



CIA CONSULT

— Management Consultancy Arm of —

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
Dr. Ofili Ugwuodoha, FCIA

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

Ref: CA/06/A/327

25th January, 2010

Dear Sir/Madam,

INVITATION AS PARTICIPANT AT A 2-DAY WORKSHOP TITLED: MANAGING HUMAN RESOURCE FOR PEAK PERFORMANCE.

CIA Consult has packaged a 2-day practical skill transfer workshop on the above topic for Supervisors, Managers, Personnel and Administrative Officers in both private and public sectors of the economy. The workshop is aimed at sharpening participants' people management and interpersonal skills in order to improve their service delivery in their respective organizations. The program has been scheduled to hold in accordance with the following details:

THEME: Managing Human Resource For Peak Performance.

VENUE: Lagos Airport Hotel, Ikeja.

DURATION: 2 Days

DATE: April 8-9, 2010 **TIME:** 9am-5pm Daily

TARGET AUDIENCE: Supervisors, Managers, Personnel and Administrative Officers in both Private and Public Sectors of the Economy,

RATIONALE:

Many organizations have failed to accomplish their goals and objectives basically due to poor management of human resource while those who articulate and implement a robust human resource management system are afloat and doing well inspite of the economic tough time. For organization to achieve its goals and objectives therefore, Human Resource which is the greatest asset must be properly managed at every level of the organization.

Supervisors, Managers, Personnel and Administrative Officers are part of the key players that drive human resource strategy since they manage two or more staff in their respective unit or department. They need to understand and apply the principles of human resource management in order to effectively manage their subordinates for optimum results.

This workshop is designed to equip participants with requisite human resource management skills that will enable them mobilize and influence their teams to achieve superior performance.

OBJECTIVES:

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

- improve relationship with stakeholders of the organization and resolve conflict that may arise;
- monitor set standard for their subordinates and carry out objective appraisal of their performance;
- train, coach and mentor the employees in their units or departments;
- communicate and manage organizational change in their various departments;
- identify and recommend the manpower needs in their respective functional units.

METHODOLOGY:

Lectures, discussions, case studies and simulation. Audio-visual aids will be used to reinforce the learning methods.

CONTENT:

- Modern skills for effective industrial relation and conflict management.
- Strategies for measuring and improving employees' performance.
- Frameworks and techniques for communicating and managing organizational change.
- Employee Learning and Development as prerequisite for performance improvement.
- Overview of manpower planning process and procedures.
- Experience sharing and interactive session

TRAINING FEE:

CIA Members: N40,000 Non-members: N45,000

The fee covers training materials, folder, tea/coffee, confectionaries, lunch and certificate of attendance.

Please complete the registration form and return it to Chartered Institute of Administration.

CIA members should kindly note that attendance in open programme like this attracts credit points for membership upgrade.

This is a prepaid program 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: 08032298220,08034155643.

For participants who prefer to pay through Bank Draft, the draft should be drawn in favour of Chartered Institute of Administration and delivered to CIA National Secretariat or Nigerian College of Administration or any of CIA Liaison Offices where receipt will be duly issued.

For all enquires, please call:

Dr. Festus Oshoba on 08034155643

Mr. Lanre Oke on 08032298220

Chief J.C. Okeke on 08023043183

Mr. U. Azubuko on 08034534582

Or National Secretariat: 01-7944969,08076983067

We hereby encourage you to take advantage of this practical skill transfer workshop and therefore look forward to receiving your nomination(s).

Yours faithfully,



Dr. Festus O. A. Oshoba, FCIA
Chairman, Management Consultancy Committee
For: REGISTRAR/CHIEF EXECUTIVE

CHARTERED INSTITUTE OF ADMINISTRATION
MANAGING HUMAN RESOURCE FOR PEAK PERFORMANCE

THURSDAY 8th - FRIDAY 9th APRIL, 2010.

NOMINATION FORM

NOMINEE(S) PARTICULARS

NO.	NAME(S)	POSITION	PROFESSIONAL QUALIFICATION
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:.....