



# Chartered Institute of Administration



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## TRAINING CALENDAR FOR THE YEAR 2014

S/N	EVENT	DATE	VENUE	FEE	
				MEMBERS	NON MEMBERS
1.	Effective Customer Attraction and Retention Strategies for the Achievement of Organizational Success	March 27 – 28	Centre For Management Development (CMD) Shangisha, Ketu, Lagos	45,000	55,000
2.	Skills and Competency Improvement for Peak Performance <b>(COMET, Mandatory for Members)</b>	May 8 - 9	Aldgate Congress Hotel, G.R.A. Port Harcourt, Rivers State	45,000	55,000
3.	LASPOTECH INDUCTION	May 28	Laspotec Hall, Isolo, Lagos		Not Applicable
4.	Inter-Personal Skills Improvement for Administrative Secretaries and Personal Assistants	June 19 - 20	Centre For Management Development (CMD) Shangisha, Ketu, Lagos	45,000	55,000
5.	CIA Professional Examination <b>(June Diet)</b>	June 9 - 13	Accredited Centres Across the Country		
6.	Entrepreneurship and Management Development Workshop <b>for fresh ACIA</b>	July 16	Centre For Management	ACIA,25,000	Not Applicable

	<b>and DBS Graduates</b>		Development (CMD) Shangisha, Ketu, Lagos	DBS, 15,000	
7.	Induction Ceremony for Newly Qualified and Upgraded Members	July 17	Centre For Management Development (CMD) Shangisha, Ketu, Lagos	70,000	Not Applicable
8.	Effective ICT Management for Organizational Efficiency <b>(COMET, Mandatory for Members)</b>	Aug. 7 – 8	Rockview Hotel, Abuja	45,000	55,000
9.	Finance for Non-Finance Managers and Administrators	Sept. 11 – 12	Centre For Management Development (CMD) Shangisha, Ketu, Lagos.	45,000	55,000
10.	Staff In-House Training	Sept. 26	National Secretariat, Lagos.	NOT APPLICABLE	
11.	Stress and Conflict Management in the Workplace	Oct. 15 - 17	Centre For Management Development (CMD) Shangisha, Ketu, Lagos.	45,000	55,000
12.	Centre Coordinators' Workshop. <b>(Mandatory for all Accredited Study Centre Coordinators )</b>	Oct. 31	National Secretariat, Lagos.	30,000	Not Applicable
13.	Strategies for Effective Customer Service Administration and Management <b>(COMET, Mandatory for Members)</b>	NOV. 6 – 7	Centre For Management Development (CMD) Shangisha, Ketu, Lagos	45,000	55,000
14.	Effective Business Communication and Report Writing Skills	Nov. 20 – 21	Centre For Management Development (CMD) Shangisha, Ketu, Lagos	45,000	55,000

15.	Entrepreneurship and Management Development Workshop <b>for fresh ACIA and DBS Graduates</b>	Dec. 10	Centre For Management Development (CMD) Shangisha, Ketu, Lagos	ACIA,25,000 DBS, 15,000	
16.	CIA Annual General Meeting (AGM)	Dec. 11	Golden Tulip Hotel, Festac Town, Lagos	5,000	Not Applicable
17.	Induction Ceremony for Newly Qualified and Upgraded Members	Dec. 11	Golden Tulip Hotel, Festac Town, Lagos	75,000	Not Applicable
18.	CIA Professional Examination ( <b>Dec. Diet</b> )	Dec. 15 - 19	Accredited Centres Across the Country		

**NOTE:**

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

- **First Bank of Nigeria PLC: (A/c No: 2012238864)**
- **Zenith Bank PLC: (A/c No: 1010155991)**
- **Account Name: Chartered Institute of Administration. Or raise a bank draft in favour of Chartered Institute of Administration.**

Please forward your payment details to the **Corporate Affairs/Training Officer, Stephen Njoku** tel. **08164882510, 07030884922** Or the National Secretariat tel. **01-7944969, 08076983067** immediately after payment for further actions.