

PROGRAMME OF EVENTS

DAY ONE:

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

DAY TWO

8:00 AM – 10 AM - OPENING
CEREMONY/ KEYNOTE ADDRESS/
OPENING ADDRESS/ REGISTRATION
OF PARTICIPANTS CONTINUES
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 – SIGHT SEEING/
TOUR OF IMPORTANT
PLACES IN ABUJA

DAY THREE

9:00 AM – 11 AM - LECTURE III
11:00 AM – 12:00 PM- TEA BREAK
12:00 PM – 2:00 PM -LECTURE IV
2:00 PM – 3:00 PM - LUNCH
3:00 PM – 4:00 PM - CLOSING/
CERTIFICATION

DAY FOUR

DEPARTURE



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

FOR ENQUIRIES: Please Contact:

1. Barrister Titus Igwe
National President, ANUPA
08033264917, 08129936154
Email: igweti2006@gmail.com

2. Mr. Sarafadeen A. Adebisi
National Secretary, ANUPA
08034540253, 08058873013
Email: adebisia@tasued.edu.ng

3. Mr Akin Adeniji,
National Training Officer, ANUPA
Tel: 08034991842, 08085939323
E-mail: akinadeniji19@yahoo.com.
akinadeniji@gmail.com.



All participants should please, note that
all Covid-19 protocols will be observed
at the Training Workshop.



ASSOCIATION OF NIGERIAN UNIVERSITY PROFESSIONAL ADMINISTRATORS.

Presents:

**A 4-DAY WORKSHOP TRAINING FOR
JUNIOR UNIVERSITY PROFESSIONAL
ADMINISTRATIVE OFFICERS/ EXECUTIVE
OFFICERS**

With the Theme:

The Renewed Administrator

DATE: Tuesday, 13th April - Friday, 16th April, 2021

VENUE: The Main Auditorium, Public Service
Institute of Nigeria (PSIN), Dutsen-Alhaji
Junction, KM 30, Along Abuja-Kubwa
Express Way, FCT, Abuja.

PARTICIPANTS /TARGET

- ❖ *ADMINISTRATIVE OFFICERS II*
- ❖ *ADMINISTRATIVE OFFICERS I*
- ❖ *ASSISTANT REGISTRARS*
- ❖ *EXECUTIVE OFFICERS*
- ❖ *SENIOR EXECUTIVE OFFICERS*

JUNIOR ADMINISTRATIVE OFFICERS- ADMINISTRATIVE OFFICER II TO ASSISTANT REGISTRAR

- X-raying the Architecture of Briefs, Circulars, Minutes and Reports Writing.
- New Trends and Changing Strategies in University Administration: The Place of the Professional Administrator.
- Servicing University Committees/ Panels: The Strategies Role of the Secretary.
- Creating a Service Culture in the University, Insights on the University Administrator as a Customer Service Representative.

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:

- Prince T. M. E. Dogun II**, Director, Admission, Communication and Academic Affairs Bowen University, Iwo, Osun State.
- Mr. Akinbode Sam Agbaoye**, Former Deputy Executive Secretary, NUC, Abuja.
- Mrs. Mosunmola Oyeyinka**, Former ANUPA President
- Mr. P. C. Nwaoma**, Director, Human Resources Management, Micheal Okpara University of Agriculture, Umudike.

PARTICIPATION FEE:

Physical Participants - ₦25,000.00

Participant via Zoom – ₦10,000.00

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.