

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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National Secretariat

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P.M.B. 3063, Surulere
Lagos State, Nigeria

2023 REVISED CALENDAR OF ACTIVITIES/TRAINING

S/N	EVENT	DATE	VENUE	MEMBERS ₦	NON- MEMBERS ₦
1.	Effective Leadership Styles and Motivation as Administration Tools for Peak Performance (OPEN WORKSHOP)	POSTPONED	POSTPONED	POSTPONED	POSTPONED
	Governing Council Meeting	Thurs. 6 th April, 2023	National Secretariat	Not Applicable	Not Applicable
2.	Mandatory Workshop for Direct Members titled: Principles and Practice of Professional Administration	April 27 – 28, 2023	Centre for Management Development (CMD), Lagos	70,000	Not Applicable
3.	Achieving Organisational Objectives through Target Setting, Time Management and Performance Appraisal(COMET WORKSHOP)	May 24 - 26	Port Harcourt	70,000	Not Applicable
4.	Effective Delegation, Motivation and Decision-making as Tools for Organisational Goal Accomplishment (OPEN WORKSHOP)	June 21 - 23	CMD Lagos	N70,000	N80,000
5.	Effective Customer Service Delivery in Private and Public Organisation (OPEN WORKSHOP)	Date to be communicated	Venue to be communicated		
6.	Public Professional Practice License Training for Trainee Consultants (FOR MEMBERS ONLY)	June 27 - 30	CIA Secretariat, Lagos	N100,000	Not Applicable
7.	Entrepreneurship and Management Development Workshop for fresh ACIA and DBS Graduates	July 6	Centre for Management Development, CMD, Lagos	Application in Progress	Application in Progress
8.	Induction Ceremony for Newly Qualified and Upgraded Members	July 7	Centre for Management Development, CMD, Lagos	Application in Progress	Application in Progress
9.	Professional Examination July. Diet)	July 11 - 14	Accredited Centres Across the Country		

10	Governing Council Meeting	Thurs. 13th July, 2023	National Secretariat	Not Applicable	Not Applicable
11.	Enhancing Organisational Effectiveness through Creativity, Innovation, Problem-Solving and Decision-Making (COMET WORKSHOP)	July 26 - 28	Akwa-Ibom	N70,000	N80,000
12.	Essential Skills & Competencies for Efficiency in Administration (OPEN WORKSHOP)	Sept 20 - 22	CMD LAGOS	N70,000	N80,000
13.	Mandatory Workshop for Direct Members titled: Principles and Practice of Professional Administration	August 2023. <i>Exact date to be duly communicated</i>	Uyo, Akwa Ibom State	70,000	Not Applicable
14.	2023 All Administrators National Conference	October 26 - 27	Lagos	N70,000	N80,000
15.	Governing Council Meeting	Thurs. 23 rd November, 2023	National Secretariat	Not Applicable	Not Applicable
16.	Effective Team Building and Conflict Management for Achieving Organisational Success (COMET WORKSHOP)	Nov 28 - 30	Abuja	N70,000	N80,000
17.	Entrepreneurship and Management Development Workshop for Fresh ACIA and DBS Graduates	December 7	CMD Lagos		
18.	Induction Ceremony for Newly Qualified and Upgraded Members	December 8	Centre for Management Development (CMD)	TO BE TIMELY COMMUNICATED	Not Applicable
19.	Annual General Meeting (AGM) & Administrators' Dinner	Dec 8	Centre for Management Development (CMD)	To be communicated	Not Applicable
20	Professional Examination (Dec. Diet)	Dec 12 - 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