



NATIONAL HEADQUARTERS

ASSOCIATION OF NIGERIAN UNIVERSITY PROFESSIONAL ADMINISTRATORS (ANUPA) NATIONAL HEADQUARTERS

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13th March, 2021.

Our Ref: _____

Date: _____

Mr. Robert Oba Blsong
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Vice President II
University of Maiduguri,
Maiduguri.

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Asst. National Secretary
Federal University of
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Mr. Akin Adeniji
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Mrs. Hauwa Lami Temne
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University of Jos,
Jos.

Mr. Okey Ikegbunam
Ex-Officio I
Nnamdi Azikiwe University,
Akwa.

Mr. Samuel C. Mwansat
Ex-Officio II
University of Jos,
Jos.

Chairmen and Members.

Dear Members,

2021 ANUPA WORKSHOP/TRAINING FOR JUNIOR UNIVERSITY ADMINISTRATORS: CALL FOR PARTICIPATION.

This is to inform you that the 2021 workshop/training for Junior Administrators (Administrative Officers (I&II) and Assistant Registrars) in our Universities organized by the Association of Nigerian University professional Administrators (ANUPA), the training arm of Association of Registrars of Nigerian Universities (ARNU) will be holding **between Tuesday 13th April, 2021 and Friday, 16th April, 2021.**

Tuesday 13th April, 2021 and Friday, 16th April, 2021 being arrival and departure dates respectively.

The Workshop will hold both in Physical and Virtual (Zoom) modes. The Physical would hold at the Public Service Institute, Dutse-Alhaji Junction, KM 30, Abuja-Kubwa Express Way, FCT, Abuja.

The theme of the workshop is "The Renewed Administrator" and the Sub themes are :

1) Creating a Service Culture in the University: Insights on the University Administrator as a Customer Service Representative.

Motto: Administration for Service

ii) New trends and Changing Strategies In University Administration: The place of the professional Administrator.

iii) Servicing University Committees/ Panels: The Strategic role of the Secretary.

iv) Xraying the Architecture of Briefs, Circulars, Minutes and Report Writing.

WORKSHOP FEE:

(i) Physical – N25,000.00 only.

(ii) Virtual - N10,000 only.

(The fee covers workshop materials, tea break, lunch and dinner during the programme.


Resource Persons

As usual, we shall be hosting a line-up of high profile resource persons, serving Registrars and experienced University Administrators.

We anticipate your participation.

NOTE: ALL COVID-19 PROTOCOLS WILL BE OBSERVED

Thank you.


Sarafadeen A. Adebisi, MNIM, ACIPM.
National General Secretary.