

Meeting the Challenge of PEOPLE AND RESOURCE Management in 2022

I warmly welcome you to the year 2022. Each new year presents us all with excellent opportunity to review our previous performance, challenges, approaches and the need to refocus.



The trend in recent times globally highlights the urgent need to re-strategize as to overcome the erroneous stubbornness in which organizations are entrenched; that of continuing to manage today's realities with yesterday's instruments. Bauman must have been quite apt when he talked about addressing the *liquid modernity*.

There is urgent need to address the collision that exists between the 'limited supply of value' that organizations propose and the ever shifting demand for value which stakeholders place in our managers and organizations. This may turn out to be the most complex challenge in 2022 and the coming years.

We invite you to identify with this robust forums. Join us in this year's seminars, conferences, customized in-plant sessions and international conferences. They will be excellent opportunities to network, brainstorm benchmark as they will provide transforming tools for immediate application.



Upcoming Programmes



Abuja, Nigeria
Mastering Digital Assets Acquisition
April 10, 2022
N90, 000.00



Abidjan, COTE d'IVOIRE
Global MANAGEMENT Conference
May 23-27, 2022
N500, 000.00



Abuja, Nigeria
28th ANNIVERSARY Public Lecture
July 16, 2022



Abuja, Nigeria
Corporate EXECUTIVES Recognition DINNER
Theme: **MEN'S HEALTH**
- Living for Today and Tomorrow
Dec. 10, 2022



ENQUIRIES: 0803 870 8147 | **Register at:** <https://www.icad.org.ng/west-afr-training/>

Soft Skills Development

PERSONAL EFFICIENCY and Career Success




How To Make Ends Meet Through

SIDE HUSTLES

Soft Skills is a term relating to various personality traits, and positive characteristics. These include interpersonal skills, problem solving skills, positive outlook, emotional intelligence competencies, social skills, etc. Employees with very good rating in social skills do record greater performance in the workplace.


A survey conducted in the United States and published in Job Outlook 2020, shows that a whopping 91.2% of respondents rated the possession of problems solving skill as the most crucial attribute in any potential employee, and this is just one.

Possessing soft skill is crucial in opening doors to the next levels in our career and continued growth. Hence, we have integrated the essential ingredients in our 2022 programmes, including Ethics, Civility and Social Polish. We firmly believe that participants will have a transforming experience and explosive growth in their careers. 

Most working persons cannot live a life of their dream with the pay cheque from their 8 – 9 jobs, hence the popular saying that 'our take home pay cannot take us home' especially in the face of the rising inflation and the accompanying weak demand profile.

The good news is that the evolutionary trends brought about by the internet has spawned so many opportunities for making passive with Side Hustle also called Side Gig. This often serves as second source of income without disrupting our main job.

Your side hustle can help you make money online and earn extra cash each month. It can also help you develop new skills.

Join us in our seminars **(Physical and Virtual)** to identify what really works locally, and a step by step guide on how to start. You can really live life on your own terms and make your dreams come through. 

*“ We are what we repeatedly do.
Excellence, then, is not an act,
but a habit. ”*
- Will Durant

Working with a HOSTILE Colleague

Work is usually stressful enough, and dealing with hostile colleagues which is inevitable due to different personality types at work means we should expect some at work. Here are five suggestions on managing them.

- **Be Introspective.** Ask yourself if there is something you are doing to exacerbate the situation.
- **Use Flattery.** A hostile person usually feels very important. But the truth is he lacks self-esteem. Avoid arguing with him, instead treat him with some prestige.
- **Seek Areas of Agreement.** Even if it is exasperating.
- **Remain Polite but Firm.** Working with less-than-friendly colleagues will test your patience, but the worst thing to do is to retaliate.
- **Make a "Peace Offering."** Little gestures, such as buying breakfast or coffee for your colleague once in a while will go a long way in showing that you are friendly and want to establish a good working relationship.

Look Like a WINNER



Some people have an unmistakable aura of success because they have really made it. But those on the way up can look like winners if a few basic tactics are followed.

Dress Well. Go for quality over quantity, dress according to what you have to do or whom you have to see. Dress is the first non-verbal introduction of you.

Improve your Diction. Poorly pronounced words and weak accent gives you away easily. Practice proper pronunciation and accent.

Look People in the Eyes. When you do, you automatically take the lead in a conversation. When you don't, you're letting someone else take the lead. Avoid looking down.

Be Prompt. Try to answer correspondence within 24 hours, it helps to give the impression of being on top of the job.

Connect with Important People. Look for opportunities to make the right contact and connect with important people ie., professional associations, clubs charities, and so on. Go all out to meet the right people, don't be bashful.

Fatal Flaw. Don't be pretentious, untrustworthy, or obnoxious, because you'll make people think you're manipulating the situation. It's tough to get ahead when people can't stand you.

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For Enquiries call: 0803 587 7836
E-mail: instcorp@yahoo.com



2022 Training SCHEDULE



	COURSE TITLE	LOCATION	DATE	FEE
MARCH	2022 Strategy and Kick-Off Conferences (1 day) Theme:	ABUJA LAGOS CALABAR	March 12 March 19 March 26	Payment of Annual Subscription
APRIL	1. Mandatory Professional Session Theme: <i>Best Practices in Developing Professional Presence, Ethics and Civility in Workplace.</i> (2 days)	Abuja	6 - 8	N70,000.00
	2. Mastering Digital Skills in Office Management & Administration. (3 days)	Keffi (Physical & Virtual)	20 - 22	N90,000.00
MAY	1. Capacity Enhancement Workshop for Secretaries, Administrative and Accounting Personnel Theme: <i>Skills in Documentation and Information Compliance Training.</i> (3 days)	Abuja/Virtual	10 - 12	N90,000.00
	2. Operational Intelligence for Optimizing Managerial & Administrative Efficiency. (5 days)	Abidjan, COTE d'IVOIRE	23 - 27	N500,000.00
JUNE	1. Best Practices in Communication, Emotional Intelligence and Influencing Skills. (3 days)	Lagos (Physical & Virtual)	7 - 9	N80,000.00
	2. Masterclass in Entrepreneurship and Effective Resource Management. (3 days)	Abuja/Lagos	21 - 23	N90,000.00
JULY	1. High Impact Management & Supervisory Skills Training for the New Workplace. (3 days)	Keffi (Physical & Virtual)	12 - 14	N80,000.00
	2. Leading through VUCA (Volatility, Uncertainty, Compliance & Ambiguity) (3 days)	P/Harcourt	26 - 29	N90,000.00
AUGUST	1. Mastering Modern Workforce Management and Team Leadership Skills. (3 days)	Abuja/Lagos	9 - 11	N80,000.00
	2. General Competency Training for Administrative Professionals. (3 days)	Abuja/Lagos	23 - 25	N80,000.00

	COURSE TITLE	LOCATION	DATE	FEE
SEPTEMBER	1. Developing Entrepreneurial Competencies for Public Service Organizations. (3 days)	Abuja/Virtual	13 - 16	N90,000.00
	2. Quality Service Delivery Strategies for the Education Sector. (3 days)	Abuja/Lagos	27 - 29	N60,000.00
OCTOBER	1. Operational Skills and Competencies for the New Workplace. (3 days)	Lagos (Physical & Virtual)	11 - 13	N60,000.00
	2. Mandatory Professional Training for Members <i>Theme: Mastering Ethics, Civility and Social Polish for the New Workplace.</i> (3 days)	Abuja (Physical & Virtual)	25 - 27	N60,000.00
NOVEMBER	1. Office Management and Administration in the Digital Age. (3 days)	Keffi (Physical & Virtual)	8 - 10	N80,000.00
	2. Masterclass in Management and Executive Techniques. (3 days)	Abuja	22 - 24	N120,000.00
DECEMBER	1. High Impact Management & Supervisory Skills Training for the New Workplace. (3 days)	Abuja/P.H	6 - 8	N80,000.00
	2. Best Practices in Communication, Emotional Intelligence and Influencing Skills. (3 days)	Abuja (Physical & Virtual)	13 - 15	N80,000.00



Conference Announcement

You are specially invited to join Professionals from across disciplines and sectors at the

West African Conference of Professionals in Administration & Management

on the theme:

Operational Intelligence for Optimizing Managerial and Administrative Efficiency

May 23 - 27, 2022 | ABIDJAN, COTE D'IVOIRE

ICAD Events in Photos



ICAD Events in Photos



7 Benefits of JOINING A Professional Body

Professional Associations usually function to standardize, unify, monitor quality, promote research, further education along with updating the skills of practicing professionals and certification.

Membership of a Professional body in Management and Administration has emerged recently as a necessity for people of all occupations because as people move up the corporate ladder, they get more involved in management of people and resources.

Here are 7 reasons you should register with **ICAD** now.

1. Professional Recognition
2. Professional Development Opportunities.
3. Networking Opportunities in a World of Who Do You Know.
4. Seminars and Conferences (National & International)
5. Building your Resume
6. Access to Learning Resource and Journals.
7. Career Improvement, Information & Opportunities.

*The Membership Registrar
Institute of Corporate Administration*

Plot 112b Ekuinam Street, Utako District, Abuja.

Enquiries & Registration Call:

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