



Effective Committee Management in the Legislature

February 19 – 23, 2024, 1st Run: Lagos & Abuja
August 26 – 30, 2024, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

**500 USD for foreign
Participants**

Program Overview:

Committees are the engine rooms of legislatures. Their effectiveness determines the quality of the Legislature. It is, therefore, needful for legislative committees to be effective as a precondition for having effective legislatures. This course will build the capacity of committee staff of legislatures for effective performance.

For Whom:

Secretaries and key staff of Legislative Committees, and Legislative Aides.

Learning Objectives:

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

- list and discuss the duties and responsibilities of Legislative Committees;
- identify how to manage committees effectively; and
- use the acquired skills to make legislative committees perform more effectively.

Course Outline:

Day 1: The Duties and Responsibilities of Legislative Committee.

- Managing Legislative Committees.
- Policy Analysis.
- Budget Analysis.
- Legislative Oversight.

Day 2: Managing Committee Meeting

- Effective Committee Report Writing.
- Effective minutes writing
- TQM in Committee Work.
- Applying ICT in Committee Work.

Day 3: Legislative Staff Ethics.

- Effective Team Management Techniques for Legislative Committees.
- Inter-Personal Relationship in Committee Works.

Day 4: Self-Management and Personal Development

- Time Management in Legislative Committee Work.
- Effective Problem Solving and Decision-Making Techniques.
- Personal Effectiveness and Self Development in Legislative Committee Work.

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N250, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,
& 234-9112830607