



Chartered Institute of Administration

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

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

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

Our Ref:CA/06/B/463

February 14, 2011.

TO: All Training/Human Resource Managers
All CIA Members

Dear Sir/Madam,

INVITATION FOR NOMINATION: EFFECTIVE BUSINESS COMMUNICATION AND REPORT WRITING SKILLS THURSDAY 24TM - FRIDAY 25TM. MARCH 2011

Effective communication is very critical in any managerial setting and to a large extent it determines the success or otherwise of the enterprise. The rate of innovation in the ICT sector to enhance better and faster information dissemination also requires that corporate entities must change at the right speed in order to leverage on opportunities presented by the ICT revolution.

This workshop is designed to equip the participants with knowledge and skills that will enable them communicate more effectively, give quick and adequate information and prepare comprehensive report necessary for managerial decision making.

OBJECTIVES:

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

- Communicate more effectively with their subordinates and superiors;
- Prepare lucid reports for decision making purpose;
- Appreciate new trends and demonstrate better skills in the use of ICT to give timely and adequate information for decision making;
- Prepare viable and explicit business proposal;
- Make a winning presentation.

CONTENT:

- Basic Communication and Presentation Skills.
- New trends in Information and Communication Technology (ICT).
- Framework and Techniques of Corporate Report Writing.
- Strategies for Preparing Comprehensive Business Proposal.
- Managing Meetings that get Results.

TARGET AUDIENCE:

Supervisors, Executive Secretaries, PA to CEOs and line management officers of organizations both in the private and public sectors of the economy.

METHODOLOGY:

Lectures, group discussions, case studies and brainstorming.

DURATION: Two (2) Days

DATE: Thursday 24th - Friday 25th, March 2011

VENUE: Center for Management Development (CMD), Lagos.

TIME: 9am-5pm Daily

WORKSHOP FEE:

CIA Members N40,000

Non-members N45,000

This is a prepaid programme and participants are expected to pay cash direct into any of the following Institute's Bank Accounts:

First Bank of Nigeria PLC: (A/c No: 1052030005197)

Zenith Bank PLC: (A/c No:6011606309)

Account Name: Chartered Institute of Administration,

Kindly send text message of the payment details: teller number, name of payee, title of program and date of payment to the following phone numbers: 08032298220, 08076983067.

For all enquires, please call: **Mr. Lanre Oke** on 08032298220 Or National Secretariat: 01-7944969, 08076983067

We look forward to receiving your nomination(s).

Yours faithfully,



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

CHARTERED INSTITUTE OF ADMINISTRATION

EFFECTIVE BUSINESS COMMUNICATION AND REPORT WRITING SKILLS

THURSDAY 24TH - FRIDAY 25TH MARCH, 2011

NOMINATION FORM

NOMINEE(S) PARTICULARS

NO.	NAME	POSITION	ACADEMIC/ PROFESSIONAL QUALIFICATION(S)
1.			
2.			
3.			
4.			
5.			

Name of Employer:.....

Physical Contact Address:.....

Tel.:..... E-mail:.....

Amount Paid.....

Teller/Bank Draft Number:.....

AUTHORISING OFFICER:

Name:.....

Designation:.....

Signature:..... Date:.....

(FOR OFFICIAL USE ONLY)

Application No:..... Date Received:.....

Receiving Officer:.....