

# 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: CIA/2843/72

14th March, 2022.

To: All Directors/Human Resource Managers  
All CIA Members

Dear Sir/Madam

We most respectfully invite you to attend the Institute's Continuing Membership Education and Training (COMET) Workshop in accordance with the following details:

**Workshop Theme:**

**EFFECTIVE ENHANCEMENT OF WORK ETHICS AND  
ATTITUDINAL CHANGE FOR ORGANISATIONAL EFFICIENCY**

**Rationale:**

Organisations have the need to achieve competitive advantage, high level of efficiency, excel in service delivery and make high difference to their customers. For this purpose, they require appropriate values, skills, competences, effective work ethics and positive attitude to achieve their goals.

Developing good work ethics and acceptable attitudinal change to improve efficiency is an investment that will provide benefits to both the organization and customers.

To minimize your employee's efficiency, you need to foster an environment in which positive attitude dominate. People develop strong or robust work ethics and have the time to create positive organizational culture that will promote high quality corporate governance.

Attitude is everything. A positive work attitude is pivotal for individual and organizational productivity. It is pertinent to note that attitude is fundamental to performance. With right attitude, employees will be willing to learn, acquiring skills, show commitment, relate properly and conduct themselves ethically.

A bad attitude at the work environment on the other hand, is like flat tyre; it disrupts forward movement, breeds negative communication, and hinders effective interpersonal working relationship.

This workshop is therefore designed to equip participants with the requisite skills on work ethics and deepen their knowledge on positive attitude to improve the work environment, and operate at the desired level of efficiency. It also seeks to properly position organization for more effective performance through attitudinal modification and improved ethical standard.

## Workshop Objectives

At the end of the workshop, participant will be able to:

- clearly distinguish between work ethics and attitudinal change;
- determine actions that constitute right attitude/negative attitudes and unethical behavior;.
- formulate strategies that will improve work ethics and enhance attitudinal change;
- initiate measures that minimize negative attitude and ethical problems;
- identify factors that have negative and positive effects on employee's attitude to work; and;
- encourage consistent review on policies on work ethics to be in line with international best practices.

## Sub Themes

- 1 Work Ethics, Value and Attitudinal Change: An Overview
- 2 Work Ethics and Attitudinal Change: Challenges and Solutions
- 3 Work Ethics, Ethical Behaviour and Code of Conduct in the Organisation
- 4 Effective Work Ethics Culture, Value System and Attitudinal Change as Tools for Organisational Efficiency
- 5 Administration Tools and Techniques for Improving Work Ethics and Enhancing Workers Attitude to work.

## 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:** APRIL 27 – 29, 2022  
**VENUE:** ALDGATE HOTEL AND SUITES, PORT-HARCOURT  
**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 April 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