



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 (open workshop)	March 7-8	CIA's National Secretariat, Lagos	50,000	60,000
2.	Public Professional Practice License Workshop for Trainee Consultants (FOR MEMBERS ONLY)	March 21-22	CIA's National Secretariat, Lagos	80,000	Not Applicable
2.	Strategic Administration and Essentials of Leadership (COMET workshop, Mandatory for Members)	April 25-26	UYO, AKWA-IBOM STATE. 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 Administrators and Leadership Initiatives (open workshop)	May 23 – 24	Golden Tulip Hotel, Festac- Lagos	50,000	60,000
6.	Budget Budgetary Control in Financial Planning and Administration (COMET workshop, Mandatory for Members)	June 27 - 28	LAGOS – EXACT VENUE TO BE TIMELY COMMUNICATED	50,000	60,000
7.	Entrepreneurship and Management Development Workshop for fresh ACIA and DBS Graduates	July (EXACT DATE TO BE TIMELY COMMUNICATED)	LAGOS STATE EXACT VENUE TO BE TIMELY COMMUNICATED	Not Applicable	Not Applicable
8.	Induction Ceremony for Newly Qualified and Upgraded Members	July (EXACT DATE TO BE TIMELY COMMUNICATED)	VENUE TO BE TIMELY COMMUNICATED	Fees to be timely communicated	Not Applicable

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

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

NOTE

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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. **08164882510**, Or the National Secretariat tel. **01-7944969, 08076983067** 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.