

# 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/23/395

29th June, 2022

TO: All Directors of Training/Human Resource Managers  
All CIA Members

Dear Sir/Madam

We most respectfully request you to attend the above named workshop in accordance with the following details:

**INVITATION TO ATTEND A 3-DAY CONTINUING MEMBERSHIP EDUCATION AND TRAINING (COMET) WORKSHOP TITLED: ADMINISTRATION IN A DYNAMIC ENVIRONMENT, TIMES, CHALLENGES AND STRATEGIES FOR RESULT ORIENTED PERFORMANCE.**

## **WORKSHOP RATIONALE**

Today's turbulent business environment characterized by rapid technological changes, increased competition laws, regulations, and time management has swept away organizations that are unable to provide flexible strategic options, and result-oriented tools required to respond quickly and adequately to the rapid changes.

Administrators must be conscious of the rapid changes which they may have little or no control over, it as timely intervention or responses may reduce drastically the challenges posed by the uncontrollable change.

To determine the appropriate strategic response to changes in a dynamic environment, administrators must also be able to understand the nature, impact, stability and complexity of the changes.

With the complex changes in the dynamic environment, priorities are changing, many things are no longer the same, posing critical challenges to administrators and organisations. The key is to never loose track of set goals in the one side, and on the other side, maintain strong strategy at the right time, review tools and techniques because the key performance indicators (KPI) to measure your performance is how well you manage your time and strategies.

This workshop is therefore designed to expose participants to the challenges posed by dynamic environment and equip them with identified strategies, tools and techniques to cope with uncertainties and overcome the challenges in the organization.

## **WORKSHOP OBJECTIVES**

At the end of the workshop, participants would be able to:

- i identify the concept of dynamic environment in organization
- ii examine challenges posed by the turbulent environment
- iii. develop strategies for managing time in the dynamic environment
- iv effectively analyze changes regularly in the environment
- v. recommend measures to respond to challenges in dynamic environment; and
- vi. explain tools and techniques for overcoming challenges of the environment

## **WORKSHOP CONTENTS**

1. Administrators in a Dynamic Environment: An overview
- 2 The impact of Dynamic Environment on Organizational Goal Accomplishment
3. Tools and Techniques for Managing Challenges posed by the Environment
4. Strategic Responses to Change in a Dynamic Environment
5. Dynamics of Leadership and Administration in a Changing Environment

## **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:** JULY 27-29, 2022  
**VENUE:** EEMJM HOTEL AND SUITES, UYO, AKWA IBOM STATE  
**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 Institute's email ([info@cia.org.ng](mailto:info@cia.org.ng)). For further enquiries call Principal Administrative Officer, Exams/Training; Adm. Seyi Williams, FCIA; Tel. No. 08035026955; 08068900846 or the National Secretariat Tel. No. 08091505837, 08076983067 immediately after payment for further action. Kindly bring your deposit slip to the venue on July 27, 2022 in exchange for official receipt.

Your cooperation will be highly appreciated.

Yours faithfully



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