards
* Behaviour, Culture and Corporate Interaction in the Board Room
* Standards Values, Mission, Discretion and Decision
* Performance Approach: Evaluating Security Personnel
* Achieving Productivity in Security Organisation
* New Trends in Performance Management of Security Organisations
* Use of ICT in Performance Management
* Standard Security Job Performance and Professional Ethics
* Organisation Behaviour and Measurement of Performance Attitudes of Security Staff
* Security Personnel and Behavioural Problems in Organisations

**TARGET AUDIENCE**

The Course is targeted at Public Servants and Senior Managers.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY ADMINISTRATION AND MANAGEMENT FOR EFFECTIVE SERVICE DELIVERY IN AVIATION**

**COURSE OBJECTIVES**

At the end of the workshop, participants should be able to:

* Enumerate the current security management concepts.
* Analyse the importance of strategic thinking in security service delivery.
* Outline tools of result-oriented security management.
* Discuss phases of the security, policy making cycle, and procedures.
* Evaluate critical issues in security policy formulation and implementation.
* Critically examine approaches for improving security administration and service delivery.

**COURSE CONTENTS**

* Principles and Practice of Security Administration and Management Security
* Need for Security Services in Organisations
* Current Management Practice
* Strategic Thinking Processes in Security Management
* Strategic Human Resources in Security Management
* Decision Making and Problem Solving in Security
* Executive Stress Management
* Understanding the Changing Role of Security Managers
* Leadership, Transparency and Accountability
* Budgeting and Budgetary Control in Security Organisation
* Security Project Monitoring and Evaluation
* Performance and Target Setting in Security Management
* Managing Performance in Security Service Delivery
* Tender and Contract Procedures
* Public Policy Formulation and Implementation in Nigeria
* The Role of Senior Public Servants in Policy Formulation
* Advocacy, Mobilisation and Lobbying Skills for Public Servants
* Gender Mainstreaming in the Policy Making Process
* Gender Issues in Public Administration
* Security Consciousness in the Public Service
* Public-Private Partnership for National Development

**TARGET AUDIENCE**

The Course is designed for Top Management Staff on GL. 13 to 16 in the Public Service and those who have attended the Public Administration and Management Course.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP ON SECURITY PRINCIPLES, PROCESSES AND PRACTICES IN AVIATION ORGANISATIONS**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Apply administrative techniques in the conduct of government business.
* Discuss the code of conduct and ethics in public service.
* Explain the skills required for handling official documents.
* Conduct government business in the prescribed manner.

**WORKSHOP CONTENTS**

The topics to be delivered include the following:

* The Machinery of Government
* Servicing of Meetings
* Drafting, Minuting, Memo and Official Letter Writing
* Official Communication
* Overview of Public Service Reforms
* Public Service Rules and Financial Regulations
* Code of Conduct and Ethics for Public Servants
* Speech and Report Writing
* Use of ICT in Records Management and Administrative Processes
* Handling of Official Documents (Hard and Soft Copy)

**TARGET AUDIENCE**

The Workshop is designed for Officers in Federal and State Public Services

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

1. **WORKSHOP TITLE: MANAGING DIFFICULT SITUATIONS AND TRAFFIC CONGESTION AT AIRPORTS IN AVIATION ORGANISATION**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

* Explain different perspectives of difficult situations and traffic congestion at airports in aviation organization.
* Recognise common difficult situations and congestions at airports in aviation organisation.
* Identify factors responsible for the difficult situations and congestion in aviation organisation.
* Develop the ability to cope or effectively handle difficult situations and traffic congestion in aviation organisations.

**WORKSHOP CONTENTS**

The workshop content covers the following topics:

* Understanding the Framework at Aviation Organisation at Airports
* Perspectives of Difficult Situations and Traffic Congestion in Aviation Organisations
* Management Concept of Difficult Situations and Traffic Congestion in Aviation Organisations
* Common Difficult Situations in Aviation Organisations
* Causes of Difficult Situations in Aviation Organisations
* Approaches to Handling Difficult Situations
* Factors Responsible for Making Staff and Passengers Difficult in Aviation Organisations
* Types of Difficult Officers and Passengers in Aviation Organisations
* Management Strategies of Handling Difficult Officers and Situations in Aviation Organisation
* Counselling and Rehabilitation Techniques of Handling Difficult Staffs and Passengers

**TARGET AUDIENCE**

The workshop is designed for Directing Staff, Heads of Departments, Division/Unit, Management Staff and Personnel Managers, etc.

**WORKSHOP METHODOLOGY**

Lecturette, PowerPoint presentation, syndicate exercises, and discussion.

**DURATION: Four (4) days**

**VENUE: To be determined**

**FEE: To be determined**

**INSTITUTE OF SECURITY NIGERIA**

**TRAIN-THE-TRAINERS’ WORKSHOPS AND SEMINAR PROGRAMMES ON SECURITY AND PROTECTION TECHNIQUES**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN EDUCATIONAL INSTITUTIONS**

**COURSE OBJECTIVES**

The workshop is designed to provide participants with the opportunity to:

1. Acquire the necessary security, protection and safety knowledge, skills and attitudes which will enable them to formulate policies and procedures to create a secure and safe school environment.
2. Prepare participants to deal with violence like assassinations, kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbance.
3. Familiarize participants with the latest developments in security technology and the application of modern security equipment and electronic gadgets in the educational environment.

**TARGET AUDIENCE/PARTICIPANTS**

The workshop is designed for educationalists, teachers, school proprietors, school administrators

**DURATION:**

**VENUE:** To be determined by the parties

**FEE:**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN HEALTH CARE INSTITUTIONS**

**WORKSHOP OBJECTIVES**

The major objective of the course is to improve the capacity of participants in the security and safety management in health care institutions.

At the end of the workshop, participants should be able to:

1. Manage security and safety in healthcare facilities effectively.
2. Acquire skills required to plan, organise effectively security and safety services in hospital environment.
3. Be familiar with the integrated nature of security and safety in health care environment.

**TARGET AUDIENCE/PARTICIPANTS**

The workshop is designed for Primary Health Workers at the Local, State, and Federal levels, including:

* Medical Officers
* Heads of Department
* Primary Health Care Coordinators
* Community/Environmental Health Officers
* Staff Nurse
* Social Welfare Officers
* Security Officers in Hospitals
* Community Health Extension Workers (CHEWs) and other Health Officers on GL. 08 and above.

**DURATION:**

**VENUE:** To be determined by the parties

**FEE:**

1. **WORKSHOP TITLE: WORKSHOP ON SECURITY THREATS AND HAZARD PREVENTION IN SCHOOL ENVIRONMENT**

The programme is designed to address security threats and vulnerabilities in educational institutions at various levels including infrastructure, students, staff and visitors’ protection.

**WORKSHOP OBJECTIVES**

1. To expose participants to strategic techniques and skills in addressing security and safety issues in the school environment.
2. The programme will thoroughly familiarise security officers and school administrators with the principles and practices of security management in educational institutions.
3. The programme discusses the basics of crime and hazard prevention in schools.

**TARGET AUDIENCE/PARTICIPANTS**

1. School Proprietors, School Administrators and Managers
2. Security officers
3. Counsellors

**DURATION:**

**VENUE:** To be determined by the parties

**FEE:**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN TOURISM, CULTURAL FESTIVALS AND MEGA-EVENTS**

**WORKSHOP OBJECTIVES**

The broad objective of the workshop is to equip participants with requisite security and safety knowledge, skills and attitude for effective and management of hospitality, tourism, cultural festival and mega-events.

At the end of the workshop, participants should be able to:

1. Discuss the impact of security and safety in hospitality, tourism, festivals and mega-events management.
2. Identify security threats in hospitality, tourism, cultural festivals and mega-events and management potentials and products available in Nigeria.
3. Explain the role of security and safety in hospitality, tourism, cultural festival and mega-events management.
4. Apply appropriate security and safety skills in guiding tourists, visitors, and participants.
5. Describe safety and security strategies in the hospitality and tourism industry.

**TARGET AUDIENCE/PARTICIPANTS**

The workshop is designed for Managers and Officers in public and private sector organisations in the hospitality and tourism industry. Other officers who desire to acquire, develop new skills and enhance their understanding of current trends in hospitality and tourism management will also benefit.

**DURATION:**

**VENUE:** To be determined by the parties

**FEE:**

1. **WORKSHOP TITLE: ENHANCING SECURITY AND SAFETY IN PLACES OF WORSHIP**

**WORKSHOP OBJECTIVES**

At the end of the workshop, participants should be able to:

1. Assess and evaluate security-related risks, threats or vulnerabilities in places of worship facilities.
2. Provide the church with suggestions which will make them less likely to be victim of burglary, theft and vandalism, etc.
3. Highlight the importance of physical and personnel security and proffer security measures to be put in place.
4. Address the specific strategies for crime preventions in worship centres and their facilities.

Worship centres can no longer afford to ignore their security and safety. Series of challenges face worship centres and they are the potential victimisation of worship members and visitors.

**TARGET AUDIENCE/PARTICIPANT**

This training course is designed to inform and educate those responsible for maintaining a safe environment for the people and property associated with houses of worship. This programme will assist in helping houses of worship leaders to learn how to prevent, avoid and control various risks associated with the members, staffs, guests and buildings that make up houses of worship.

1. Administrators and managers of places of worship facilities
2. Security Officers
3. Ushers

**DURATION:**

**VENUE:** To be determined by the parties

**FEE**:

1. **WORKSHOP TITLE: WORKSHOP ON ENHANCING SECURITY AND SAFETY IN PETROLEUM AND EXTRACTIVE INDUSTRY**

**WORKSHOP OBJECTIVES**

The workshop on Enhancing Security and Safety Management in Petroleum and Extractive Industry is designed to provide participants with the opportunity to:

1. Acquire the necessary security knowledge, skills and attitudes which will enable them to formulate policies and procedures for the protection of corporate assets against theft, vandalism, destruction by fire and other unforeseen disasters.
2. Develop the participants’ capacity to deal with such security threats as urban violence like political assassinations kidnapping and extortion, terrorism, riots, violent demonstrations and other civil disturbances.
3. Expose the participants to the latest developments in security technology and the application of modern security equipment and electronic gadgets in petroleum and extractive industry.

**TARGET AUDIENCE/PARTICIPANTS**

1. Security professionals with responsibility for protecting oil and gas extraction sites, local mines, metal ore mines, mineral mines and quarries
2. Engineers and site managers

**DURATION:**

**VENUE:** To be determined by the parties

**FEE:**

1. **WORKSHOP TITLE: MANAGING INNOVATION AND ENHANCEMENT OF DIGITAL REGISTRY AND INFORMATION SECURITY IN CORPORATE ORGANISATIONS**

**WORKSHOP OBJECTIVES**

The main goal of the workshop is to equip the participants with requisite knowledge, skills and the right attitude for organising a digital registry and information security to provide the optimal efficiency and effectiveness that is essential for the smooth running of the corporate organisation.

At the end of the workshop, participants should be able to:

1. Examine the role of digital registries and information security in corporate organisations.
2. Analyze the processes in the Life Cycle of Records.
3. Highlight the significance of ICT in the administration of modern and digital registry.

**TARGET AUDIENCE/PARTICIPANTS**

The workshop is designed for administrative officers responsible for registry operations in the Federal, States, Ministries, Agencies and Parastatals as well as Local Governments.

**DURATION:**

**VENUE:** To be determined by the parties

**FEE**:

1. **WORKSHOP TITLE: FORENSICS, CRIMINAL INVESTIGATIVE SCIENCES AND COURT ADMINISTRATION: TRANSFORMATION AND INTEGRATION TOOLS**

This programme is designed to provide knowledge and skills for scientists, administrators, managers and other professionals currently employed in crime laboratories, medical examiners, laboratory technicians and related areas dealing with crime prevention programmes, public safety, arson investigation and environmental protection.

At the end of the programme, participants should be able to:

1. Analyse forensic records systems.
2. Design forensic reports and apply them to appropriate environments.
3. Store, retrieve and protect forensic data using the computer.
4. Process and analyse forensic records.
5. Disseminate forensic information for appropriate decision making in the courts of law.
6. The participants will be provided with analytical skills necessary for promoting administration of justice and prevention of crime.
7. Explain how forensic records can be used for effective judiciary service delivery.
8. Discuss the roles of forensic records in judicial administration.

**TARGET AUDIUENCE AND PARTICIPANTS**

1. Registrars, Court Administrators, senior administrative staff in the Ministry of Justice
2. Scientists, administrators, managers and other professionals currently employed in crime laboratories, medical examiners’ laboratories, arson investigators and environmental scientists

**DURATION:**

**VENUE:** To be determined by the parties

**FEE**:

**INSTITUTE OF SECURITY NIGERIA**

**TRAIN-THE-TRAINERS WORKSHOPS PROGRAMMES ON SECURITY AND PROTECTION TECHNIQUES**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **TITLE OF TRAINING** | **DATE/DURATION** | **AUDIENCE/PARTICIPANTS** |
| 1. | Enhancing Security and Safety in Educational Institutions | 4 days | Educationalists, Teachers, School Proprietors, School Administrators |
| 2. | Enhancing Security and Safety in Health Care Institutions | 4 days | Medical and Health Care Administrators, Medical Directors |
| 3 | Security Threats and Hazards Prevention in School Environment | 4 days | School Administrators and Managers, Security Officers |
| 3. | Enhancing Security and Safety Management in Tourism, Cultural Festivals and Mega-Events | 4 days | Museum Officers, Cultural Administrators |
| 4. | Enhancing Security and Safety in Religious Places of Worship | 4 days | Administrators of Places of Worship |
| 5. | Enhancing Security and Safety in Petroleum and Extractive Industry | 4 days | Security and Safety Officers |
| 6. | Managing Innovation and Enhancement of Digital Registry and Information Security in Corporate Organisations | 4 days | Administrators, Registrars, Personnels/Human Resource Managers in Government and Private Organisations, Managers in Government and Private Organisations |
| 7. | Forensics, Criminal Investigative Sciences and Court Administration: Transformation and Integration Tools | 4 days | Lawyers, Public and Private Practice, Forensic Analysts, Officials of Ministry of Justice  Accounting and Auditing Officers, Auditors, Treasurers, Fraud Control Officers, Finance Officers |

**TRAINING PROGRAMME FOR CLERGYMEN AND CHURCH STAFFS**

**Main Theme: Security and Safety in Places of Worship: Reflection on Legal & Ethical Issues**

**background OF the workshop**

Safety and security assessment are critical evaluation of security-related risks, threats or vulnerabilities that may exist in church facilities. The rise in violent attacks in churches make worshipers to become a soft target for terrorists, criminals and religious extremists. Therefore, a security survey will provide the church with suggestions which will make them less likely to be the victim of burglary, theft and , etc. It is necessary to highlight the importance of physical and personnel security and evaluate and proffer security measures to be put in place.

A house of worship is a building or location where a group of people gather to perform acts of religious study, honour or devotion. The term “house of worship” may be used for churches, synagogues, mosques, temples or shrines. It is usually a building intended for the performance of religious services and rituals. Crime perpetuated against the churches in Nigeria is on the rise. Places of worship today are no longer safe havens from the violence of their communities and many religious leaders and worshippers face the unique challenges of providing a conducive environment in the places of worship without being mistaken for an easy target. People visit houses of worship in order to pray, sing, meditate and worship and not to think about crime. Unfortunately, it has become increasingly more common for churches, mosques, synagogues,shrines and temples to be targeted for criminal activities.

Worship centres can no longer afford to ignore their security and safety. Series of challenges face worship centres and they are the potential victimisation of worship members and visitors while asserting oneself as a “hard target” and maintaining the peaceful and welcoming milieu one expects at a house of worship. Regrettably, the religious community is subjected to a series of hazards that secular organisations face. These include both external and internal threats which can come in the form of street criminals, white collar criminals, hate groups, terrorists, ideology groups and others. Typically, congregations are not prepared for the risks these groups present.

This workshop will attempt to address the specific strategies for crime preventions in worship centres in Nigeria.

It will also assess security threats that are peculiar to the churches and proffered solutions on its prevention, mitigation and response.

**NATURE OF THE PROBLEMS IN PLACES OF WORSHIP**

The churches by their very nature have unique vulnerabilities and threats that can easily be exploited. These threats may be as a result of lack of security consciousness, philosophy, openness and the saying: “No one would steal God’s money on the part of church administration. Sometimes, it may be hard to imagine houses of worship as targets for crimes. In reality, churches may pose more of an opportunity for crimes than other facilities in our societies. Those who commit criminal acts look for and take advantage of opportunity and are not usually concerned if the victim is in the house of worship.

The increases in the spate of bombings, kidnappings, stealing from vehicles parked during church functions have become a matter of concern. Most houses of worship are not perceived as a serious crime risk. Security measures are frequently minimal and inadequate.

Security is the protection of all the assets against loss by theft in its many forms, in-house and from without; burglary, robbery, theft, etc. Added to this is the possibility of terrorism with its many aspects, e.g., kidnappings, assassinations, hostage-taking, bombings, raids on cash sources. Church security should address the elements of physical, electronic, environmental and procedural approaches in addressing the crime militating against its congregation and assets.

A church security plan must aim at maintenance of the church’s mission and protection of its congregation and asset as part of church crime prevention strategy. The crimes against houses of worship is growing at an alarming rate. The worshippers, visitors and the community workers in the vineyard are very likely to be at high risk.

There are growing numbers of disorder, kidnapping and violent behaviour being committed against houses of worship; this is disturbing and of great concern. The common crimes in the houses of worship include embezzlement, burglary, arsons and vandalism; the crimes mentioned above are preventable. Vandalism of property, larceny/theft, burglary/breaking and entering, assault, intimidation. Even more alarming is the number of violent crimes being committed, such as arson, robbery, child molestation and mass shootings.

House of worship members are no less vulnerable to occurrences of personal and physical abuse. Those intent on victimising the vulnerable know that the forgiving culture and easy access environment of the house of worship can inadvertently foster an opportune place to strike. House of worship leaders have the responsibility to conscientiously screen worshippers and visitors to set boundaries, maintain an atmosphere of ethical behaviour and sustain a safe overall environment that is a hallmark of the house of worship as a place of refuge and peace.

In places of worship these days we witness acts like terrorism, vandalisation, swindling, armed robbery, arson which is becoming very rampant. Recent headlines reveal that active shooters have made their ways into worship centres killing or maiming innocent individuals. Terrorism and use and explosives to cause mass damage is also on the rise.

**SUB-THEMES**

1. Fundamentals of Religion and the Concept of Places of Worship
2. The Essence of Physical Security in Places of Worship
3. Framework for Security and Safety in Worship Centre
4. Need for Security and Safety in Places of Worship
5. Security Planning and Worship Centres
6. Personnel Security in Places of Worship
7. Terrorist and Criminal Attacks in Places of Worship
8. Emergency Planning, Health Security and Safety in Places of Worship
9. Legal Aspects of Religious Organisations

**WHY ATTEND THIS COURSE**

This training course is designed to inform and educate those responsible for maintaining a safe environment for the people and property associated with houses of worship. This course will assist in helping house of worship leaders to learn how to prevent, avoid and control various risks associated with the members, staffs, guests and buildings that make up houses of worship.

**INSTRUCTORS**

Institute of Security instructors are experienced law enforcement officers and security experts who are well versed in matters of crime prevention and safety and are committed to presenting the course using professional, informative and insightful approaches.

**TRAINING PRESENTATION**

The presentation will cover topics to educate members, lay staffs and clergies on how to protect people and property by: preventing accidents, injury and neglect; safeguarding against loss from crime and theft of funds; protecting members and staff from abuse, liability, false claims and lawsuits. Protection of those within the premises is a key element of houses of worship. Taking these additional, proactive steps will especially demonstrate care and concern for the worshippers, members, staff and guests in houses of worship.

**FINANCE**

The financial implications will be negotiated and agreed upon at a later date.

**A-4 DAY TRAINING PROGRAMME FOR SECURITY AND SAFETY PERSONNEL IN MARITIME TRANSPORT AND PORTS ADMINISTRATION**

**1.00 THEME**

**Enhancing Best Practices in Maritime Security and Safety in Transportation Sector**

**2.00 INTRODUCTION**

The dynamic nature of the regulatory environment for security and safety in international trade and maritime transportation is very critical. The maritime community requires that security and safety professionals maintain an active awareness of new or evolving requirements that may apply to their facilities, vessels and operations within the ports and coastal environment.

The security and safety professionals in the transportation sector need to maintain knowledge and skills of changes or additions to the expanding universe of domestic and international regulations that may have an impact on their ability to maintain a secure operating environment.

The past decade has seen a significant number of security and safety regulations, and “Best Practices” promulgated which are applicable to the global maritime trade and transportation community.

Many of these share common imperatives, such as developing and maintaining current security and safety plans and ensuring that appropriate training drills and exercise are specific to certain sectors of the maritime community such as cruise vessel security and safety and are developed to address deficiencies in the preventive security and safety measures established by the ISPS Code and MTSA.

Others, like United Nations Security Council Resolution 1540 (UNSCR 1540) are focused on addressing security issues of specific international or national concern and are applicable across all segments of the multi-modal trade and transportation environment.

All these begs the questions of exactly who is responsible for what regulations as they apply to specific ports, maritime facilities, or vessels and how to effectively integrate these changes into the existing security and safety structures and training programme which include the following: -

1. Passenger Cruise Industry Security and Safety
2. Cargo Carrier and Supply Chain Security and Safety

The objective of this extension services is to bring security and safety education to suitable participants and use this means in contributing to the satisfaction of manpower needs in the maritime security and safety sector.

With the complexity and diversity of security operations and tasks today, adequate training for protection staff is expected. This may be supplemented by in-service and on-going training for security operational staff.

The management of security and safety functions in any organisation is quite complex because most facilities are vulnerable to loss through theft, piracy, fraud, malice, damage and criminal conspiracy.

All categories of personnel in the maritime transport sector require knowledge, skill and awareness through security training and development and workshop programmes.

This workshop training programme is specially designed and planned to achieve and project the objectives of the organisation. A variety of training methods and strategies will be used in order to meet the requirements of cost-effective learning and teaching. Ports security training requires validation and review as well as long-term evaluation follow-up.

This workshop training programme will facilitate security’s key role in industrial security administration.

Effective security management could only be gained through appropriate, constant effective, efficient, adequate and suitable training for enhancement of productivity in the company.

This workshop will provide opportunity of enhancing and developing modern security professional at various levels adding value through excellence. The course is organised so as to relate to these benefits to the needs and problems of participants’ organisation.

The participants will learn from proven experts in the profession. Those who have done it for real and a world class corporate security strategy will be developed for your industry.

Most security and safety personnel at all levels should be desirous of improving their performance and professional image to meet the new current challenges that face them in the industry.

**3.0 MARITIME TRANSPORTATION AND SHIPPING OPERATIONS**

The workshop is designed for people involved in the everyday delivery and/or monitoring the quality of shipping operations, as well as the associated regulatory framework – either as crew member on-board vessels or based ashore – a deep understanding of the intricacies of the systems is vital. Innovative thinking can ensure the quality and uninterrupted function of shipping operations to provide the necessary insight the International Maritime Organisation (IMO) projects in the maritime industry.

This workshop provides a comprehensive understanding of the contemporary maritime transport system, including the basics of the shipping market and the role and significance of different types of ports. It also provides fundamental knowledge in shipping operations and an overview of modern shipping management, including commercial and technical functions. During this workshop, a large number of contemporary concepts and principles that govern the maritime world will be discussed and evaluated. In addition, real-world scenarios will be examined in which a broad understanding of marine activities is needed to identify effective solutions to interdisciplinary problems.

Terminals are interface points in the inter-modal systems where freight, equipment and information are transferred from one mode to the next. Terminal include Maritime Ports at which freight is transferred from container ships to trucks, rails and barges, rail yards where containers are transferred to and from trucks; trucks terminals where vehicles are exchanged between long haul truckers and dray men for local delivery. They are often the “blackholes” in the system, where cargo can be delayed for days for lack of clearance or problems in communication between the parties.

The security threats in a terminal could be extended to include those threats in the sea i.e., ports, harbour, rivers, and inlets in the case of water transports, on the air in the case of air transport, along the rail and road tracks in the case of pipeline transport.

At the sea, the security threats are basically that of attack on the ships and the crew members. This could result from pirates’ attacks or external aggression against the vessels owning country. Here, the targets are the ship, crew members and the cargo. In most cases, the attackers often demand for ransoms before the crew and ship can be released or could be used to score a political point.

**4.00 BENEFITS AND INTENDED OUTCOMES**

At the end of this workshop participants should be able to:

1. Identify the key security and safety elements in the global maritime transport system.
2. Discuss the different modes of transport and security strategies and identify the mechanics behind the **“maritime comparative advantage”** in the maritime security.
3. Describe the security and safety strategies in the ports/terminals and their equipment; recognise the nature and importance of ports to the national and/or regional economy.
4. Identify the key elements of shipping operations and understand the prevailing practice of shipping business.
5. Appreciate the dynamics of maritime safety and security.
6. Recognise the role of the government in policy formulation and the administration of maritime security and safety.
7. Value the importance of implementation and enforcement of international regulations in the context of maritime safety, security and environmental pollution prevention.

**5.00 WORKSHOP OBJECTIVES**

The objectives of the workshop are:

a. To enable the participants to know the importance of security and safety in marine transport and ports environment.

b. To broaden the participants safety and security practice and understanding in marine transport ports environment.

c. Examine security and safety problems in marine transport organisations and proffer solutions.

d. To enable the participants to acquire greater knowledge of threats, hazard and crime detection and investigatory processes in marine, transport and ports.

e. To devise a system of coping with security and safety dynamics and operations in marine transport ports environment.

f. To give the participants more knowledge on security and safety operations, hazards and crime prevention in marine infrastructure.

**6.00 WORKSHOP OUTLINE**

The outlines of the workshop are:

1. The Role and Importance of Safety and Security in Maritime Transportation
2. Maritime Transport and Shipping Operations
3. Safety and Environment Protection Issues in Maritime Environment
4. Legal and Operational Aspects of Maritime Security
5. Leadership and Best Practices in Ports Management
6. Safety and Security in Maritime Environment
7. Enhancing Maritime Transport Management
8. Security and Risk-Based Models in Shipping and Ports
9. Security Threats, Challenges, Vulnerabilities, Risks and Consequences in Ports and Maritime Environment
10. Managing Security and Safety of Ports Infrastructure and Maritime Environment
11. Contemporary Issues in International Ship and Ports Facilities Security (ISPS) code

**7.00 FOR WHOM AND PARTICIPANTS**

This workshop is designed for both individuals in the private sectors who manage and supervise tasks associated with the safe and secure conduct of shipping operations and individuals in the government sector who focus on enforcement of regulations in the extended domains of maritime safety and security. Professionals who are involved in assessing associated deficiencies, including ways to alleviate them, will also benefit from the programme.

This workshop is also ideal for individuals who are experienced in the field and are planning a move from on-board to on-shore positions. Furthermore, it is also beneficial for persons currently engaged in the supervision of operations. Company Security Officers or Designated Persons Ashore (DPA) who are responsible for compliance with regulations. This programme provides deeper insight into the development of regulations, their interpretation and implementation in daily business operations. This includes the following:

\* Security Personnels, Controllers, Managers and Consultants, Protection Personnels and Safety Officers.

\* Administration Managers, Head of Security and their Deputies in Transport Companies, Terminal Administrators, Industry, Corporation and Institutions.

**8.00 WORKSHOP STRUCTURE**

The workshop will be for a 4-day duration. There will be:

1. A review of key strategic security questions for security practice and their implications for the workshop participants.
2. Tutored sessions tailored to the needs of participants and the organisations.
3. Examination in small groups of common security and safety problems and possible plans of action.
4. Discussion of key security issues on a personal basis

**9.00 Delivery Methodology**

The training is scheduled to be interactive. Participants will go through discussion, problem-solving/case study, task, role play and film-show. There will be use of projector and PowerPoint presentation.

**10.00 FINANCE**

The workshop registration fee per participants is **to be determined**. The registration fee covers full participation at the workshop, workshop materials, bags, workshop documents, tea break and lunch. The fee does not include transportation, hotel accommodation and related costs

**11.00 Resource Persons**

Resource persons shall be drawn from the members of the Institute who are seasoned security administrators to facilitate the training sessions. Participants shall be opportune to benefit from their wealth of experiences spanning two (2) decades.

**12.00 Venue**

**To be determined**.