

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

2022 CALENDAR OF ACTIVITIES/TRAINING

S/N	EVENT	DATE	VENUE	MEMBERS ₦	NON- MEMBERS ₦
1.	Mandatory Direct Membership Workshop	March 10 - 11	Abuja	70,000	Not Applicable
2	Enhancing Organisational Performance through Sustainable Leadership and Administration (OPEN WORKSHOP) POSTPONED	March 23 – 25 POSTPONED	Lagos POSTPONED	N70,000 POSTPONED	N80,000 POSTPONED
3.	Effective Enhancement of Work Ethics and Attitudinal Change for Organisational Efficiency (COMET)	April 27 - 29	Port-Harcourt	N70,000	N80,000
4.	Public Professional Practice License Training for Trainee Consultants (FOR MEMBERS ONLY)	May 10 - 13	CIA Secretariat, Lagos	N100,000	Not Applicable
5.	Mastering Sustainable Marketing Strategies and Customer Relationship Tools and Techniques (OPEN WORKSHOP)	May 25 - 27	Centre for Management Development (CMD), Lagos	N70,000	N80,000
6.	Mandatory Direct Membership Workshop	June 23 - 24	Asaba/Awka	70,000	Not Applicable
7.	Administration Tools and Tehniques for Planning, Implementation of Budgeting and Budgetary Control for Peak Performance (OPEN WORKSHOP)	June 29 – 1 st July	Centre for Management Development (CMD), Lagos	N70,000	N80,000
8.	Entrepreneurship and Management Development Workshop for fresh ACIA and DBS Graduates	July 7	Centre for Management Development, CMD, Lagos	Application in Progress	Application in Progress
9.	Induction Ceremony for Newly Qualified and Upgraded Members	July 8	Centre for Management Development, CMD, Lagos	Application in Progress	Application in Progress

10.	Professional Examination July. Diet)	July 19 - 22	Accredited Centres Across the Country		
11.	Administration in a Dynamic Environment: Times, Challenges and Strategies for Result-Oriented Performance (COMET)	July 27 – 29	Uyo, Akwa Ibom	N70,000	N80,000
12.	Women in Administration and Leadership: Times, Challenges and Solutions	August 11 - 12	Rockview Hotel, Festac, Lagos	N50,000	N70,000
13.	Enhancing Productivity through Cost Control and Cost Reduction (OPEN WORKSHOP)	August 24 - 26	Centre for Management Development, CMD, Lagos	N70,000	N80,000
14.	Target Setting, Time and Stress Management for Professional Administrators for Optimum Productivity (COMET)	Sept 28 - 30	Awka	N70,000	N80,000
15.	Mandatory Direct Membership Workshop	Oct 6 - 7			
16.	CONFERENCE	Oct 27 - 28	To be timely communicated	N60,000	N80,000
17.	Effective Strategies for Procurement & Supply Chain Administration (COMET)	Nov 16 - 18	Abuja	N70,000	N80,000
18.	Entrepreneurship and Management Development Workshop for Fresh ACIA and DBS Graduates	Dec 8	Centre for Management Development (CMD)		
19.	Induction Ceremony for Newly Qualified and Upgraded Members	Dec 9	Centre for Management Development (CMD)	TO BE TIMELY COMMUNICATED	Not Applicable
20.	Annual General Meeting (AGM) & Administrators’ Dinner	Dec 9	Centre for Management Development (CMD)	TO BE TIMELY COMMUNICATED	Not Applicable
21.	Professional Examination (Dec. Diet)	Dec 13 - 16	Accredited Centres Across the Country	Professional Examination (Dec. Diet)	

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.

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