

PROGRAMME OF EVENTS

DAY ONE:

12:00 PM – 6:00 PM - ARRIVAL/
REGISTRATION OF PARTICIPANTS
6:00 PM – 7:00 PM—DINNER

DAY TWO

8:00 AM – 10 AM - OPENING
CEREMONY/ KEYNOTE ADDRESS/
OPENING ADDRESS
10:00 AM – 11:00 AM- TEA BREAK
11:00 AM – 1:00 PM – LECTURE I
1:00 PM – 3:00 PM – LECTURE II
3:00 PM – 4:00 PM – LUNCH
4:00 PM – 6:00 PM – LECTURE III
6:00PM – 7:00PM - DINNER.

DAY THREE

9:00 AM – 11 AM - LECTURE IV
11:00 AM – 12:00 PM- TEA BREAK
12:00 PM – 2:00 PM -LECTURE V
2:00 PM – 3:00 PM - LUNCH
3:00 PM – 5:00 PM - CLOSING/
CERTIFICATION
6:00 PM – 7:00 PM - DINNER

DAY FOUR

DEPARTURE



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Professional Administrators to be on top in all situations in the University setting.

FOR ENQUIRIES: Please Contact:

1. Barrister Titus Igwe
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ASSOCIATION OF NIGERIA UNIVERSITY PROFESSIONAL ADMINISTRATORS.

Presents:

**A-4 DAY WORKSHOP TRAINING FOR
JUNIOR ADMINISTRATIVE OFFICERS**

*With the Theme: Impactful University
Administration: The Challenges Ahead of
Professional Administrators*

DATE: Monday, 1st April - Thursday, 4th April, 2019

VENUE: Administrative Staff College of Nigeria
(ASCON), Badagry.

PARTICIPANTS /TARGET

- ❖ *ADMINISTRATIVE OFFICER II*
- ❖ *ADMINISTRATIVE OFFICER I*
- ❖ *ASSISTANT REGISTRAR*

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**JUNIOR ADMINISTRATIVE OFFICERS-
ADMINISTRATIVE OFFICER II TO
ASSISTANT REGISTRAR**

- Recording/ Writing Minutes of Meetings, Minuting, Briefs, Excerpts, Circulars, Memos and Report Writing.
- The University Culture and its Sustainability: The Role of the Registry.
- Registry: The Hub of University Administration and Management.
- Issues and instances of Conflicts among Administrative Officers, Personnel Secretaries and Executive Officers in the University Setting.
- Servicing of Paperless Meetings and Matching the Global Pace of ICT Deployment in University Administration: The Roles of Public Administrators.

DELIVERY METHOD

The training would provide the ideal combination of learning, networking and sharing with colleagues from across the HE sectors in the country and beyond. They will be highly participatory as they are designed in accordance with adult learning and would include: discussions, lectures, syndicate exercises, Case studies, role plays and exercises. Not only that, audio-visual aids especially power-point presentation will be used to reinforce these trainings.



The Resource Persons include:

- a. **Chief (Mrs) Mosunmola Oyeyinka**, former ANUPA President
- b. **Dr. Bola Adekola**, Registrar, FUNAAB
- c. **Mr. Ayo Ogunruku**, Former Registrar, OAU, Ile-Ife
- d. **Sir. R. A. Adelusi**, Senior Deputy Registrar
- e. **Prof. A. Azike**, ICT Unit, Ambrose Alli University, Ekpoma.

PARTICIPATION FEE: ₦25,000.00

Method of Payment

- ❖ Payment on arrival or pay directly to:
- ❖ **Acc. Name: ANUPA (NATIONAL).**
- ❖ **Bank: ZENITH BANK PLC**
- ❖ **Acct No: 1011329850**

Mode of Assessment for certification:

100% attendance

Please note that the participation fee entails:

Tuition, Course materials, Resource Materials, Group photograph, Tea/ Coffee break, Lunch and certificate for participant.

Mode of Assessment for Certificate:

Punctuality, regularity and active participation are critical to the issuance of certificates. Therefore, only participants who score a minimum of 70% in the assessment exercise will be issued certificate.