



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, P.M.B. 3063, Surulere, Lagos
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President/Chairman of Council
Chief (Dr.) Matthias Ofili Ugwuodoha, FCIA

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

Our Ref: CA/06/B/503

April 15, 2011.

TO: All Training/Human Resource Managers
All CIA Members

Dear Sir/Madam,

**INVITATION FOR NOMINATION:
MANAGING HUMAN RESOURCE FOR PEAK PERFORMANCE
THURSDAY 7TH - FRIDAY 8TH, JULY 2011**

RATIONALE:

Many organizations fail to accomplish their goals and objectives due to poor management of human resource while those who articulate and implement a robust human resource management system are surviving and making progress even during economic tough time.

Human resource personnel as well as line managers and supervisors must 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;
- communicate and manage organizational change in their various departments;
- use appropriate motivational tools to ignite commitment from subordinates;
- 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;

CONTENT:

- Understanding Basic Processes in Industrial Relations and Conflict Management.
- Effective Change Management Skills for Driving Superior Performance.
- Strategy for Effective Human Resource Utilization.
- Employee Learning and Development as Pre-requisite for Creating and Sustaining Competitive Advantage.
- Syndicate Discussion and Experience Sharing.

TARGET AUDIENCE:

The workshop is for Human Resource / Admin personnel, Line managers and Supervisors in both public and private sectors of the economy.

METHODOLOGY:

Lectures, Syndicate discussions, case studies and brainstorming.

DURATION: Two (2) Days

DATE: Thursday 7th - Friday 8th, July 2011

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

TIME: 9am-5pm Daily

WORKSHOP FEE:

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



Olanrewaju Oke,
Manager, Corporate Affairs/Training
For: **REGISTRAR/CHIEF EXECUTIVE**

CHARTERED INSTITUTE OF ADMINISTRATION

MANAGING HUMAN RESOURCE FOR PEAK PERFORMANCE

THURSDAY 7TH - FRIDAY 8TH JULY, 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:.....