



# CHARTERED INSTITUTE OF ADMINISTRATION

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## 2019 CALENDAR OF ACTIVITIES / TRAINING

S/N	EVENT	DATE	VENUE	MEMBERS FEE ₦	NON-MEMBERS ₦
1.	Interpersonal Skills Improvement for Administrators and Personal Assistants <b>(open workshop)</b>	March 7- 8 <b>now 13 &amp; 14</b> (rescheduled due to Election)	CIA's National Secretariat, Lagos	50,000	60,000
2.	Public Professional Practice License Workshop for Trainee Consultants (FOR MEMBERS ONLY)	Rescheduled: New Date to be communicated	CIA's National Secretariat, Lagos	80,000	Not Applicable
2.	Strategic Administration and Essentials of Leadership <b>(COMET workshop, Mandatory for Members)</b>	April 25-26	<b>UYO, AKWA-IBOM STATE.</b> VENUE TO BE TIMELY COMMUNICATED	50,000	60,000
3.	Professional Examination (April Diet)	EXACT DATES TO BE TIMELY COMMUNICATED	Accredited Centres Across the Country	Not Applicable	Not Applicable
5.	Women in Administration and Leadership <b>(open workshop)</b>	July 10 - 11	Golden Tulip Hotel, Festac- Lagos	100,000	100,000
6.	Budget & Budgetary Control in Financial Planning and Administration <b>(COMET workshop, Mandatory for Members)</b>	June 27 - 28	<b>LAGOS</b> – EXACT VENUE TO BE TIMELY COMMUNICATED	50,000	60,000
7.	Entrepreneurship and Management Development Workshop for fresh ACIA and DBS Graduates	July 4th	<b>Golden Tulip Hotel, Lagos</b>	Not Applicable	Not Applicable
8.	Induction Ceremony for Newly Qualified and Upgraded Members	July 5th	Golden Tulip Hotel, Lagos	Communicated	Communicated

**NOTE: 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/VENUE OF PROGRAMMES MAY BE CHANGED IF CIRCUMSTANCES DEMAND**

9.	Improving Service Delivery, Accountability and Transparency Through Effective Work Ethics and Decision-making( <b>COMET workshop, Mandatory for Members</b> )	August 29 – 30	<b>ABUJA FEDERAL CAPITAL TERRITORY.</b> EXACT VENUE TO BE TIMELY COMMUNICATED	50,000	60,000
10.	Strategies for Productivity and Quality Service Delivery ( <b>open workshop</b> )	Sept 26 – 27	CIA's National Secretariat, Lagos	50,000	60,000
11.	3 <sup>rd</sup> All Administrators National Conference	Oct 17 – 18, 2019	Sheraton Hotel, Lagos	45,000	55,000 Student: 25000
12.	Contract Administration Workshop	Oct 24-25	CIA's National Secretariat, Lagos	50,000	60,000
13.	Professional Examination (August Diet)	DATES TO BE TIMELY COMMUNICATED	Accredited Centres Across the Country	Not Applicable	Not Applicable
14.	Workshop on Skills Enhancement for Effective Administration ( <b>open workshop</b> )	November 28 - 29	CIA's National Secretariat, Lagos	50,000	60,000
15.	Centre Coordinators' Workshop. ( <b>Mandatory for all Accredited Study Centre Coordinators</b> )	October 18	CIA's National Secretariat, Lagos	To be timely communicated	
16.	Cost reduction and Control through Effective Supply Chain Administration( <b>COMET workshop, Mandatory for Members</b> )	November 14-15	<b>PORT-HARCOURT RIVERS STATE.</b> VENUE TO BE TIMELY COMMUNICATED	50,000	60,000
17.	Entrepreneurship and Management Development Workshop <b>for fresh ACIA and DBS Graduates</b>	December EXACT DATE TO BE TIMELY COMMUNICATED	<b>LAGOS</b> , EXACT VENUE TO BE TIMELY COMMUNICATED	TO BE TIMELY COMMUNICATED	Not Applicable
18.	Annual General Meeting (AGM) & Administrators' Dinner	December EXACT DATE TO BE TIMELY COMMUNICATED	<b>LAGOS</b> , VENUE TO BE TIMELY COMMUNICATED	TO BE TIMELY COMMUNICATED	Not Applicable
19.	Induction Ceremony for Newly Qualified and Upgraded Members	December EXACT DATE TO BE TIMELY COMMUNICATED	<b>LAGOS</b> , VENUE TO BE TIMELY COMMUNICATED	TO BE TIMELY COMMUNICATED	Not Applicable
20.	Professional Examination ( <b>Dec. Diet</b> )	December EXACT DATES TO BE TIMELY COMMUNICATED	Accredited Centres Across the Country	Not Applicable	Not Applicable

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**NOTE**

Participants are expected 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. Or raise a bank draft in favour of Chartered Institute of Administration.

Please forward your payment details to the Senior Administrative Officer, Corporate Affairs/Training, Adm. Seyi Williams, FCIA tel. 08035026955, 08091505837 Or the National Secretariat tel. 08076983067, 09038411001 immediately after payment for further actions.

Also come along with a copy of deposit slip to the venue of each programme for exchange with official receipt.