



ADMINISTRATIVE MANAGEMENT WORKSHOP

January 6 - 10, 2025, 1st Run: Lagos & Port Harcourt

July 7 - 11, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

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;
- apply good communication skills;
- manage office funds better; and
- develop good management skills.

Course outline:

Day 1: Nature and Scope of Administrative Management: An Overview

- Administrative Support Services
- Organizing Conferences, o Organizing Traveling Arrangements,
- Arranging Accommodation
- Effective Communication: o Report Writing, o Managing Meetings.

Day 2: Organizing data and information management

- Filing systems, databases, data security and protection
- Improving Administrative Practice

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com: Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri| 8am-5pm|+234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Performance indicators (e.g. clerical, purchasing), quality assurance,
- Solving administrative problems
- Information overload, poor communication, low productivity

Day 3: Working with Teams: The importance of team working

- Motivating employees; allocating tasks, monitoring, providing feedback
- Human Resource Administration
 - Policies, Procedures, Practices, Rules and Regulations
- Human Resource Planning
- Labour Relations and Welfare

Day 4: Decision making and problem solving

- Management of Business Assets
- Financial Administration
- Policies, Procedures,
 - Rules & Regulations
 - Receipts and Payments
 - Office funds Management
- Human Relations skills
- Productivity improvement
- Self and Time Management

Day 5: Effective Delegation in Office Management & Administration

- Effective Delegation and Authority
- Managing Relationships as Secretaries and Pas in the Work Environment
- Using Emotional Intelligence
- Emerging Trends in ICT for Secretaries and Personal Assistants in Office Management
- Career Development

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814

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