

Chartered Institute of Administration

(A Professional and Examining Body Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

Member, Association of Professional Bodies of Nigeria (APBN)

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Lagos State, Nigeria

2021 CALENDAR OF ACTIVITIES/TRAINING

S/N	EVENT	DATE	VENUE	MEMBERS FEE N	NON- MEMBERS N
1.	Achieving Organizational Efficiency and Effectiveness Through Customer Administration and Service Delivery (Open Workshop)	March 11 - 12	CIA's National Secretariat, Lagos	N50,000	N60,000
2.	Administration and Leadership strategies for Achieving Organizational Goal Accomplishment (COMET Workshop, Mandatory for Members)	April 28 – 30	Akwa-Ibom State (Uyo)	N70,000	N80,000
3.	Enhancing Organizational Performance Through Effective Delegation, Motivation and Decision-Making. (Open Workshop)	June 24-25	Centre for Management Development, CMD, Lagos	N50,000	N60,000
4.	Entrepreneurship and Management Development Workshop for fresh ACIA and DBS Graduates	June 24 @9am	Centre for Management Development, CMD, Lagos	Application in Progress	Application in Progress
5.	Induction Ceremony for Newly Qualified and Upgraded Members	June 25 @9am	Centre for Management Development, CMD, Lagos	Application in Progress	Application in Progress
6.	Effective Change Administration Through Creativity and Innovation in Leadership (COMET Workshop, Mandatory for Members)	July 28- 30	Imo State (Owerri)	N70,000	N80,000
7.	Leadership Skills and Development in Women Administration Workshop (Open Workshop)	August 26-27	ROCK VIEW Hotel FESTAC	N50,000	N60,000
8.	Target Setting, Time and Stress Management for Administrators Towards Performance Improvement (COMET Workshop, Mandatory for Members)	Sept 28 – 30	Centre for Management Development, CMD, Lagos	N70,000	N80,000
9.	Public Professional Practice License Training for Trainee Consultants (FOR MEMBERS ONLY)	October 12 - 15	CIA's National Secretariat, Lagos	N100,000	

10.	Developing Effective Marketing Strategies and Leadership Skills for Administrators (Open Workshop)	October 28 -29	CIA's National Secretariat, Lagos	N50,000	N60,000
11.	Administration Strategies for Planning and Implementation of Budget and Budgetary Control for Performance Improvement (Open Workshop)	Nov 11 - 12	Centre for Management Development, CMD, Lagos	N50,000	N60,000
12.	Financial Administration Strategies for Accountability and Transparency As Effective Leadership Tools for Achieving Organizational Success (COMET)	Nov 17 – 19	Federal Capital Territory, Abuja	N70,000	N80,000
13.	Centers Coordinators' Workshop (Mandatory for All Accredited Study Centre Coordinators)	December Exact date and time to be communicated	CIA's National Secretariat, Lagos		
14.	Entrepreneurship and Management Development Workshop for Fresh ACIA and DBS Graduates	December 9	LAGOS, Exact venue to be timely communicated		
15.	Induction Ceremony for Newly Qualified and Upgraded Members	Dec 10 @9am	Centre for Management Development, Shangisha, Lagos @ 9am	TO BE TIMELY COMMUNICATED	Not Applicable
16.	Annual General Meeting (AGM) & Administrators' Dinner	December 10	Centre for Management Development, Shangisha, Lagos	TO BE TIMELY COMMUNICATED	Not Applicable
17.	Professional Examination (Dec. Diet)	Dec 14 - 17	Accredited Centres Across the Country	Accredited Centres Across the Country	Accredited Centres Across the Country

NOTE

Participants are required 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.

Please email your payment details to the National Secretariat for further action. Also come along with a copy of your deposit slip to the venue of each programme for exchange with official receipt.

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Prospective participants are advised to confirm dates and venue of events or training before making payments or embarking on any journey to attend such programmes, as dates & venue of programmes may be changed if circumstances demand. For Enquiries call 08035026955, 08091505837, info@cia.org.ng