



CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS

ICSR/TPD/01-2018

13th January, 2018

National Secretariat: No. 6, Alhaji Oluwakemi Street
(formely 6, Ladipo Adeyemi Street), Anthony Village,
Lagos State P.M.B. 038, Shomolu, Lagos-Nigeria,
Phone: 08034072979, 08037849729, 08124579111

5-DAY OPERATIONAL MANAGEMENT WORKSHOP FOR HANSARD EDITORS/ OFFICIAL REPORTERS IN THE LEGISLATURE (TPD. 24)

The Chartered Institute of Certified Secretaries & Reporters Establishment Act 2015 places the responsibility of setting standards, regulating and harmonizing the profession of Secretaries and Verbatim Reporters in the Institute, with a view to ensuring excellence in practice.

The Institute being mindful of its responsibilities is organizing mandatory Operational Management Workshop for Official/Verbatim Reporters in Nigeria and other African countries in collaboration with the African School of Management Technology.

The workshop is specially designed for Committee Clerks, Editorial Officers and Verbatim Reporters in the National, States, Regional, Counties' Houses of Assembly and Parliaments.

This workshop will serve as induction program for Official/Verbatim Reporters in the 8th Session of the National and States Assemblies in Nigeria.

OBJECTIVES: At the end of the programme, participants will receive orientation and adequate retraining to refresh their knowledge and practice on simplified effective modern techniques of verbatim reporting, editing and sub-editing, communication skills and parliamentary procedures. The uniformity in Hansard production and understanding of legislative processes. The fundamental roles of Official Report in political and economic development and good governance will also be discussed.

WORKSHOP CONTENT

- The Roles and Nature of Legislature in National Development
- Fundamentals of Official Report in Socio-Political and Economic Development
- Democratic Principles and Practice of Leadership for Good Governance
- Management Principles and Legislative Administration Procedures
- Uniformity in Hansard Production
- Editing and Sub-Editing Techniques
- Communication Skills and Human Relations at Work

- Latest InfoTech packages, tools and applications enhancing legislative work process both in the chambers and at administrative levels.
- Website Design and Programing Development

Zones	Date	Venue
South-West	March 19 – 23	Golden Tulip Lagos Airport Hotel, Ajao Estate Lagos
South-South/ South-Eastern	June 4 - 8	Pinewood Hotel, Owerri Okaigwe Road, Owerri Imo State
Northern-Zone	August 20 – 24	Hamdala Hotel, Waffs Road GRA, Kaduna, Kaduna State

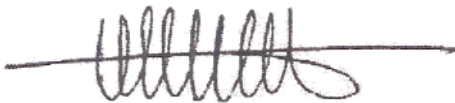
Please send the names of delegates to us not later than five working days before the commencement date. Actual venue will be notified to registered participants with the time table and joining instructions.

Course Registration Fee is ~~₦70,000~~ (US\$400) for ICSR-members or ~~₦80,000~~ (US\$500) for non-members per participant. Payment must be made in advance to FBN Plc. Account No. 2017576824 in favour of African School of Management Technology OR UBA Plc. Account No. 1000535871. Foreign delegates are to pay into ICSR UBA Plc. Domiciliary Account No. 3001467678 in favour of **INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS**. You can send the names indicating official position of participants by sms, email or by filling the nomination forms.

We assure you that efforts will be made on our part to ensure an exciting and stimulating programme, e-mail, icsr204@yahoo.com, icsr205@gmail.com, asmtinfo@yahoo.com

Thank you for your cooperation.

Yours truly,



**S. O. A. OZOMAH, FCSR, MNIM
REGISTRAR/CEO**



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INVITATION TO ATTEND SUPERVISORY MANAGEMENT COURSE FOR SECRETARIES AND PERSONAL ASSISTANTS MARCH 12TH – 16TH, 2018

We write to formally invite you with other sponsored nominees to participate in the second run of the Institute's result-oriented manpower training and development programme indicated as follows:-

Course Title: **SUPERVISORY MANAGEMENT COURSE FOR SECRETARIES AND PA'S**
*for Senior Secretaries and Personal Assistants, Secretarial Assistants,
Administrators, Secretaries, Supervisors, Admin Assistants, Verbatim/Official
Reporters, Legislative Aides and other Officers in Administrative and Secretarial
Services in the Public and Private sectors.*

This course will in addition to other benefits enhance the upgrading of participants' skills and knowledge in the latest InfoTech applications in Office Supervisory Management and Technology. We wish to request that Secretaries and Administrative Officers from your Institution, be sponsored to participate in the workshop. You may also nominate senior graduate secretaries to attend.

The workshop is specially designed for Senior Secretaries, Personal Assistants, Administrative and Secretarial Assistants in the Private and Public sectors in Nigeria.

OBJECTIVES: At the end of the programme, participants will receive orientation and adequate retraining on how to improve supervisors' skill so that he can in turn monitor efficiency of the office worker. Update knowledge in respective field of specialization. By applying efficient methods of doing things, reduce costs. Enable participants examine methods of improving efficiency with increased productivity. Maintain harmony amongst employees by managing and preventing conflicts. The fundamental roles of supervising an office and good governance will also be discussed.

WORKSHOP CONTENT

- Introduction to Supervisory Management and Duties of the Supervisor
- Functions of the Office, Systems, Procedures and Performance Management
- Principles and Practice of Organization Structure
- Work Planning and Organisation
- Work Measurement
- Effective Communication and Report Writing
- Motivation and Discipline
- Introduction to Information Technology Services and Application
- Modern Trends in Office Technology and Management

Zones	Date	Venue
South-South	March 12 – 16	Londa Hotels, Off Wike Street, Oroazi Port-Harcourt, Rivers State
South-Eastern	May 14 - 18	Pinewood Hotel, Owerri Okaigwe Road, Owerri Imo State
South-West	December 3 - 7,	Golden Tulip Lagos Airport Hotel, Ajao Estate Lagos

Please send the names of delegates to us not later than five working days before the commencement date. Actual venue will be notified to registered participants with the time table and joining instructions.

Course Registration Fee is **₦65,000** (US\$400) for ICSR-members or **₦75,000** (US\$500) for non-members per participant. Payment must be made in advance to FBN Plc. Account No. 2017576824 in favour of African School of Management Technology OR UBA Plc. Account No. 1000535871. Foreign delegates are to pay into ICSR UBA Plc. Domiciliary Account No. 3001467678 in favour of **INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS**. You can send the names indicating official position of participants by sms, email or by filling the nomination forms.

We assure you that efforts will be made on our part to ensure an exciting and stimulating programme including visits to reasonable sites of tourists' interest. e-mail, icsr204@yahoo.com, icsr205@gmail.com, info@cicsrng.org

Thank you for your cooperation.

Yours faithfully



S O A OZOMAH, FCSR, MNIM
Registrar/CEO



CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS

ASMT/ICSR/TPD/01-2018

13th January, 2018

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INVITATION TO ATTEND CORPORATE EXECUTIVE SECRETARIAL PRACTICE COURSE FOR EXECUTIVE SECRETARIES, SENIOR SECRETARIES AND PERSONAL ASSISTANTS JUNE 18TH – 22ND, 2018

We write to formally invite you with other sponsored nominees to participate in the second run of the ASMT/CICSR result-oriented manpower training and development programme indicated as follows:-

Course Title: **CORPORATE EXECUTIVE SECRETARIAL PRACTICE COURSE**
*for Executives Secretaries, Senior Secretaries, Private and Personal Secretaries,
Graduate Secretaries, Company Secretaries, Board Secretaries, Senior Principal
Secretaries and other Officers in Administrative and Secretarial Services in the
Public and Private sectors.*

This course will in addition to other benefits enhance the upgrading of participants' skills and knowledge in the latest InfoTech applications in Corporate Secretarial Practice and Good Corporate Governance. We wish to request that Secretaries and Administrative Officers from your Institution, be sponsored to participate in the workshop. You may also nominate senior graduate secretaries to attend.

The workshop is specially designed for Executive Secretaries, Senior Secretaries, Principal Assistants, Administrative and Secretarial Assistants in the Private and Public sectors in Nigeria.

OBJECTIVES: At the end of the course, participants will acquire the requisite knowledge to effectively carry out corporate secretarial practice and administration in various offices, covering brief writing, planning and preparations for Board Meetings, statutory meetings and other matters bordering on Companies and Allied Matters Act 1990, 1994 LFN. This course will also enable them perform error-free executive secretarial duties; organize, plan and coordinate efficient executive and administrative function; translate ideas into effective decision making with commitment to action that would be cost-effective; conduct and execute information systems

WORKSHOP CONTENT

- Introduction to Good Corporate Governance
- The Role of Executives in the Organisation
- The Role of Corporate Executive Secretary in Decision Making Process
- Management Information Systems and Services
- Business and Industrial Laws in Nigeria

- The Duties of Directors and Board Room Management
- Company Secretariats and Listing requirements
- Communication and Report Writing

Zones	Date	Venue
South-West	March 12 – 16	Golden Tulip Lagos Airport Hotel, Ajao Estate Lagos
North-Central	June 18 - 22	Spring View Hotels, Asokoro, Abuja
South-South	December 3 - 7,	Londa Hotels, Off Wike Street, Oroazi Port-Harcourt, Rivers State

Please send the names of delegates to us not later than five working days before the commencement date. Actual venue will be notified to registered participants with the time table and joining instructions.

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