



HUMAN CAPITAL ASSOCIATES

(SKILLS & ORGANIZATION DEVELOPMENT CONSULTANTS)

ADMINISTRATIVE MANAGEMENT WORKSHOP

February 26 - March 1, 2018, Lagos.

Also Available For In-plant Training

Note: You can register or download our 2018 calendar online @ www.humancapitalassociatesng.com

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
- * appreciate good communication skills
- * manage office funds better
- * develop good management skills

COURSE CONTENT

- *Nature and Scope Of Administrative Management : An Overview
- *Effective Communication : o Report Writing, o Managing Meetings.
- *Administrative Support Services
 - o Organizing Conferences, o Organizing Traveling Arrangements,
 - o Arranging Accommodation,
- * Organizing data and information management
- Filing systems, databases, data security and protection
- * Working with Teams : The importance of team working
- *Decision making and problem solving
- *Motivating employees; Allocating tasks, monitoring, providing feedback
- *Improving Administrative Practice
 - Performance indicators (e.g. clerical, purchasing), quality assurance,
- Solving administrative problems
 - Information overload, poor communication, low productivity
- *Human Resource Administration
 - o Policies, Procedures, Practices, Rules and Regulations
 - Employment, - Human Resource Planning
 - Labour Relations and Welfare
- *Management of Business Assets

COURSE CONTENT

- *Financial Administration
 - Policies, Procedures, - Rules & Regulations
 - Receipts and Payments, - Office funds Management
- *Human Relations skills
 - * Productivity improvement
 - * Self and Time Management
 - * Career Development

RESOURCE PERSONS

Kunle Ogunsola: M.Sc., FCIS, ACA, Head Consultancy Dept, The Chartered Institute of Secretaries and Administrators of Nigeria. Mr. Ogunsola has worked in many organizations as an administrative secretary before joining ICSAN as an Assistant Registrar. He will lead others to bring their experiences to bear on this program.

Moroof Ajiroba - AMCIPM, ACA, MBA, A versatile manager, with considerable experience in the field of Finance and Administration. He has worked as head of finance and admin in many companies that cut across service finance and manufacturing sectors. He has lead team of season professionals to establish job evaluation and personnel policy for companies at various level. As a consultant he has equally written as well as supervise review of employee hand book for companies parastatals and agencies. He will bring his experience to bear on this program.

WORKSHOP FEE:

N120,000 per participant, VAT - N6,000.

Note: this covers Workshop Fee, Full Break fast, Lunch, course materials and certificate of attendance.

Payment should be made in favour of Human Capital Associates.

Payment can equally be made into our Accounts:

Account Name : Human Capital Associates

Keystone Bank Ltd. Account No:1005378262

Union Bank Of Nig. Plc Account No: 0006208533

LOCATION

1 - HCA Learning Centre.

Acme House 2nd Floor,

23, Acme Road, Ogba,

Ikeja, Lagos

February 26 - March 1, 2018

Open Course Fee:N120,000

In-plant Fee Negotiable

FOR BOOKING/INQUIRIES:

Please Contact:

Office Lines: 0814-574-5664

0811-749-1970

Otunba 0806-622-3343

Philip 0802-917-0491

0806-893-3608

0805-136-5946

Note: Human Capital Associates reserves the right to alter dates, content, venue and trainer.

Human Capital Associates : Acme House 2nd Floor, 23 Acme Road Ogba, Ikeja - Lagos

Abuja Corporate Office Suite: 6, Shalom Plaza, Gudu District. Abuja, Nigeria.

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Office Lines : 234-8117491970, 234-8145745664 , Other Lines: 08029170491, 08068933608, 08051365946, 08184727337

Note: Please confirm participation in writing or call Human Capital Associates lines for reservation.

Programme commences by 9:00a.m. with breakfast each day

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