



THE INSTITUTE OF INFORMATION AND RECORDS MANAGEMENT OF NIGERIA



...Linking the past with the present and the future intellectually and professionally

(Approved by Federal Ministry of Education and Established by Act. No. 1 of 1990)

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Abdul S. Aji

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18th Sept, 2025

The Honourable Ministers of All Federal Ministries
All Heads of Federal Departments, Commissions, Educational Institutions & Agencies
The Commissioners of All States Ministries
All Heads of States Departments, Commissions, Educational Institutions & Agencies
All Vice Chancellors, Rectors, Provosts of Federal/State/Private Universities, Polytechnics/Monotechnics and COEs
All MDs/GMs/Heads of Private Companies and Organizations in Nigeria
All Local Government Executive Chairmen
The Chairmen/Secretaries of All Labour Unions and Associations in Nigeria

INTERNATIONAL TRAINING SEMINARS/WORKSHOPS

We have the honour to submit to your office the letter in respect of our International seminars and workshops for approval and other necessary actions. Participants are to arrange for their personal accommodation. Early registration is recommended to ensure that space is available. Your nominees' names should be sent to our e-mail or text to phone numbers provided before each conference date.

001. CORPORATE SOCIAL RESPONSIBILITY IN THE INDUSTRY

AUDIENCE

This course is designed for professionals in industries, including CSR managers, environmental and social governance (ESG) officers, compliance officers, and other stakeholders involved in sustainability and corporate responsibility initiatives.

CONTENT

1. Corporate Social Responsibility (CSR): An Overview Understanding CSR
2. CSR Strategies and Policies
3. Implementation and Management - Operationalizing CSR
4. Stakeholder Engagement and Communication -Stakeholder Mapping -Identifying and Prioritizing Stakeholders
5. Building Relationships - Techniques for effective stakeholder engagement
6. Communication Strategies Effective Communication
7. Crisis Management
8. Environmental and Social Responsibility
9. Environmental Impact Management
10. Social Responsibility and Community Development
11. Human Rights and Labor Practices
12. CSR Metrics and Reporting
13. Integrating CSR into Corporate Strategy

002. SEMINAR ON CONFLICT RESOLUTION STRATEGIES IN COMMUNITY RELATIONS AND SOCIAL PERFORMANCE

AUDIENCE

This course is designed for professionals in industries, including CSR managers, environmental and social governance (ESG) officers, compliance officers, and other stakeholders involved in sustainability and corporate responsibility initiatives.

CONTENT

1. The Role of Community Relations and Social Performance
2. Key Conflict Resolution Strategies Understand the Conflict:
3. Effective Communication: Negotiation and Mediation: Collaboration (The Win-Win Approach)
4. Conflict Mapping:
5. Building Trust: De-escalation: Cultural Sensitivity:
6. Evaluating Outcomes and Social Performance Improved Community Cohesion: * Enhanced Social Capital: * Sustainable Development: * Positive Reputation

004. WORKSHOP ON STRATEGIC PROCUREMENT IN PUBLIC SECTOR

AUDIENCE

Purchasing Officers, Internal Auditors, Accountants, Project Engineers / Officers, Operation Executives/Officers, Quality Control Officers and Storekeepers/ Officers in government Ministries, Departments, Agencies, and Local Government Councils.

CONTENT

- 1: Seeing Procurement as a Dynamic, Interactive System
- 2: Developing the Strategic Procurement Decisions
- 3: Implementing the Tactical Procurement Decisions
- 4: Managing procurement systems, capabilities, and administrative processes
- 5: Procurement Performance Measurement and challenges

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Tel: +44(0) 208 320 1260; +44(0) 208 320 1262, Hotline: +44(0) 795 018 3074

U.S.A.: 265 Marris Avenue, Apartment 6E, Newark. New Jersey 07103. Tel.(973) 388 4681; (201) 852 8959.

005. WORKSHOP ON ELECTRONIC DOCUMENTS AND RECORDS MANAGEMENT (ERM) FOR PUBLIC SECTOR ORGANIZATIONS

AUDIENCE

Archivists, Librarians, Book Keepers, Registry Personnel, Auditors, Inspectors, Security and Intelligence Officers, Secretaries, Personal Assistants, Legal Officers, Accountants, Human Resource / Personnel, Admin. Personnel and others involved in keeping and managing records in government organizations and agencies.

CONTENT

1: Introduction to ERM 2: Records Classification Tools 3: Search, Retrieval and Presentation 4: Retention and Disposition of Electronic Records 5: Electronic Records Storage

006. WORKSHOP ON INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARD (IPSAS) PRACTICAL GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS

AUDIENCE

Public and private sector finance and accounting professionals, Auditors who have a responsibility for auditing or working with public sector organizations; corporate governance directors; internal auditors; corporate compliance officials; and board level members who wish to develop their understanding of IPSAS.

CONTENT

1: International Public Sector Accounting Standard: Overview 2: Specific IPSAS Rules & Standards 3: Why IPSAS
4: Implementing IPSAS 5: IPSAS compliant financial statements

007. ADVANCED CORPORATE LEGAL ADVISERS AND COMPANY SECRETARIES WORKSHOP

AUDIENCE

Company Executive and Non- Executive Directors, Shareholder representatives, Pension and Investment Fund Managers, Public officials in a regulatory, supervisory or compliance functions, Company Secretaries of public companies, Executives involved in strategic and operational functions, including finance, corporate strategy, human resource, and government affairs, Senior managers involved in setting up corporate governance initiatives, Corporate lawyers who wish to improve their understanding of new company law developments concerning corporate responsibility and Investor Relations managers responsible for their organization's dealings with the finance community

CONTENT

1: Corporate Governance and Board of Director's Roles 2: Managing Corporate Social Responsibility & shareholders Relationship
3: Poor Corporate Governance and the Roles of Company Secretaries 4: Roles of Corporate Legal Department and Resolving Legal Disputes 5: Negotiating, Drafting and Structuring Legal Agreements

09 LOCAL GOVERNMENT EXECUTIVES AND COUNCILLORS DEVELOPMENT WORKSHOP

CONTENT

1.Role of a Councillor 2.Decision-Making/Strategic Planning and Effective Meetings 3.Understanding Council Finances
4.Practical Public Speaking 5.Negotiation and Influencing Capabilities 6.Managing Communications 7.Building Leadership
8.Conflict of Interests

AUDIENCE

Local Govt. Chairmen, Vice Chairmen, Secretaries, DLGs, DGSAs, LGTs; Elected Councillors and Supervisory Councillors

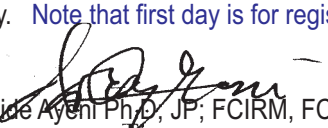
DATES , VENUES AND COURSE FEES

Gambia - Seaview Garden Hotel, Isha B Roche C/o Trust Bank Ltd, Banjul Kololi, Gambia	- \$5,000	- November 17-21, 2025
UK - Studio 47, Thames Inovation Centre, 2 Veridion Way, Erith Kent, England	- \$6,000	- December 8-12, 2025
Ghana - Tenko Plaza Hotel, Acra Boundary Road, Eastern Region Acra Ghana	- \$4,000	- January 26-30, 2026
Kenya - Capital Heights Hotel, Hospital Road, Upper Hill 0506, Nairobi	- \$5,500	- February 9-13, 2026
Egypt - The Palace Pyramids Hotel, Farouk Ahmed Khattab Giza 12557 Cairo, Egypt	- \$5,500	- March 23-27, 2026
Malaysia - Corus Hotel Kuala Lumpur, Jalan Ampang 50450 Kuala Lumpur	- \$6,000	- April 20 - 24, 2026
USA - JOFEF and CITADEL Ventures LLC, 105 - 22 Jamaica Avenue, Richmond Hill, New York, 11418, USA	- \$6 000	- May 19 -22, 2026
Netherlands - Holiday Inn Express Amsterdam, Arena Towers by IHG, Amsterdam	- \$6,000	- June 22 - 26, 2026
South Africa - Holiday Inn Express Santon-Woodmead, North Office Park, 2194, Johannesburg	- \$5,000	- July 27-31, 2026

REGISTRATION PROCEDURE

Kindly send the names of your nominees to us through SMS to 07052459215, 08033772200, to enable us prepare adequately for your participation. Payment should be made before the seminar date through bank to institute.

Participants are responsible for their transport, accommodation, dinner and other exigencies. The fee covers workshop materials, tea break, lunch, certificate, bag and Administration only. **Note that first day is for registration of participants only.**


Chief Jide Ayemi PhD, JP; FCIRM, FCPA
President/Chairman Governing Council