



CHARTERED INSTITUTE OF ADMINISTRATION

78, Old Ojo Road, Kuje-Amuwo, P.M.B 3063, Surulere, Lagos.

Phone: 01-7944969, 08076983067 Web: www.cia.org.ng, Email: info@cia.org.ng

2017 ACTIVITIES / TRAINING CALENDAR

S/N	EVENT	DATE	VENUE	MEMBERS FEE ₦	NON-MEMBERS ₦
1.	Techniques for Effective Customer Service for Peak Performance	March 9 – 10	CIA's National Secretariat, Lagos	50,000	60,000
2.	Curbing Corruption Through Effective Leadership Strategy & Administration (COMET, Mandatory for Members)	April 20-21	EDINAN Hotels & Suites, Plot 91, Block V, Akwa Ima Estate, Aka-Etinan Road, (Opp. NTA), Uyo, Akwa Ibom State.	50,000	60,000
3.	Public Professional Practice License Workshop for Trainee Consultants (CIA Members only)	May 23 – 26	CIA's National Secretariat, Lagos	80,000	Not Applicable
4.	Interpersonal Communication Skills Improvement & Managing your Boss	June 15 - 16	CIA's National Secretariat, Lagos	50,000	60,000
5.	Entrepreneurship and Management Development Workshop for fresh ACIA and DBS Graduates	July (EXACT DATE TO BE TIMELY COMMUNICATED)	VENUE TO BE TIMELY COMMUNICATED	TO BE TIMELY COMMUNICATED	Not Applicable
6.	Induction Ceremony for Newly Qualified and Upgraded Members	July	VENUE TO BE TIMELY COMMUNICATED	70,000	Not Applicable
7.	Professional Examination (July Diet)	TO BE TIMELY COMMUNICATED	Accredited Centres Across the Country		Not Applicable
8.	All Administrators National Conference	July 6-7, 2017	ABUJA. Venue to be timely communicated	Visit www.cia.org.ng for the various fee discounts based on time of payment.	
9.	Effective Budgeting & Budgetary Control for the Achievement of Organizational Goals in a Challenging Economy (COMET, Mandatory for Members)	Aug. 24 - 25	LAGOS STATE. Venue to be timely Communicated	50,000	60,000

NOTE: PROSPECTIVE PARTICIPANTS ARE ADVISED TO CONFIRM TRAINING DATES AND VENUE BEFORE MAKING PAYMENTS OR TRAVELLING FOR ANY TRAINING/WORKSHOP AS WORKSHOP DATES/ VENUE MAY BE CHANGED IF CIRCUMSTANCES DEMAND

S/N	EVENT	DATE	VENUE	MEMBERS FEE ₦	NON-MEMBERS ₦
10.	Managing Human Resources for Peak Performance	Sept 28-29	CIA's National Secretariat, Lagos	50,000	60,000
11.	Aggressive Market Penetration and Customer Service as a Tool for Achieving Organizational Peak Performance (COMET, Mandatory for Members)	Nov. 9-10	ABUJA. Venue to be timely communicated	50,000	60,000
12.	Repositioning Organizational Growth Through Modern Performance Appraisal Strategies	Nov. 23 – 24	CIA's National Secretariat, Lagos	50,000	60,000
13.	Centre Coordinators' Workshop. (Mandatory for all Accredited Study Centre Coordinators)	Dec. 5	CIA's National Secretariat, Lagos	30,000 Centre Coordinator	Not Applicable
14.	Entrepreneurship and Management Development Workshop for fresh ACIA and DBS Graduates	Dec. 6	LAGOS, VENUE TO BE TIMELY COMMUNICATED	TO BE TIMELY COMMUNICATED	Not Applicable
15.	Annual General Meeting (AGM) & Administrators' Dinner	Dec. 7	LAGOS, VENUE TO BE TIMELY COMMUNICATED	TO BE TIMELY COMMUNICATED	Not Applicable
16.	Induction Ceremony for Newly Qualified and Upgraded Members	Dec. 7	LAGOS, VENUE TO BE TIMELY COMMUNICATED	TO BE TIMELY COMMUNICATED	Not Applicable
17.	Professional Examination (Dec. Diet)	Dec. 11 - 15	Accredited Centres Across the Country		Not Applicable

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: 2022997719)**
- **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. Stephen Njoku, MCIA tel. 08164882510,** Or the National Secretariat tel. **01-7944969, 08076983067** immediately after payment for further actions. Also come along with the deposit slip to the venue of the workshop for exchange with official receipt.

DISCLAIMER: ALL FEES PAYABLE TO THE INSTITUTE SHOULD BE PAID DIRECTLY INTO THE BANK ACCOUNT OF CHARTERED INSTITUTE OF ADMINISTRATION.

THE INSTITUTE DOES NOT ASSIGN REPRESENTATIVES TO RECEIVE PAYMENTS ON ITS BEHALF, HENCE WILL NOT BE LIABLE TO LOSS OF MONIES ARISING FROM NON-ADHERENCE TO THIS ADVICE. PLEASE BE WARNED.

NOTE: PROSPECTIVE PARTICIPANTS ARE ADVISED TO CONFIRM TRAINING DATES AND VENUE BEFORE MAKING PAYMENTS OR TRAVELLING FOR ANY TRAINING/WORKSHOP AS WORKSHOP DATES/ VENUE MAY BE CHANGED IF CIRCUMSTANCES DEMAND