

# 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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Our Ref: RG/27/Vol.7/1574

29<sup>th</sup> May, 2024

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

Dear Sir/Madam,

## **INVITATION AS PARTICIPANT AT A 3-DAY COMET WORKSHOP TITLED: ACHIEVING ORGANIZATIONAL PEAK PERFORMANCE THROUGH EFFECTIVE LEADERSHIP STYLES AND TECHNIQUES**

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

### **WORKSHOP RATIONALE**

The role of Leadership in an organization is crucial in terms of creating vision, mission, determination and establishment of objectives, designing strategies, policies and methods directing and coordinating the efforts and organizational activities to achieve organizational objectives effectively and efficiently.

In recent times, many organizations are facing problems related to lack of effective leadership, resulting in unethical practices, high labour turnover and poor financial performance.

The leadership style chosen largely determines the success of any organization. The impact of leadership has the potential to influence the behavior of employees and serves as a major driver for performance improvement for the realization of organizational goals and objectives.

Leadership style definitely has a strong relationship with organizational success, as the way the leader manages his employees will ultimately decide the performance of the organization.

This workshop is therefore designed to equip participants with the requisite knowledge, skills and analytical mindset to understand the various leadership style that exist, and to identify when and where to apply each style as leaders.

### **WORKSHOP OBJECTIVES**

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

- explain the concept and purpose of leadership;
- identify the various leadership styles and techniques that managers/administrators in organizations can adopt;
- discuss the qualities/characteristics of a good leader;
- discuss the influence of effective leadership style on the organizational performance;
- determine the quality and roles of leaders for organizational peak performance; and
- explore the relationship between leadership styles and organizational performance;

## **WORKSHOP CONTENT**

1. Effective Leadership Qualities Styles and Techniques: An Overview
2. Types of Leadership Styles and their Impact on Organizations.
3. Relationship between Effective Leadership Styles and Organizational Performance.
4. The Role of Technology in Effective Leadership Styles and Techniques.
5. Practical Case Studies on Various Leadership Styles and their Applications.

## **ADDITIONAL INFORMATION**

**COURSE MODE:** Achieving Organizational Peak Performance through Effective Leadership Styles and Techniques.

**DURATION:** Three (3) days

### **TARGET AUDIENCE:**

All CIA members, and all persons who hold leadership position in all sector 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.

**DATE: JUNE 26 – 28, 2024**

**VENUE: CENTRE FOR MANAGEMENT DEVELOPMENT (CMD), LAGOS**

**TIME: 9 AM – 4 PM DAILY**

**FEE: MEMBERS: N100,000; NON MEMBERS: N120,000**

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:

**PAYMENT PROCEDURE: CHARTERED INSTITUTE OF ADMINISTRATION  
ZENITH BANK ACCOUNT NO. 1010155991**

Payment is by direct cash lodgment or verifiable electronic transfer. Please forward your evidence of payment to Head of Professional Education and Training, Adm. Seyi Williams, FCIA; Tel. No. 08035026955; 08068900846 or the National Secretariat Tel. No. 08091505837 immediately after payment for further action. Kindly bring your deposit slip or transfer receipt to the venue on June 26, 2024 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