

# 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: RG/23/395

29th August, 2023

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

Dear Sir/Madam

We most respectfully request you to attend the above named conference in accordance with the following details:

**INVITATION TO ATTEND A 2-DAY MINI CONFERENCE TITLED: REPOSITIONING ORGANISATIONS FOR GROWTH THROUGH EXCEPTIONAL LEADERSHIP AND ADMINISTRATION IN A CHALLENGING ECONOMY.**

**CONFERENCE RATIONALE**

Administration and Leadership is especially critical when organizations have to adapt to a challenging business environment.

When times are good, leading an organization or a team is exciting, Resources are plentiful. Customers are satisfied and opportunities abound.

However, when the economic conditions are challenging, this excitement and positive energy is weakened. An employee feels the pressure of work and they fear for their jobs. These worries and fears present a major challenge for Administrators and Leaders who need to keep their employees productive and on target.

To protect Organizations from challenging economic conditions is to develop a culture that builds and sustains effective Administration and Leadership practices, focused administration and leadership styles and robust set of administration and leadership skills, competencies, attitudes, innovations and strategies.

Organizations need exceptional Leaders and Administrators with creative and innovative thinking to respond appropriately to these challenges.

This Mini Conference is therefore designed to provide Administrators and Leaders with strategies to harness skills and scarce resources needed to assist organizations survival in this challenging time while making extra efforts to ensure organizational success.

## CONFERENCE OBJECTIVES

The main objectives of this programme are to:

- a) examine the qualities of exceptional leadership and administration and the impact of their vision on organizational growth;
- b) enhance administration and leadership effectiveness for organizational growth;
- c) build high-performing teams and cultivate a culture of excellence;
- d) enhance decision-making and strategic planning for growth;
- e) leverage on information technology to enhance organizational effectiveness; and develop leadership resilience and adaptability in the face of challenges

## CONFERENCE SUB THEMES

- 1) Repositioning Organizations for Growth through Exceptional Leadership and Administration: An Overview
- 2) The impact and Technological Innovations on Organizational Sustainability and Growth.
- 3) Effective Leadership and Administration Styles: Challenges and Solutions.
- 4) Creating Enabling Environment for Innovations and Creativity through Effective Team Building and Strategic Alliances

## TARGET AUDIENCE

Employers of Labour, CEOs, Directors, Administrators, Managers, Accountants, Auditors , Regulatory Compliance Officers, Risk Managers, General Managers, Heads of Departments, Purchasing Managers, Marketing Executives/Managers, 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:** Two (2) DAYS  
**DATE:** October 26 - 27, 2023  
**VENUE:** Centre for Management Development, Shangisha, Ketu, Lagos  
**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 October 26, 2023 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