



Chartered Institute of Administration

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

Plot 1666, House 15B, i1 Close, 7th Avenue, Festac Town, P.M.B. 3063, Surulere, Lagos
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President/Chairman of Council
Chief (Dr.) Matthias Ofili Ugwudioha, FCIA

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

Ref: CA/02/B/362

26th April, 2010

Dear Sir/Madam,

INVITATION AS PARTICIPANT IN THE MANDATORY WORKSHOP ON: EFFECTIVE MANAGEMENT SKILLS FOR SUCCESSFUL ORGANISATIONAL DEVELOPMENT

The Institute hereby writes to invite you to the next mandatory workshop under our Continuing Membership Education and Training (COMET) scheme. The workshop has been scheduled to hold according to the following details:

THEME: Effective Management Skills For Successful Organizational Development.

DATE: Thursday 15th - Friday 16th July, 2010

DURATION: 2 days

VENUE: Lagos Airport Hotel, Ikeja

TIME: 10 - 4pm daily

WORKSHOP FEES: Members: N40, 000

Non members: N45,000

The fee covers workshop materials, lunch, certificate of attendance and photograph

RATIONALE:

Global and local economies are knowledge-driven and organizations that would survive and thrive in these tough times must essentially change and develop at the right speed. This explains why many corporations are fast becoming learning organizations which is a prerequisite for organizational development.

As forward-looking organizations continue to build capacity, re-structure and develop in order to remain relevant and competitive, it is important that officers and managers in their respective organizations understand various approaches that might be adopted to determine an appropriate strategy for organizational development.

OBJECTIVES:

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

1. understand and apply different models of organizational management available to achieve organizational goals and objectives.
2. apply different strategies to the management of organisational development.
3. appreciate the critical nature of organization's vision, mission, goals, objectives and targets.
4. understand the reasons for conflict between organization and its stakeholders, and the ways in which this conflict can be successfully managed.
5. plan, communicate and manage organizational change.

COURSE CONTENT:

1. Understanding the Basic Concepts in Organizational Management and Development
2. Strategies for Managing Organizational Relationships.
3. Effective Change Management as Pre-requisite for Organizational Development.

Kindly note that attendance in **Comet Workshop is compulsory for members** and it attracts credit hours. This forms part of the basis for membership upgrade and some other privileges that the Institute bestows on members.

METHOD OF REGISTRATION:

Please complete the attached Nomination form and draw your Bank Draft in favour of Chartered Institute of Administration. The Bank Draft should be delivered to CIA National Secretariat or Nigerian College of Administration or any of CIA liaison offices where receipt will be duly issued.

You may also make cash payment 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.

We hereby request that you take advantage of this two-day skills transfer workshop as we look forward to receiving your nominations.

Yours faithfully,



Dr. Festus O. A. Oshoba, FCIA

Chairman, Continuing Membership Education &
Training (COMET)

For: REGISTRAR/CHIEF EXECUTIVE

CHARTERED INSTITUTE OF ADMINISTRATION

CONTINUING MEMBERSHIP EDUCATION AND TRAINING (COMET) WORKSHOP ON: EFFECTIVE MANAGEMENT SKILLS FOR SUCCESSFUL ORGANISATIONAL DEVELOPMENT

DATE: JULY 15TH & 16TH, 2010

VENUE: LAGOS AIRPORT HOTEL, IKEJA.

NOMINATION FORM

NOMINEE(S) PARTICULARS

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

Name of Employer:.....

Membership Number:..... Membership Grade:.....

Tel No.:..... E-mail Address:.....

Physical Contact Address:.....

Fee Paid Per Nomination:..... Total Amount:.....

AUTHORISING OFFICER:

Name:.....

Designation:.....

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