



Chartered Institute of Administration

(A Professional and Examining Body Chartered by Federal Government Act No. 103 of 1992)

78, Old Ojo Road, Kuje, Amuwo Odofin, Badagry Expressway, P.M.B. 3063, Surulere, Lagos
☎: 01-7944969, 08076983067, **Web site:** www.cia-ng.org, **E-mail:** info@cia-ng.org

President/Chairman of Council
Chief (Dr.) Matthias Ofili Ugwudioha, FCIA

Registrar/Chief Executive
Chief (Dr.) J. A. Okoronkwo, FCIA

Our Ref: CA/06/B/465

February 14, 2011

TO: All Training/Human Resource Managers

Dear Sir/Madam,

INVITATION TO ATTEND 2011 TRAINING PROGRAMMES

Please find attached a comprehensive schedule of workshops for the year 2011 for your consideration and inclusion in your training plans.

CIA Consult has the capacity to design and offer a wide range of tailor-made courses in general management and administration for your organization.

Please do not hesitate to contact us for details you may require.

We expect your nominations in good time to enable us prepare adequately for your comfort.

Yours faithfully,

Lanre Oke,
Manager, Corporate Affairs/Training
FOR: **REGISTRAR/CHIEF EXECUTIVE**



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2011 Training Calendar

S/N	COURSE	DATE	VENUE	FEES
1.	Effective Business Communication And Report Writing Skills	March 24 - 25 2011	Centre for Management Development (CMD), Shangisha, Ketu, Lagos	N45,000.00
2.	Managing Human Resource for Peak Performance	May 19 - 20, 2011	Centre for Management Development (CMD), Shangisha, Ketu, Lagos	N45,000.00
3.	Improving Administrative Efficiency in the Private and Public Sectors	June 21 - 22 2011	Rockview Hotel, Abuja	N45,000.00
4.	Developing and Implementing a Competitive Marketing Strategy in the Era of Globalization	July 21 - 22 2011	Centre for Management Development (CMD), Shangisha, Ketu, Lagos	N45,000.00
5.	Effective Customer Service Management Strategy	Sept. 21 - 23 2011	Centre for Management Development (CMD), Shangisha, Ketu, Lagos	N45,000.00
6.	Motivation of Organizational Human Resource Towards Achieving Set Goals and Objectives	Nov. 21 - 23 2011	Rockview Hotel, Festac Town, Lagos	N45,000.00