



Effective Committee Management in the Legislature

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 USD for foreign
Participants**

Program Overview:

Committees are the engine rooms of legislatures. Their effectiveness determines the quality of the Legislature. It is, therefore, needful for legislative committees to be effective as a precondition for having effective legislatures. This course will build the capacity of committee staff of legislatures for effective performance.

For Whom:

Secretaries and key staff of Legislative Committees, and Legislative Aides.

Learning Objectives:

At the end of the program, participants will be able to:

- list and discuss the duties and responsibilities of Legislative Committees;
- identify how to manage committees effectively; and
- use the acquired skills to make legislative committees perform more effectively.

Course Outline:

Day 1: The Duties and Responsibilities of Legislative Committee.

- Managing Legislative Committees.
- Policy Analysis.
- Budget Analysis.
- Legislative Oversight.

Day 2: Managing Committee Meeting

- Effective Committee Report Writing.

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

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- Effective minutes writing
- TQM in Committee Work.
- Applying ICT in Committee Work.

Day 3: Legislative Staff Ethics.

- Effective Team Management Techniques for Legislative Committees.
- Inter-Personal Relationship in Committee Works.

Day 4: Self-Management and Personal Development

- Time Management in Legislative Committee Work.
- Effective Problem Solving and Decision-Making Techniques.
- Personal Effectiveness and Self Development in Legislative Committee Work.

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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& 234-9112830607

Training Methodology

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

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