

CONFERENCE ANNOUNCEMENT



2026 3rd QUARTER LEARNING SESSION

September 15 - 17, 2026

Aldgate Congress Resort (GRA 3), Port Harcourt



Theme:

Best Practices in Communication, Emotional Intelligence & Influencing Skills for Excellent Job Performance

Programme Objective

- Ensure an Improved Understanding of the Changing Nature of Work, Workplace and Processes.
- Be Assisted to Understand the Essence of Mastering Civility, Elocution and Social Polish as a Productivity Improvement Tool.
- Develop the Cultural Intelligence Required for Communicating Effectively in our Multicultural Work Environment.
- Understand the Emotional Side of Communication at Workplaces.
- Understand Technology Trends in Effective Communication.
- Be Capable of Applying Influencing and Persuasion Skills as a buy-in Strategy.

Sub-topics

- Understanding the Changing Nature of Work, Work Process, and Attitude
- The Psychology of Effective Communication in Our Diverse Workplace
- Equipment and Resources for Effective Communication in Modern Workplace
- Developing Cultural Intelligence for Diverse Workplace
- Developing the Use of Influence as a Productivity Enhancement Tool
- Time and Self Management Tools
- Diverse Relationship Management at Work
- Developing Organisational Resilience for Managing the Uncertain Times
- Relationship Management at Work.



Theme:

Best Practices in Communication, Emotional Intelligence and Influencing Skills for Excellent Job Performance

Methodology:

(Lectures, exercises, case studies, texts, audio and visuals to reinforce learning)

Consultancy Fee:

N250,000 /per participant

(Covers tuition, stationeries, training manual, participation certificate, tea/coffee break, lunch, handouts, file etc.)

Bank Details:

Bank: Access Bank Plc

Account Name: Institute of Corporate Administration

Account No: 0038432932

Sort Code: 044 232 465

Tin No: 13274887

Enquiries/Registration:

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