

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)

Telephone

09038411001, 08076983067

Web site:

www.cia.org.ng

E-mail

info@cia.org.ng



National Secretariat

78, Old Ojo Road, Kuje-Amuwo,
Off Badagry Expressway

Mailing

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

2024 CALENDAR OF ACTIVITIES/TRAINING

S/N	EVENT	DATE	VENUE	MEMBERS ₦	NON-MEMBERS ₦
1.	Essential Skills and Competencies for Efficiency in Administration (Open Workshop)	March 20-22 3days	Centre for Management Development (CMD) Lagos	N85,000	N100,000
2.		April 24-26 3 days	CMD) Lagos	N100,000	N120,000
3.	Governing Council Meetings	April 2024	CIA National Secretariat	Not Applicable	Not Applicable
4.	Mandatory Training for Direct Membership (First Open Workshop)	May 30-31 2 days	Centre for Management Development (CMD) Lagos	N100,000	N120,000
5.	Achieving Organizational Peak Performance through Effective Leadership Styles & Techniques (COMET Workshop)	June 26-28 3 days	Centre for Management Development (CMD) Lagos	N100,000	N120,000
6.	Entrepreneurship and Management Development Workshop for Fresh ACIA and DBS Graduates	July, 2024	Centre for Management Development (CMD), Lagos	Not Applicable	Not Applicable
7.	Induction Ceremony for Newly Qualified and Upgraded Members	July, 2024	Centre for Management Development (CMD), Lagos	Application in	Application in
8.	ACIA Professional Examination	July 16-19, 2024	Accredited Centres Across the Country		
9.	Achieving Organizational Objectives through Target Setting, Time Management and Performance Appraisal (COMET Workshop)	July 24-26 3 days	Port-Harcourt	N100,000	N120,000
10.	Public Professional Practice License Training for Trainee Consultants (FOR MEMBERS ONLY)	August 13-16 4days	CIA National Secretariat	N120,000	Not Applicable
11.	Cost Reduction and Control Through Effective Supply Chain Administration (Open Workshop)	August 28-30 3days	(CMD) Lagos	N100,000	N120,000

12.	Personal Effectiveness and Interpersonal Skills Improvement or Peak Performance (Open Workshop)	Sept. 11-13 3 days	(CMD) Lagos	N100,000	N120,000
13.	Mandatory Training for Direct Membership (Second Open Workshop)	September 26 - 27 (3 days)	Akwa Ibom Uyo	N100,000	N120,000
14.	Governing Council Meetings	Sept. 2024	CIA National Secretariat	Not Applicable	Not Applicable
15.	The 4 th All Administrators National Conference: Effective Administration and Leadership Tools for Dynamic Governance and Growth for Nigeria. (Mandatory for all Members)	Oct 17 - 18	MUSON Centre, Lagos	<ul style="list-style-type: none"> • Associates - N50,000; • Full Members - N75,000; • Fellows - N100,000; • Non-Members - N120,000 • Non-CIA Students N30,000 • Registered CIA Students – N20,000 	
16.	Dynamic Strategic Administration for Sustainable Organizational Growth in Public and Private Sector (COMET Workshop)	Nov 21-22 2days	FCT Abuja	N100,000	N120,000
17.	Governing Council Meetings	Nov. 2024	CIA National Secretariat	Not Applicable	Not Applicable
18.	Entrepreneurship and Management Development Workshop for Fresh ACIA and DBS Graduates	Dec. 2024	(CMD), Lagos	Not Applicable	Not Applicable
19	Induction Ceremony for Newly Qualified & Upgraded Members	Dec. 2024	(CMD), Lagos		
20.	ACIA Professional Examination	Dec 11-14, 2024	Accredited Centres Across the Country		
21.	Investiture of a Newly Elected President	Dec, 2024	(CMD), Lagos	Application in	Application in
22.	Annual General Meeting(AGM) and Administrators' Dinner	December 2024	Lagos		

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 I venue of programmes may be changed if circumstances demand. For Enquiries call 08035026955, 08091505837, info@cia.org.ng