

CONFERENCE ANNOUNCEMENT



2017 Workplace Innovation Conference

MAY 15 - 19, 2017 | ACCRA, GHANA

Course Content:

1. Essential Administrative Skills.
2. Managing Meetings Effectively.
3. Planning and Problem Solving Skills.
4. Introduction to Facility Management.
5. Effective Communication Skills.
6. Emotional Intelligence Competencies.
7. Monitoring Efficiency and Productivity.
8. Best Practices in Organizational Leadership.
9. Trends in Human Resource Appraisal.





2017 Workplace Innovation Conference

May 15 - 19, Accra, Ghana

Theme:
**Workplace Creativity in a Hyper
Competitive Environment**

The Objective:

The training package is aimed at developing creative people, innovative teams, effective organizations and profitable revenue streams. It aims to unleash the creative potential of your people at all levels, taking into consideration that the most innovative organizations also double as most successful.

The Rationale:

Staying competitive in an evolutionary world requires an understanding of the art and science of innovation at multiple levels. This programme focuses on the full range of skills, techniques, systems and leadership behaviours that unleash the creative potential of your people.

It empowers creative people that make a culture of innovation, but they need to be energized through coaching programmes, hence this package.

Sub-topics:

1. Understanding The New World of Work and Emerging Challenges.
2. Creative Thinking and Creative Process.
3. Workplace Creativity and Innovation Strategies.
4. Practicing Effectiveness at Work.
5. Benchmarking Strategies for Competitiveness.
6. Innovative Approach to Problem – Solving.
7. Managing Toxic Colleagues at Work.

Benefits of Attending

1. Networking opportunities with experts across sectors.
2. A chance to present your papers and have it published in Professional Journals.
3. Listen to keynote presentations from real Professionals and Industry Captains.
4. Award of Advanced Executive Diploma in Management Systems.
5. Custom Award plaque commemorating your participation.
6. Certificate of Participation.

Social Events

- Networking Dinner and Games.
- Tour of Accra Landmarks.

Participation Fee:

N110,000.00 (Per Participant)

Fee covers tuition, conference materials, stationeries, tea/coffee breaks, lunch, mid day snacks, certificate of participation, custom award plaque.

Accommodation N35,000.00 per night
(Pairing Allowed)

For Air Ticket/Reservations
call Stella (Darella Travels)
08035502970

Account Details:

Bank: Access Bank Plc

Account Name: Institute of Corporate
Administration

Account No: 0038432932

Sort Code: 044 232 465

Travel Requirements

1. Valid International Passport
(Minimum of 6 months validity)
2. New Yellow Vaccine Card to be
obtained from Ministry of Health.
3. Proof of Registration for the Conference.





PHOTOS FROM PAST INTERNATIONAL CONFERENCES



JOHANNESBURG, S.A



DUBAI, UAE



LONDON, UK



DUBAI, UAE



NEW YORK, USA



DUBAI, UAE



DUBAI, UAE



DUBAI, UAE



LONDON, UK



DUBAI, UAE

About the Institute

The Institute of Corporate Administration is a human capital development organization dedicated to providing practical solutions to complex business needs by involving high caliber professionals from across sectors, who are continually committed to the search for improvement strategies and implementation of global best practices.

With over 20 years operational experience, we have expanded our professional intelligence and built up a solid data base, alliances and affiliations aimed at achieving Number ONE ranking as providers of affordable Executive Training adapted to our specific needs as developing nation operating in a global economy.

