

# 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

Our Ref: RG/278/1180

23<sup>rd</sup> August, 2020

TO: All Training/Human Resource Managers  
All CIA Members

Dear Sir/Madam

**INVITATION AS PARTICIPANT AT A 3-DAY CONTINUING MEMBERSHIP EDUCATION & TRAINING (COMET) WORKSHOP TITLED: ADMINISTRATION FRAMEWORK FOR CHOOSING SUPPLY CHAIN VALUE ADDING STRATEGIES FOR HIGHER PRODUCTIVITY**

DATE: **SEPTEMBER 23 – 25, 2020**

**RATIONALE**

Supply Chain is designed to add value to production and distribution depending upon the markets and the value chains they are servicing.

In the globalized world economy today, Supply Chains are critical to the success of organizations. Effective market coverage, availability of Products at locations that hold the key to revenue recognition depends upon the effectiveness of Supply Chain Strategy rolled out.

Administration Framework must also be designed, maintained, and continually serviced to identify value adding strategies to supply chain which must be achieved through expanding product offerings, managing inventory more efficiently and effectively, managing transportation cost, control labour costs, and improving in logistics.

It has become imperative that organization arrange its value adding strategies mostly people, materials and supplies, use them efficiently if they are to serve their customers with competitive distinction.

This workshop is therefore designed to equip participants with relevant skills that will enable them to design and implement value adding tools and techniques that will operate perfectly in the Supply Chain which would translate into higher productivity for the organization.

**WORKSHOP OBJECTIVES**

- explain the concept of supply chain administration;
- design value adding strategies to achieve supply chain results;
- develop administration framework to support value adding strategies;
- discuss challenges of supply chain administration;
- identify key players in supply chain administration;
- state the role of supply chain administration in an organization; and
- manage the logistics chain of the organization.

## WORKSHOP TOPICS

- 1) Administration Framework and Supply Chain Value Adding Strategies: An Overview
- 2) Roles and Challenges of Professional Administration in Supply Chain Operation
- 3) Tools and Techniques for Developing Value Adding Strategies to Achieve Higher Productivity
- 4) Inventory Control Systems and Techniques for Supply Chain Evaluation
- 5) Strategies for Effective Supply Chain Evaluation and Control System
- 6) Information Communication Technology and its Impact on Supply Chain Administration

## TARGET AUDIENCE

Employers of Labour, CEOs, Directors, Administrators, Managers, Accountants, Auditors , Regulatory Compliance Officers, Risk Managers, General Managers, Heads of Departments, Purchasing Managers, Marketing Executives/Managers, Top/Senior Executives, Team Leaders, and Civil Servants in all Public Establishments of the Economy.

## LEARNING METHODOLOGIES

Lectures, discussions, syndicate work, case studies and exercises, audio-visual aids will be used to reinforce these training/learning methods.

**DURATION:** THREE (3) DAYS  
**DATE:** SEPTEMBER 23 – 25, 2020  
**VENUE:** CENTRE FOR MANAGEMENT DEVELOPMENT, SHANGISHA, LAGOS  
**TIME:** 9 AM – 4 PM DAILY

## WORKSHOP FEE AND PAYMENT PROCEDURE

- **CIA MEMBERS** -- **N70,000**
- **NON MEMBERS** -- **N80,000**

This fee covers Training Materials, Tea/Coffee, Lunch, Workshop Folders, and Certificate of Attendance. Participants are expected to pay cash direct into any of the following Institute's Bank Accounts:

- First Bank of Nigeria Plc: (Account No. 2012238864)
- Zenith Bank Plc: (Account No. 1010155991)
- Account Name: Chartered Institute of Administration

Please forward your payment details to the Principal Administrative Officer, Exams/Training; Adm. Seyi Williams, FCIA; Tel. No. 08035026955; 08091505837; 08068900846 or the National Secretariat Tel. No. 01-7944969, 08076983067 immediately after payment for further action. Kindly bring your deposit slip to the venue on September 23, 2020 in exchange for official receipt.

Your cooperation will be highly appreciated.

Yours faithfully



Adm. U. Azubuko, FCIA  
Chairman, Continuing Membership Education & Training (COMET)  
For: REGISTRAR/CHIEF EXECUTIVE