

ICAD NEWSLETTER



2026 Newsletter of the Institute of Corporate Administration

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The President's 2026 Welcome Address



It is a great privilege to welcome all our members, seminar participants, staff, and affiliates to this brand new year - 2026.

The Institute of Corporate administration has continued to excel as an extraordinary community of professionals in administration and management.

We have kept faith with our transformational commitment made over 30 years ago to continue to enrich all who are associated with our vision and mission, and this new year, we are breaking new frontiers by fostering a stronger bond with our Fellows in the academia, professionals

across sectors, scientists, notable entrepreneurs, and bureaucrats.

This is focused on finding solutions to societies challenges occasioned by the speed of change.

To kick-off the 2026 Training, we have chosen the topic **“Developing Organisational Resilience for Managing in Uncertain Times.”**

We also encourage all prospective participants to go through the 2026 Training Calendar for participation.

We warmly welcome you to a great new year.



Lead the Future of

AI
in your organisation



About 20 years ago, the emphasis was acquiring a computer and internet education. Today, the focus has shifted to **ARTIFICIAL INTELLIGENCE**.

Lead the Future with AI is a practical course designed to help forward-thinking individuals understand and apply artificial intelligence with clarity and purpose.

It shows how AI can improve decision-making, productivity, and leadership without replacing human intelligence.

This course is designed for administrative professionals from across sectors.

It focuses on real-world use, ethical thinking, and staying relevant in a fast-changing world. The future is already here. This course helps you lead it.

Key into our 30-day part-time AI Proficiency Certificate Course

Visit www.icad.org.ng

Or call: +2348035877836, +2348035903364



**Institute of Corporate
Administration**



2026 | TRAINING CALENDAR

www.icad.org.ng

March 14, 2026

2026 Kick-Off
Conference

LOCATION: Abuja **FEE:** 200,000

March 14, 2026

Regional Kick-Off
Conference

LOCATION: PH, Lagos **FEE:** 200,000

April 7-9, 2026

Appreciating New Technologies
in the New Workplace

LOCATION: Abuja, PH **FEE:** 200,000

April 14-16, 2026

Practising the Art
of Professionalism in the Changed
Work Environment

LOCATION: Abuja, PH **FEE:** 180,000

May 4-6, 2026

Managing Diversity with Equity, and
Inclusion (DEI) in the New Workplace

LOCATION: Abuja **FEE:** 180,000

May 18-20, 2026

Customer Service Relations
Workshop

LOCATION: Abuja **FEE:** 200,000

June 7-9, 2026

Cybersecurity Awareness
Training

LOCATION: Abuja **FEE:** 200,000

June 22-25, 2026

Procurement and Contracts
Administration Training

LOCATION: PH **FEE:** 200,000

July 6-9, 2026

Executive Communication
Skills for Superior Performance

LOCATION: Keffi **FEE:** 200,000

July 20-23, 2026

Performance Management
Strategies Workshop

LOCATION: Keffi **FEE:** 200,000

June 8- 11, 2026

The Future of Management
in Africa

LOCATION: Kigali, Rwanda **FEE:** \$1500

July 4, 2026

34th Annual Management
Lecture and Investitures

LOCATION: Abuja **FEE:** N180,000

December 12, 2026

2026 Corporate Executives
Recognition Conference

LOCATION: Abuja, Lagos, PH



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**Institute of Corporate
Administration**



**Be Up to Date in Your
Competence and Certification**

2026 | TRAINING CALENDAR



August 10-12, 2026

**Mastering the Art of
Workplace Engagement**

LOCATION: Abuja **FEE:** 200,000

August 24-27, 2026

**Operations Management
Amid Uncertainties**

LOCATION: Abuja **FEE:** 200,000

September 7-9, 2026

**Management and Supervisory
Skills Development Workshop**

LOCATION: Hybrid **FEE:** 200,000

September 21-23, 2026

**Executive Masterclass in
Project Management**

LOCATION: Hybrid **FEE:** 200,000

October 12-14, 2026

**Operational Skills in the
New Work Environment**

LOCATION: Abuja, Online

October 21-22, 2026

**Mental Health and Well-Being
in the Work Environment**

LOCATION: Abuja, Online

November 10-12, 2026

**Appreciating New Technologies
in the Evolving Work Environment**

LOCATION: Abuja, Online

November 24-26, 2026

**Administrative Professional
Training on Developing Proficiency in
Administrative Functions**

LOCATION: Abuja **FEE:** 200,000

December 1-4, 2026

**Administrative Professionals
Conference, Kigali, Rwanda**

LOCATION: Rwanda

December 12, 2026

**2026 Corporate Executives
Recognition Conference**

LOCATION: Lagos **FEE:** 200,000

December 19, 2026

**2026 Corporate Executives
Recognition Conference**

LOCATION: Abuja **FEE:** 200,000

**Visit our website for
more information
www.icad.org.ng**



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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 professional's bodies 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 8 reasons you should register with ICAD now.

- 1. Professional Recognition**
- 2. Professional Development**
- 3. Networking Opportunities**
- 4. Seminars and Conferences**
- 5. Building your Resume**
- 6. Access to Magazines and Journals**
- 7. Job Hunting and Career change Information**
- 8. Continuous Online Resources**

HOT IN-PLANT TOPICS



- 1. Mastering Civility and Social Polish at Work**
- 2. Celebrating Diversity and Practising Inclusion at Work**
- 3. Harassment Awareness and Prevention**
- 4. Workplace Conflict Management and Resolution**
- 5. Qualifying as a Valuable Team Member**

Call for Discussion and Quotation
08035877836, 08035903364



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