



Chartered Institute of Administration

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

78, Old Ojo Road, Kuje-Amuwo, 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

Ref: CA/02/B/467

September 5, 2011

TO: All Training/Human Resource Managers
All CIA Members

Dear Sir/Madam,

INVITATION AS PARTICIPANT AT A 2-DAY CONTINUING MEMBERSHIP EDUCATION AND TRAINING (COMET) WORKSHOP TITLED: MOTIVATION OF ORGANIZATIONS' HUMAN RESOURCE TOWARDS ACHIEVING SET GOALS AND OBJECTIVES

RATIONALE:

Motivation has direct correlation with productivity. Well motivated staff would always bond with their organizations and can go extra mile to ensure superior performance. A common observation however is that many organizations play down on motivation due to high rate of unemployment. A serious implication is that such organizations stand the risk of losing their key staff at a high rate. However, a misuse of motivation can be counter-productive. By executing a correct motivation strategy, an organization can essentially operate smoothly and efficiently.

This workshop is therefore designed to equip participants with knowledge and skills that will enable them use appropriate motivational strategies to stimulate their subordinates for greater performance.

OBJECTIVES:

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

- gain better understanding of people's needs and what they value;
- understand goal setting and attainment in an organization;
- use appropriate motivational tools to ignite and sustain commitment from employees;
- use both financial and non-financial rewards to motivate;
- understand what motivates and what demotivates.

COURSE CONTENT:

- Effective Leadership as a pre-requisite for igniting and sustaining Employee's Commitment.
- Current Best Practices in Compensation and Benefit Administration.
- Linking Performance with Reward to achieve Higher Productivity.
- Practical Application of Motivation Theories in the Workplace.

TARGET AUDIENCE:

The workshop is **compulsory for CIA members** and it attracts credit hours. It is equally relevant to Human Resource / Line Managers and Officers in both private and public sectors of the economy, and they are hereby encouraged to attend.

METHODOLOGY:

Lectures, case studies, syndicate discussion and brainstorming.

DURATION: Two (2) Days

DATE: November 17-18, 2011

VENUE: Centre for Management Development (CMD), Shangisha, Ketu, Lagos.

TIME: 9am-5pm Daily

WORKSHOP FEE:

CIA Members	N40, 000	Non-members	N45, 000
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The fee covers training materials, workshop bags, tea break, lunch and certificate of attendance.

Participants are expected to pay cash direct into any of the following Bank Accounts:

Account Name: Chartered Institute of Administration.

- First Bank of Nigeria PLC: (A/c No: 2012238864)

OR

- Zenith Bank PLC: (A/c No:1010155991)

Kindly bring the teller to the venue in exchange for official receipt. Please call **Mr. Lanre Oke** on 08032298220 or 08164882510 to inform him of payment.

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,



Dr. F. O. Oshoba, FCIA

Chairman,

Continuing Membership Education & Training (COMET)

For: REGISTRAR/CHIEF EXECUTIVE.

CHARTERED INSTITUTE OF ADMINISTRATION

MOTIVATION OF ORGANIZATIONS' HUMAN RESOURCE TOWARDS ACHIEVING SET GOALS AND OBJECTIVES

THURSDAY 17TH - FRIDAY 18TH, NOVEMBER 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:.....