



## 2024 SPECIAL INVITATION TO ATTEND

### A 5-DAY CAPACITY BUILDING CONFERENCE

Dear Sir,

Institute for Corporate Managers and Human Development wish to invite you to participate in the following National Conferences which have been slated to take place at the following venues and dates. This conference is designed to improve job performance and greater productivity in the organisation.

CONFERENCE TITLE	CONFERENCE CONTENT	VENUE	DATE
<b>1. INTEGRITY AND ETHICAL VALUES IN OFFICE ADMINISTRATION FOR SUSTAINABLE DEVELOPMENT.</b>  For: Directors, Managers, Provosts, Registrars, Bursars, Directors of Audit, Deputy/Senior Registrars senior officers and lawyers performing administrative duties  <b>N90,000</b>	<ul style="list-style-type: none"> <li>- Transparency and Accountability</li> <li>- Advanced management skills</li> <li>- Ethical leadership: Creating an ethical culture</li> <li>- Personal effectiveness and integrity</li> <li>- Ethical values in tertiary institution</li> <li>- Accountability mechanisms</li> <li>- Team building and conflict management</li> <li>- Essence of the process and importing of compliance culture</li> </ul>	<p><i>Please be informed that you can choose any workshop title and date of your choice to attend the workshop at any venue of your choice</i></p> <p><b>LAGOS VENUE</b></p> <p>Excellence Hotel, Ogba, Lagos 5 - 8 March 2024            Excellence Hotel, Ogba, Lagos 2 - 5 April 2024            Excellence Hotel, Ogba, Lagos 14 - 17 May 2024            Excellence Hotel, Ogba, Lagos 18 - 21 June 2024            Excellence Hotel, Ogba, Lagos 16 - 19 July 2024            Excellence Hotel, Ogba, Lagos 6 - 9 Aug. 2024            Excellence Hotel, Ogba, Lagos 17 - 20 Sept. 2024            Excellence Hotel, Ogba, Lagos 15 - 18 Oct. 2024            Excellence Hotel, Ogba, Lagos 19 - 22 Nov. 2024            Excellence Hotel, Ogba, Lagos 15 - 18 Nov. 2024            Excellence Hotel, Ogba, Lagos 19 - 22 Nov. 2024            Excellence Hotel, Ogba, Lagos 4 - 6 Dec. 2024            Excellence Hotel, Ogba, Lagos 17 - 20 Dec. 2024            Excellence Hotel, Ogba, Lagos 28 - 31 Dec. 2024            Excellence Hotel, Ogba, Lagos 15 - 17 Jan. 2025            Excellence Hotel, Ogba, Lagos 5 - 7 Feb. 2025            Excellence Hotel, Ogba, Lagos 19 - 21 March, 2025            Excellence Hotel, Ogba, Lagos 2 - 4 April, 2025            Excellence Hotel, Ogba, Lagos 14 - 16 May, 2025</p>	
<b>2. ADVANCED ICT AND COMPUTER APPLICATION AND DYNAMIC OFFICE ADMINISTRATION</b>  For: Computer Teaching Staff, Data Processing Staff, Computer Operators and those handling Computer Duties.  <b>Fee: N89,990</b>	<ul style="list-style-type: none"> <li>- Advance ICT and Computer Application</li> <li>- Ms Excel, Ms Word, Ms PowerPoint, Ms Access</li> <li>- Administrative Skills</li> <li>- Network Security</li> <li>- Effective Communication</li> <li>- Data Protection Techniques</li> </ul>	<p><b>KADUNA VENUE</b></p> <p>Hamdala Hotel, Kaduna 26 - 29 March 2024            Hamdala Hotel, Kaduna 16 - 19 April 2024            Hamdala Hotel, Kaduna 28 - 31 May 2024            Hamdala Hotel, Kaduna 4 - 7 June 2024            Hamdala Hotel, Kaduna 23 - 26 July 2024            Hamdala Hotel, Kaduna 13 - 16 Aug. 2024            Hamdala Hotel, Kaduna 3 - 6 Sept. 2024            Hamdala Hotel, Kaduna 28 - 31 Oct. 2024            Hamdala Hotel, Kaduna 26 - 29 Nov. 2024            Hamdala Hotel, Kaduna 11 - 14 Dec. 2024            Hamdala Hotel, Kaduna 11 - 13 Dec. 2024            Hamdala Hotel, Kaduna 22 - 24 Jan. 2025            Hamdala Hotel, Kaduna 12 - 14 Feb. 2025            Hamdala Hotel, Kaduna 5 - 7 March 2025            Hamdala Hotel, Kaduna 9 - 11 April, 2025</p>	
<b>3. EXPANDING ROLES AND RESPONSIBILITIES OF ADMINISTRATORS IN OFFICE ADMINISTRATION AND MANAGEMENT FOR EFFECTIVE SERVICE DELIVERY</b>  For: Managers, Deputy/Ass. Registrars Administrators, Admin Officers And Higher Executive Officers  <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Expanding role and responsibilities of Administrative managers and officers in tertiary institutions</li> <li>- Advanced management skills</li> <li>- Managing people for real performance</li> <li>- Leadership skill and personal Attitude</li> <li>- Effective confidence building</li> <li>- Decision making and problem solving</li> </ul>	<p><b>ENUGU VENUE</b></p> <p>Modotel Hotel, Enugu 12 - 15 March 2024            Modotel Hotel, Enugu 9 - 12 April 2024            Modotel Hotel, Enugu 21 - 24 May 2024            Modotel Hotel, Enugu 25 - 28 June 2024            Modotel Hotel, Enugu 26 - 26 July 2024            Modotel Hotel, Enugu 27 - 30 Aug. 2024            Modotel Hotel, Enugu 10 - 13 Sept. 2024            Modotel Hotel, Enugu 22 - 25 Oct. 2024            Modotel Hotel, Enugu 12 - 15 Nov. 2024            Modotel Hotel, Enugu 26 - 29 Nov. 2024            Modotel Hotel, Enugu 17 - 20 Dec. 2024            Modotel Hotel, Enugu 29 - 31 Jan. 2025            Modotel Hotel, Enugu 16 - 18 April, 2025            Modotel Hotel, Enugu 28 - 30 May, 2025</p>	
<b>4. MANAGING YOUR BOSS AND INTERPERSONAL SKILLS AND EFFECTIVE COMMUNICATION FOR IMPROVED JOB EFFICIENCY IN THE ORGANIZATION</b>  FOR SECRETARIES, CONFIDENTIAL SECRETARIES AND PERSONAL ASSISTANTS  <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Managing your boss effectively</li> <li>- Time Management</li> <li>- Works Ethics and personal effectiveness</li> <li>- Effective secretarial administration</li> <li>- Effective communication and interpersonal skills</li> <li>- Records management</li> </ul>	<p><b>OTA VENUE</b></p> <p>Bezer Hall, Ota 12 - 15 March 2024            Bezer Hall, Ota 23 - 27 April, 2024            Bezer Hall, Ota 7 - 10 May, 2024            Bezer Hall, Ota 21 - 24 May, 2024            Bezer Hall, Ota 2 - 5 July, 2024            Bezer Hall, Ota 20 - 23 Aug. 2024            Bezer Hall, Ota 7 - 13 Sept. 2024            Bezer Hall, Ota 15 - 18 Oct. 2024            Bezer Hall, Ota 28 - 31 Oct. 2024            Bezer Hall, Ota 19 - 22 Nov. 2024            Bezer Hall, Ota 3 - 6 Dec. 2024            Bezer Hall, Ota 17 - 20 Dec. 2024</p>	
<b>5. MANAGING SAFETY AND SECURITY MANAGEMENT FOR EFFECTIVE SECURITY JOB PERFORMANCE</b>  For: Security Managers, Security Officers and those whose responsibilities are to monitor students and school environments.  <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Security Risk Analysis</li> <li>- Work place security measures crisis and emergency response</li> <li>- Developing a personal and security plans</li> <li>- Effective Communication</li> <li>- Resolving conflict through interpersonal negotiation</li> </ul>	<p><b>IBADAN VENUE</b></p> <p>UI Conference Centre, Ibadan 12 - 15 March 2024            UI Conference Centre, Ibadan 23 - 27 April, 2024            UI Conference Centre, Ibadan 7 - 10 May, 2024            UI Conference Centre, Ibadan 21 - 24 May, 2024            UI Conference Centre, Ibadan 2 - 5 July, 2024            UI Conference Centre, Ibadan 20 - 23 Aug. 2024            UI Conference Centre, Ibadan 7 - 13 Sept. 2024            UI Conference Centre, Ibadan 15 - 18 Oct. 2024            UI Conference Centre, Ibadan 28 - 31 Oct. 2024            UI Conference Centre, Ibadan 19 - 22 Nov. 2024            UI Conference Centre, Ibadan 3 - 6 Dec. 2024            UI Conference Centre, Ibadan 17 - 20 Dec. 2024</p>	
		<p><b>ABUJA VENUE</b></p> <p>Nigerlink Hotel, Wuse Zone 4, Abuja 23 - 26 April 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 14 - 17 May 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 18 - 21 June 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 9 - 12 July 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 13 - 16 Aug. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 3 - 6 Sept. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 8 - 11 Oct. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 5 - 8 Nov. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 26 - 29 Nov. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 3 - 6 Dec. 2024</p>	



# Institute for Corporate Managers and Human Development

4, Americana Street, Off Abeokuta Expressway, Ijaiye, Lagos.

RC 1090435

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e-mail: training@icmanagers.com

Tel: 08034416166

## 2024 4- Days National Conference

CONFERENCE TITLE	CONFERENCE CONTENT	VENUE	DATE
<b>6. DEVELOPING SENIOR MANAGEMENT CAPACITY AND LEADERSHIP SKILLS FOR EFFECTIVE JOB PERFORMANCE AND EFFICIENCY.</b> For: Directors, Managers, Head of Departments, Admin Officers, Registrars, PRO, Senior/Deputy Assist. Registrars Managers and Senior staff <b>N80,990</b>	<ul style="list-style-type: none"> <li>- Prioritizing Management Tasks</li> <li>- Dealing with Stress and Pressure</li> <li>- Managing People for Peak Performance</li> <li>- Leadership Skill &amp; Competencies</li> <li>- Corporate Communication</li> <li>- Motivation</li> <li>- Dealing with Pressure and Change Management</li> <li>- Leadership Skills</li> </ul>	<p><i>Please be informed that you can choose any workshop title and date of your choice to attend the workshop at any venue of your choice</i></p> <p><u>LAGOS VENUE</u></p>	<p>12 - 15 March 2024            26 - 29 March 2024            9 - 12 April 2024            21 - 24 May 2024            11 - 14 June 2024            3 - 6 July 2024            16 - 19 July 2024            6 - 9 Aug. 2024            10 - 13 Sept. 2024            24 - 26 Sept. 2024            8 - 11 Oct. 2024            22 - 25 Oct. 2024            5 - 8 Nov. 2024            19 - 22 Nov. 2024            3 - 6 Dec. 2024            17 - 20 Dec. 2024            28 - 31 Dec. 2024            15 - 17 Jan. 2025            5 - 7 Feb. 2025            19 - 21 March, 2025            2 - 4 April, 2025            14 - 16 May, 2025</p>
<b>7. ATTITUDINAL TRANSFORMATION AND INCREASING PRODUCTIVITY IN MANAGEMENT AND ADMINISTRATION</b> For: Chief/Principal officers, Admin Officers Higher Executive Officers and Administrative Assistant <b>N98,500</b>	<ul style="list-style-type: none"> <li>- Management roles in enhancing organisation growth</li> <li>- Managing Integrity</li> <li>- Planning and implementation</li> <li>- Maintenance of Discipline in the workplace</li> <li>- Setting priorities of tasks and dealing with standards</li> <li>- Identifying methods to deal with human change patterns</li> <li>- Confidence Building and Efficiency</li> <li>- Developing personal plan and self management</li> <li>- Effective communication and Interpersonal skills</li> </ul>	<p><u>KADUNA VENUE</u></p>	<p>5 - 8 March 2024            16 - 19 April 2024            21 - 24 May 2024            4 - 7 June 2024            25 - 28 June 2024            9 - 12 July 2024            23 - 26 July 2024            6 - 9 Aug. 2024            20 - 23 Aug. 2024            3 - 6 Sept. 2024            17 - 20 Sept. 2024            3 - 5 Oct. 2024            12 - 15 Nov. 2024            26 - 29 Nov. 2024            10 - 13 Dec. 2024            17 - 20 Dec. 2024            28 - 13 Dec. 2024            22 - 24 Jan. 2025            12 - 14 Feb. 2025            5 - 7 March 2025            9 - 11 April, 2025</p>
<b>8. ADVANCED REGISTRY MANAGEMENT AND EFFECTIVE DOCUMENT ADMINISTRATION FOR HIGHER JOB PERFORMANCE</b> For: Head of Registry, Admin. Officers, Higher Executive Officers, Executive Officers and other officers in registry department <b>N80,500</b>	<ul style="list-style-type: none"> <li>- Registry administration</li> <li>- Effective oral communication</li> <li>- Recent issues in registry work planning</li> <li>- Managing confidentiality in Records and information</li> <li>- Mail Handling</li> <li>- Managing official time and work with pleasure</li> <li>- Developing communication skills</li> </ul>	<p><u>ENUGU VENUE</u></p>	<p>5 - 8 March 2024            16 - 19 April 2024            28 - 31 May 2024            11 - 14 June 2024            2 - 5 July 2024            July 30 - 2 Aug. 2024            20 - 23 Aug. 2024            24 - 27 Sept. 2024            15 - 18 Oct. 2024            19 - 22 Nov. 2024            3 - 6 Dec. 2024            17 - 20 Dec. 2024</p>
<b>9. PROACTIVE TEAM BUILDING AND LEADERSHIP SKILLS FOR EFFECTIVE ADMINISTRATION AND MANAGEMENT IN TERTIARY INSTITUTIONS AND PUBLIC SECTOR</b> For: Managers, Senior/Asst. Registrars, Admin. Officers, Higher Executive Officers, and Admin Assistant <b>N90,500</b>	<ul style="list-style-type: none"> <li>- Team building</li> <li>- The Role of leadership manager &amp; Administrators</li> <li>- Time &amp; Stress Management and Effective Delegation</li> <li>- Strategic Planning and Effective team building</li> <li>- Communication and Motivation</li> <li>- Developing Management Competencies</li> <li>- Conflict and Crisis Management</li> <li>- Decision Making and Coordination Skills</li> </ul>	<p><u>OTA VENUE</u></p>	<p>5 - 8 March 2024            16 - 19 April 2024            28 - 31 May 2024            11 - 14 June 2024            2 - 5 July 2024            July 30 - 2 Aug. 2024            20 - 23 Aug. 2024            24 - 27 Sept. 2024            15 - 18 Oct. 2024            19 - 22 Nov. 2024            3 - 6 Dec. 2024            17 - 20 Dec. 2024</p>
<b>10. MASTER CLASS IN ICT APPLICATION IN MANAGEMENT AND ADMINISTRATION FOR TODAY'S MANAGERS AND ADMIN OFFICERS</b> For: Managers, Principal Officers, Senior Staff, Admin Officers and Higher Executive Officers <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Strategic Management</li> <li>- Effective management for today's managers/administrators</li> <li>- Team Leadership</li> <li>- Managing people competencies for peak performance</li> <li>- Work planning and organization for today administrators</li> <li>- Emotion intelligence</li> <li>- Organizational Communication and interpersonal skills</li> <li>- Personal effectiveness for organizational success</li> <li>- Motivation and Job enhancement</li> <li>- Managing your values and managing by rules</li> </ul>	<p><u>IBADAN VENUE</u></p>	<p>5 - 8 March 2024            16 - 19 April 2024            28 - 31 May 2024            11 - 14 June 2024            2 - 5 July 2024            July 30 - 2 Aug. 2024            20 - 23 Aug. 2024            24 - 27 Sept. 2024            15 - 18 Oct. 2024            19 - 22 Nov. 2024            3 - 6 Dec. 2024            17 - 20 Dec. 2024</p>
<b>11. BUILDING MANAGEMENT SYSTEM AND EFFECTIVE FACILITIES MAINTENANCE BEST PRACTICE</b> For: Directors of Works, Surveyors, Estate Managers, Engineers and Staff in Works Department <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Overview of Building Management</li> <li>- Building Management System</li> <li>- Facility Maintenance</li> <li>- Work Communication</li> <li>- Building and Facility Control</li> <li>- Work Evaluation</li> <li>- Budgeting</li> </ul>	<p><u>ABUJA VENUE</u></p>	<p>5 - 8 March 2024            16 - 19 April 2024            28 - 31 May 2024            11 - 14 June 2024            2 - 5 July 2024            July 30 - 2 Aug. 2024            20 - 23 Aug. 2024            24 - 27 Sept. 2024            15 - 18 Oct. 2024            19 - 22 Nov. 2024            3 - 6 Dec. 2024            17 - 20 Dec. 2024</p>
<b>12. MANAGING CONFIDENTIALITY, RECORDS MANAGEMENT AND EFFECTIVE MAIL HANDLING FOR JOB EFFICIENCY &amp; HIGHER PRODUCTIVITY</b> For: Executive Officers, Junior Secretaries, Typists Supervisors and Clerical Officers <b>Fee: N80,500</b>	<ul style="list-style-type: none"> <li>- Records management</li> <li>- Managing Confidentialities</li> <li>- Effective communication</li> <li>- Performance improvement</li> <li>- Interpersonal relations</li> <li>- Work ethics and attitudinal change in work environment</li> <li>- Records management</li> <li>- Effective mail handling system</li> <li>- Administrative functions</li> </ul>	<p><u>ABUJA VENUE</u></p>	<p>19 - 22 March 2024            2 - 5 April 2024            7 - 10 May 2024            4 - 7 June 2024            16 - 19 July 2024            6 - 9 Aug 2024            20 - 24 Aug 2024            10 - 13 Sept. 2024            3 - 6 Oct. 2024            28 - 31 Oct. 2024            12 - 15 Nov. 2024            10 - 13 Dec. 2024</p>
<b>13. HOSTEL MANAGEMENT, STUDENTS AFFAIRS, FUNCTION, SAFETY/EFFECTIVE SECURITY IN TERTIARY INSTITUTION</b> For: Hostel Managers, Student Affairs Officers <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Hostel Management and Services</li> <li>- Regulations and Protection of Students</li> <li>- Counseling and Career Guidance</li> <li>- Disciplinary Measure</li> <li>- Effective Communication</li> <li>- Safety Best Practices</li> </ul>	<p>For enquiries contact: 08034416166, 08038793695</p>	



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## 2024 4- Days National Conference

CONFERENCE TITLE	CONFERENCE CONTENT	VENUE	DATE
<b>13. EQUIPMENT MAINTENANCE AND WORK FLOW MANAGEMENT FOR IMPROVED MAINTENANCE JOB PERFORMANCE</b>  For: Project Managers, Project Officers, Directors of Works, Project Supervisors, Architects, Engineers and those handling this responsibility  <b>N95,500</b>	<ul style="list-style-type: none"> <li>- Equipment maintenance</li> <li>- Electrical Preventive Maintenance</li> <li>- Tools of estimation for different types of projects</li> <li>- Project execution and control skills</li> <li>- Equipment Management</li> <li>- Developing a standardized work down structure (WBS)</li> <li>- Basic management of Equipment</li> <li>- Budgeting Report and Memo Writing</li> </ul>	<p><i>Please be informed that you can choose any workshop title and date of your choice to attend the workshop at any venue of your choice</i></p> <p><b>LAGOS VENUE</b></p> <p>Excellence Hotel, Ogba, Lagos 26 - 29 March 2024            Excellence Hotel, Ogba, Lagos 16 - 19 April 2024            Excellence Hotel, Ogba, Lagos 28 - 31 May 2024            Excellence Hotel, Ogba, Lagos 4 - 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<b>14. IMPROVING EXECUTIVE OFFICERS SKILLS IN ADMINISTRATION AND EFFECTIVE COMMUNICATION FOR GREATER JOB PERFORMANCE AND EFFECTIVE CLERICAL OPERATIONS</b>  For: Executive officers, Supervisors, Clerical Officers, Junior Secretaries and Typists.  <b>N85,900</b>	<ul style="list-style-type: none"> <li>- Administrative Skills</li> <li>- Effective Communication</li> <li>- Identifying the critical roles, and improve your performance</li> <li>- Interpersonal Relations</li> <li>- Work ethic and attitudinal change</li> <li>- Record Management and effective mail handling</li> <li>- Understanding your boss and Administrative function</li> </ul>		
<b>15. EXPANDING ROLES AND RESPONSIBILITIES IN SECRETARIAL ADMINISTRATION AND MANAGEMENT FIR HIGHER JOB PERFORMANCE AND PRODUCTIVITY</b>  For: Principal Secretaries, Confidential Secretaries and PAs  <b>N85,500</b>	<ul style="list-style-type: none"> <li>- Expanding role and responsibilities of Secretaries</li> <li>- Advanced Management skills</li> <li>- Managing your boss and subordinate</li> <li>- Leadership Skills and personnel Attitude.</li> <li>- Effective Communication and Interpersonal skills</li> <li>- Discipline in the work place.</li> <li>- Record management and effective mail handling</li> <li>- Report writing Skills</li> </ul>		
<b>16. MARKETING AND CUSTOMER RELATIONS AND CLIENTS MANAGEMENT</b>  For: Head of Marketing, Marketing Officers, Customer Relation Officers, Sales Officer and Client Officers  <b>N95,500</b>	<ul style="list-style-type: none"> <li>- Overview of Marketing</li> <li>- Marketing Skills</li> <li>- Customer Relations</li> <li>- Effective Confidence Building</li> <li>- Product Marketing</li> <li>- Effective Communication</li> <li>- Inter Personal Skills</li> </ul>		
<b>17. ADVANCED COMPUTER APPLICATION AND INFORMATION MANAGEMENT FOR JOB EFFICIENCY</b>  For: Data Processing Officers, Confidential Secretaries and Computer Operators and those Handling Computer duties  <b>N95,500</b>	<ul style="list-style-type: none"> <li>- Information &amp; Communication technology (ICT)</li> <li>- Work organization and planning</li> <li>- Computer Application</li> <li>- Information Management</li> <li>- Personal effectiveness for organizational success</li> <li>- Corporate culture and self management</li> <li>- Managing office function and the Boss effectively</li> <li>- Administrative skills</li> <li>- Public Relationship Management</li> </ul>		
<b>18. DYNAMIC OFFICE MANAGEMENT AND ADMINISTRATIVE SKILL FOR MAXIMUM PERFORMANCE</b>  For: Admin, Managers, Deputy/Assistants Registrars, Senior Officers, Lawyers, Admin. Officers and Higher Executive Officers.  <b>N98,500</b>	<ul style="list-style-type: none"> <li>- Advanced management Skills</li> <li>- Leadership Skills in learning environment</li> <li>- Organizational communication</li> <li>- Personal Effectiveness and career management</li> <li>- Effective Report and Memo writing</li> <li>- Developing leadership competencies</li> <li>- Personality behaviour and self review analysis</li> <li>- Team leadership and conflict resolution</li> </ul>		
<b>19. TIME MANAGEMENT AND CLASSROOM ADMINISTRATION FOR TEACHING STAFFS AND LECTURES IN TERTIARY INSTITUTIONS FOR MAXIMUM SERVICE DELIVERY</b>  For: Lecturers and Teaching Staff  <b>N95,500</b>	<ul style="list-style-type: none"> <li>- Time management</li> <li>- Ethical values in time management</li> <li>- Classroom management</li> <li>- Quality of lectures &amp; leadership skills</li> <li>- Monitoring academic functions</li> <li>- School image</li> <li>- Integrity</li> </ul>		

Contact Person: **Negedu Patrick**  
 08034416166, 08157480840



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## 2024 4- Days National Conference

CONFERENCE TITLE	CONFERENCE CONTENTS	VENUE	DATE
<b>20. PROCUREMENT, PURCHASING, SUPPLY AND INVENTORY/STORES MANAGEMENT FOR EFFECTIVE SERVICE DELIVERY</b> For: Purchasing Managers & Officers, Stores Officers, Procurement Officers, Inventory Officers, Stock Verifiers and those handling this responsibilities <b>N95,500</b>	<ul style="list-style-type: none"> <li>* Purchasing &amp; procurement planning process</li> <li>* Procurement and Operational decisions</li> <li>* Developing strategic procurement/purchasing decision</li> <li>* Supply chain management</li> <li>* Advanced Negotiation skills</li> <li>* Procurement performance measurement</li> <li>* Leadership skills for procurement personnel</li> <li>* Approaches and impact to suppliers/relationship</li> <li>* Ways procurement can improve organisations finances</li> <li>* Effective stores management stores accounting</li> </ul>	<p><i>Please be informed that you can choose any workshop title and date of your choice to attend the workshop at any venue of your choice</i></p> <p><b>LAGOS VENUE</b></p> <p>Excellence Hotel, Ogba, Lagos 19 - 22 March 2024            Excellence Hotel, Ogba, Lagos 7 - 10 May, 2024            Excellence Hotel, Ogba, Lagos 28 - 31 May, 2024            Excellence Hotel, Ogba, Lagos 4 - 7 June, 2024            Excellence Hotel, Ogba, Lagos 25 - 28 June, 2024            Excellence Hotel, Ogba, Lagos 9 - 12 July 2024            Excellence Hotel, Ogba, Lagos 20 - 23 Aug. 2024            Excellence Hotel, Ogba, Lagos 27 - 30 Aug. 2024            Excellence Hotel, Ogba, Lagos 3 - 6 Sept. 2024            Excellence Hotel, Ogba, Lagos 17 - 20 Sept. 2024            Excellence Hotel, Ogba, Lagos 3 - 5 Oct. 2024            Excellence Hotel, Ogba, Lagos 28 - 31 Oct. 2024            Excellence Hotel, Ogba, Lagos 12 - 15 Nov. 2024            Excellence Hotel, Ogba, Lagos 17 - 20 Dec. 2024            Excellence Hotel, Ogba, Lagos 28 - 31 Dec. 2024            Excellence Hotel, Ogba, Lagos 15 - 17 Jan. 2025            Excellence Hotel, Ogba, Lagos 5 - 7 Feb. 2025            Excellence Hotel, Ogba, Lagos 19 - 21 March, 2025            Excellence Hotel, Ogba, Lagos 2 - 4 April, 2025            Excellence Hotel, Ogba, Lagos 14 - 16 May, 2025</p> <p><b>KADUNA VENUE</b></p> <p>Hamdala Hotel, Kaduna 12 - 15 March 2024            Hamdala Hotel, Kaduna 23 - 27 April, 2024            Hamdala Hotel, Kaduna 7 - 10 May, 2024            Hamdala Hotel, Kaduna 21 - 24 May, 2024            Hamdala Hotel, Kaduna 2 - 5 July, 2024            Hamdala Hotel, Kaduna 20 - 23 Aug. 2024            Hamdala Hotel, Kaduna 7 - 13 Sept. 2024            Hamdala Hotel, Kaduna 15 - 18 Oct. 2024            Hamdala Hotel, Kaduna 28 - 31 Oct. 2024            Hamdala Hotel, Kaduna 19 - 22 Nov. 2024            Hamdala Hotel, Kaduna 3 - 6 Dec. 2024            Hamdala Hotel, Kaduna 17 - 20 Dec. 2024            Hamdala Hotel, Kaduna 22 - 24 Jan. 2025            Hamdala Hotel, Kaduna 12 - 14 Feb. 2025            Hamdala Hotel, Kaduna 5 - 7 March 2025            Hamdala Hotel, Kaduna 9 - 11 April, 2025</p> <p><b>ENUGU VENUE</b></p> <p>Modotel Hotel, Enugu 12 - 15 March 2024            Modotel Hotel, Enugu 9 - 12 April 2024            Modotel Hotel, Enugu 21 - 24 May 2024            Modotel Hotel, Enugu 25 - 28 June 2024            Modotel Hotel, Enugu 23 - 26 July 2024            Modotel Hotel, Enugu 27 - 30 Aug. 2024            Modotel Hotel, Enugu 10 - 13 Sept. 2024            Modotel Hotel, Enugu 22 - 25 Oct. 2024            Modotel Hotel, Enugu 12 - 15 Nov. 2024            Modotel Hotel, Enugu 26 - 29 Nov. 2024            Modotel Hotel, Enugu 17 - 20 Oct. 2024</p> <p><b>OTA VENUE</b></p> <p>Bezer Hall, Ota 12 - 15 March 2024            Bezer Hall, Ota 23 - 27 April, 2024            Bezer Hall, Ota 7 - 10 May, 2024            Bezer Hall, Ota 21 - 24 May, 2024            Bezer Hall, Ota 2 - 5 July, 2024            Bezer Hall, Ota 20 - 23 Aug. 2024            Bezer Hall, Ota 7 - 13 Sept. 2024            Bezer Hall, Ota 15 - 18 Oct. 2024            Bezer Hall, Ota 28 - 31 Oct. 2024            Bezer Hall, Ota 19 - 22 Nov. 2024            Bezer Hall, Ota 3 - 6 Dec. 2024            Bezer Hall, Ota 17 - 20 Dec. 2024</p> <p><b>IBADAN VENUE</b></p> <p>UI Conference Centre, Ibadan 12 - 15 March 2024            UI Conference Centre, Ibadan 23 - 27 April, 2024            UI Conference Centre, Ibadan 7 - 10 May, 2024            UI Conference Centre, Ibadan 21 - 24 May, 2024            UI Conference Centre, Ibadan 2 - 5 July, 2024            UI Conference Centre, Ibadan 20 - 23 Aug. 2024            UI Conference Centre, Ibadan 7 - 13 Sept. 2024            UI Conference Centre, Ibadan 15 - 18 Oct. 2024            UI Conference Centre, Ibadan 28 - 31 Oct. 2024            UI Conference Centre, Ibadan 19 - 22 Nov. 2024            UI Conference Centre, Ibadan 3 - 6 Dec. 2024            UI Conference Centre, Ibadan 17 - 20 Dec. 2024</p> <p><b>ABUJA VENUE</b></p> <p>Nigerlink Hotel, Wuse Zone 4, Abuja 26 - 29 March 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 23 - 26 April 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 14 - 17 May 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 18 - 21 June 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 9 - 12 July 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 13 - 16 Aug. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 3 - 6 Sept. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 8 - 11 Oct. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 5 - 8 Nov. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 26 - 29 Nov. 2024            Nigerlink Hotel, Wuse Zone 4, Abuja 3 - 6 Dec. 2024</p>	
<b>21. EFFECTIVE ACADEMIC PLANNING AND IMPLEMENTATION FOR GREATER JOB PERFORMANCE</b> For: Planning managers, Senior planning Officer, Planning officers, supervisors and higher executive officers in planning Dept. <b>N95,500</b>	<ul style="list-style-type: none"> <li>- Academic planning</li> <li>- Analysis and documentation</li> <li>- Co-ordinating resources</li> <li>- Curriculum development</li> <li>- Short term plans in academic calendar</li> <li>- Follow up strategy</li> <li>- Budget and budgetary control</li> </ul>		
<b>22. ICT/MICROSOFT EXCEL AND OFFICE COMPUTERIZATION FOR IMPROVED JOB PERFORMANCE IN THE ORGANIZATION.</b> For: Secretaries, Data processing officers/ Executive officers, Information Officers and those handling computer duties <b>N95,500</b>	<ul style="list-style-type: none"> <li>- Microsoft Excel</li> <li>- Computer Appreciation &amp; Application</li> <li>- Developing positive attitude to work</li> <li>- Information Technology</li> <li>- Time and Self Management Skills</li> <li>- Advanced Spreadsheet</li> <li>- Effective Communication</li> <li>- Interpersonal Skills</li> <li>- Administrative Skill</li> </ul>		
<b>23. EFFECTIVE COMMUNICATION, REPORT, MINUTES AND BUSINESS WRITING SKILLS WORKSHOP</b> For: Managers, Principal/Admin officers, Pas, Faculty Officers, Administrators and Executive Officers <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Effective corporate communication</li> <li>- Internal communication and correspondence</li> <li>- Developing new Ideas for effective memo &amp; minutes writing</li> <li>- Report and Business writing Skills</li> <li>- Sharpening your reasoning and Analytical skills</li> <li>- Information / data gathering</li> <li>- Editing Strategies</li> <li>- Team building and Leadership skills</li> <li>- Techniques for developing positive mental and work attitudes</li> <li>- Personality performance profile</li> <li>- Communicating feedback</li> </ul>		
<b>24. PERFORMANCE APPRAISAL MANAGEMENT AND STAFF PROMOTION AND TRAINING</b> For: HR Manager, Directors, Principal Deputy/ Senior Admin. Registrars Officers, Senior Staff and Admin Officers <b>N95,500</b>	<ul style="list-style-type: none"> <li>- Performance appraisal &amp; career management</li> <li>- Recognising the importance of effective appraisal</li> <li>- Identify the quality and the Measurement</li> <li>- Staff Rating</li> <li>- Identify the importance of Career Planning</li> <li>- Team appraisal and Evaluation</li> <li>- Promotion &amp; Training</li> </ul>		
<b>25. SPEECH &amp; REPORT WRITING, PRESENTATIONS AND EFFECTIVE COMMUNICATION SKILLS</b> For: Chief/Principal officers, Faculty Officers, Admin. Officers, Personal Assistants, Secretaries. <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Techniques and practice of public speaking</li> <li>- Building concepts and draft production</li> <li>- Writing; Types of Report and uses</li> <li>- Speech writing and speech making techniques</li> <li>- Writing of brief &amp; executive summary</li> <li>- Report writing: Nature and structure</li> <li>- Proof reading and editing techniques.</li> </ul>		
<b>26. ADMIN. OFFICERS SKILL IMPROVEMENT IN MANAGEMENT AND ADMINISTRATION IN PUBLIC AND TERTIARY INSTITUTIONS FOR GREATER PRODUCTIVITY.</b> For: Executive Officers, Assistant Secretaries, Typists, Administrative Assistant and Clerical Officers. <b>Fee: N95,500</b>	<ul style="list-style-type: none"> <li>- Office Management</li> <li>- Effective Records Management</li> <li>- Work ethic and Attitudinal Change in work environment</li> <li>- Effective communication and interpersonal skills</li> <li>- Enhancing and the increasing administrative skills</li> <li>- Developing personal effectiveness</li> <li>- Managing your boss and your colleagues</li> </ul>		
<b>27. EFFECTIVE ADMINISTRATIVE SKILLS AND BEST PRACTICE OF RECORDS MANAGEMENT/CLERICAL OPERATIONS</b> For: Admin Supervisors, Admin Officers, Clerical Officers, Admin Assistants, Typists and Secretaries <b>Fee: N80,500</b>	<ul style="list-style-type: none"> <li>- Effective Clerical Duties Operations</li> <li>- Administrative Skills</li> <li>- Excellent Mail Handling</li> <li>- Communication Skills</li> <li>- Records Management</li> <li>- Tracking Missing Document</li> </ul>		

Yours Faithfully,  
 For: Institute for Corporate Managers and Human Development

Comrade Patrick S. Negedu  
 Managing Consultant

Payment by cash at the Conference Venue or  
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