



ADMINISTRATIVE MANAGEMENT WORKSHOP
Feb. 26 – March 1, 2024, 1st Run: Lagos & Port Harcourt
August 26 - 30, 2024, 2nd Run: Lagos & Abuja
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 U\$D for foreign
Participants**

Program Overview:

Administration is the foundation that guides the process of carrying out activities in conformity with laid down policies, procedures, rules and regulations in an organization. It is, therefore, necessary for managers, supervisors and administrators to be equipped with the requisite administrative skills through this “one-stop-workshop”.

For whom:

Office Managers, Owner-Managers, Administrative Managers/Officers, Heads of departments in organizations, Senior Secretaries, Executive Secretaries and Personal/Executive Assistants.

Learning objectives:

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

- describe in precise terms policies, procedures, rules and regulations involved in business operations and administration;
- develop organizing skills;
- apply good communication skills;
- manage office funds better; and
- develop good management skills.

Course outline:

Day 1: Nature and Scope of Administrative Management: An Overview

- Administrative Support Services
- Organizing Conferences, o Organizing Traveling Arrangements,
- Arranging Accommodation
- Effective Communication: o Report Writing, o Managing Meetings.

Day 2: Organizing data and information management

- Filing systems, databases, data security and protection
- Improving Administrative Practice
- Performance indicators (e.g. clerical, purchasing), quality assurance,
- Solving administrative problems
- Information overload, poor communication, low productivity

Day 3: Working with Teams: The importance of team working

- Motivating employees; allocating tasks, monitoring, providing feedback
- Human Resource Administration
 - Policies, Procedures, Practices, Rules and Regulations
- Human Resource Planning
- Labour Relations and Welfare

Day 4: Decision making and problem solving

- Management of Business Assets
- Financial Administration
- Policies, Procedures,
 - Rules & Regulations
 - Receipts and Payments
 - Office funds Management
- Human Relations skills
- Productivity improvement
- Self and Time Management

Day 5: Effective Delegation in Office Management & Administration

- Effective Delegation and Authority
- Managing Relationships as Secretaries and Pas in the Work Environment
- Using Emotional Intelligence
- Emerging Trends in ICT for Secretaries and Personal Assistants in Office Management
- Career Development

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**