

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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29th May, 2024

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

Dear Sir/Madam,

INVITATION TO ATTEND CHARTERED INSTITUTE OF ADMINISTRATION 2024 MANDATORY CONTINUING MEMBERSHIP EDUCATION AND TRAINING (COMET) WORKSHOP TITLED: "ACHIEVING ORGANISATIONAL OBJECTIVES THROUGH TARGET SETTING, TIME MANAGEMENT AND PERFORMANCE APPRAISAL".

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

WORKSHOP RATIONALE

People are the greatest assets most organizations have and their ability to harness the talent, knowledge and skills of every employee towards achieving organizational goals is critical for business success.

Business leaders must therefore be able to determine the strategies for the various teams and individuals in the organization with a view of achieving organizational objectives through target setting, time management and performance appraisal.

These right and smart goals would enable the business stay prosperous and consistently achieve its set objectives.

Besides, employees set themselves goals and objectives and have a plan to have them achieved it. How you plan and prioritize your day to day activities require skills needed to be successful and add value to the organization. Time is one of the most valuable resources and yet employees do not always manage it as effectively as they should. This leads to a stressful working environment which will prevent them from being successful and achieving their goals.

Equally important, performance appraisal is the process of formally evaluating performance and providing feedback to jobholders. A good performance appraisal will achieve two basic purpose in the maintenance of quality work force. The evaluation function is intended to let people know where they stand relative to performance objectives and standards, while the development function is intended to assist in their training and continuous personal development.

It is the desire to achieve those objectives that has necessitated the design of this Conference as it affects employees' productivity and how it should be effectively managed, and to explore best practices in leading target activities to assist employees achieve set goals.

WORKSHOP OBJECTIVES

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

- use appropriate techniques for planning and achieving of targets;
- handle difficult target setting;
- plan, prioritize and manage time more effectively;
- use time management matrix to manage urgent and important task;
- identify time wasters and how to handle them;
- factor target setting into the appraisal function;
- conduct an employee performance appraisal; and
- identify problems related to performance appraisal

WORKSHOP CONTENT

- Target Setting, Time Management and Performance Appraisal: An Overview
- Tools and Techniques of Target Setting and Goal Accomplishment
- Planning and Prioritizing Work
- Performance Appraisal, Tools and Techniques
- Designing an Appraisal Instrument
- Principles and Practice of Effective Time Management

ADDITIONAL INFORMATION

COURSE MODE: Achieving Organizational Objectives through Target Setting, Time Management and Performance Appraisal.

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: AUGUST 26 – 30, 2024

VENUE: GRAND MONTECITO HOTEL & SUITES, NO. 303,
SANNI ABACHA ROAD, GRA, PORT-HARCOURT

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 August 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