

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/10B/925

24th May, 2022

TO: All Directors of Training/Human Resource Managers

All CIA Members

Dear Administrators,

**INVITATION AS PARTICIPANT AT A 3-DAY OPEN WORKSHOP TITLED:
ADMINISTRATION TOOLS AND TECHNIQUES FOR PLANNING, IMPLEMENTATION OF
BUDGETING, BUDGETARY CONTROL FOR ORGANISATIONAL PEAK PERFORMANCE**

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

WORKSHOP RATIONALE

The success of any organization rests upon the ability to adopt well organized Budgeting and adequate Budgetary Control System which are core planning functions designed to direct efforts, streamline activities and provide basis for evaluation of performance as well as avoiding indiscriminate spending of scarce fund and other resources .

Inability of organization to plan and accomplish goals can be traceable to poor budgeting and weak application of controls. It is pertinent to note that the efficiency and effectiveness of an organization be it private or public can be derived from how its resources are being used.

Some organizations can do well with minimum resources but there are others which do not do well even with abundant resources. The difference between the two depends on the method of allocation of resources and the use to which they are put.

Administrators must apply all necessary in-dept tools, techniques and strategies in budget planning and control, as the most important approaches that have been developed for measuring performance.

This workshop is therefore, designed to build and equip participants with the skills, competencies, tools and techniques required for Budgeting and Budgetary Control in the Organization.

WORKSHOP OBJECTIVES

At the end of the workshop participants will be able to:

- (I) discuss concepts, nature, and scope of administration;
- (II) identify various budgetary control techniques;
- (III) evaluate the role of budgeting;

- (IV) explain problems encountered in budgeting Implementation, control and proffer solutions;
- (V) explain tools and techniques that can be used effectively and efficiently by Administrators in budgeting and budgetary control;
- (VI) respond to the challenges of budgeting; and
- (VII) explain planning issues and other relevant issues on Financial Administration.

WORKSHOP CONTENT

- (1) Budgeting and Budgetary Control: An overview
- (2) Budget, Transparency and Accountability
- (3) Administration Tools and Techniques for Budget Planning and Budgeting Control.
- (4) Cost Reduction/Cost Control in Budget Monitoring and Evaluation
- (5) Framework for Planning, Budgeting Control and Implementation.

TARGET AUDIENCE

Employers of Labour, CEOs, Administrators, Accountants, Auditors , Regulatory Compliance Officers, Risk Managers, General Managers, Heads of Departments, Purchasing Managers, Marketing Executives/Managers, Finance Directors/ Managers, Directors, 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: JUNE 29 – JULY 1, 2022
VENUE: CENTRE FOR MANAGEMENT DEVELOPMENT (CMD), 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; 08068900846 or the National Secretariat Tel. No. 01-7944969, 08076983067, 08091505837 immediately after payment for further action. Kindly bring your deposit slip to the venue on June 27, 2022 in exchange for official receipt.

Your cooperation will be highly appreciated.

Yours faithfully



Adm. Ugochukwu Azubuko, FCIA
Chairman, Management Consultancy and Training Committee
For: REGISTRAR/CHIEF EXECUTIVE