



**CHARTERED INSTITUTE OF
ADMINISTRATORS & MANAGEMENT
CONSULTANTS - GHANA**

44TH NATIONAL MANDATORY CONTINUING PROFESSIONAL EDUCATION (MCPE) & 21ST GRADUATION/ INDUCTION CEREMONY

**THEME: ENHANCING PROFESSIONAL PRACTICE THROUGH
ETHICAL DISCIPLINE AND NETWORKING**



CHAIRMAN:

**EHUNABOBRIM
PRAH AGYENSAIM VI,**
FCMC, FChPA
CEO, Industrial and Engineering
Services Limited.



SPECIAL GUEST:

MS. SENA DAKE,
President,
Institute of Chartered Accountants,
Ghana



RESOURCE PERSON:

**PROF. KOFI
OSEI-FRIMPONG,**
Associate Professor of Marketing and
Deputy Director, Research and Consultancy
Centre, University of Professional Studies, Accra

Venue: Ghana Tertiary Education Commission,
Along the UPSA-Trinity College Road, Legon-Accra

Time: 9:00am | Date: Saturday 26th November, 2022



PART I

National Mandatory Continuing Professional Education (MCPE)

THEME: ENHANCING PROFESSIONAL PRACTICE THROUGH ETHICAL DISCIPLINE AND NETWORKING

Time - 9:00am - 12:00pm

- | | |
|--|----------------|
| 1. Registration & Arrival of Participants | 8:30am |
| 2. Opening Prayer & Introductions | 9:00am 5mins |
| 3. Remarks by the Chairman -Prof. Margaret Ivy Amoakohene, FChPA, FCMC, Vice Chair, CIAMC, Associate Professor of Communication at the Department of Communication Studies, University of Ghana, | 9:05am 5mins |
| 4. Presentation on Enhancing Professional Practice Through Ethical Discipline and Networking by
– Prof. Kofi Osei-Frimpong, Associate Professor of Marketing, University of Professional Studies, Accra | 9:10am 2hours |
| 5. Question Time | 11:10am 20mins |
| 6. Closing Remarks by the Chairman | 11:30am 5mins |
| 7. Group Photograph | 11:35am |

Lunch Break 12:00pm -1:00pm

PART II

21st Graduation and Induction Ceremony

1:30pm - 3:30pm

1. Registration and Arrival of Invited Guests 1:00pm
2. Procession of Instructors, Examiners and Board Members 1:35pm
3. Introduction of Board Chairman
4. Opening Address - Ehunabobrim Prah Agyensaim VI, FCMC, FChPA, Board Chairman, and CEO, Industrial and Engineering Services Limited
5. Graduation and Induction Report – Mr. Samuel Mawusi Asafo, FChPA, FCMC, Chief Executive Officer, CIAMC
6. Declaration by Chair of Examiners - Prof Paul Sarfo-Mensah, FChPA, FCMC, Senior Research Fellow and Development Consultant at Bureau of Integrated Rural Development (BIRD), KNUST
7. Introduction of Guest Speaker
8. Guest Speaker's Address – Ms. Sena Dake, President, Institute of Chartered Accountants, Ghana
9. Presentation of Certificates
 - a) Associate Members/Chartered Professional Administrators (ChPA)
 - b) Full Members/Chartered Professional Administrators (ChPA)
 - c) Full Members /Chartered Management Consultants
10. Induction of New Professional Members- Mrs. Mavis Kwainoe, Head of The Law Office of Kwainoe Legal Practitioners
11. Response by a representative of the newly inducted Members
12. Acknowledgements
13. Closing Remarks by the Chairman
14. Vote of Thanks
15. Group Photograph

A. THE PROFESSIONAL LICENSING PROGRAMME (*CMC & ChPA*)

Who qualify to apply?

- i. Practicing Managers/Administrators with Master's degree or equivalent
- ii. Holders of CIAMC Pre-professional graduate membership certificate (completion of Management Level Examinations)
- iii. or equivalent professional qualifications

The programme is divided into five main parts namely:

- A. Professional Administration Practice – Admin Theories, Functions, Competences and Practice; Situation Analysis and Problem Definition; Stakeholder Engagement, Needs Assessment and Baseline Survey; Operational Case Study, Review and Evaluation, and reporting
- B. Competitive Management Consultancy - Theory and Practice,
- C. Training Professional Development - Theory and Practice,
- D. Strategic Audit – Theory, Field and Investigative Research, and
- E. Legal Studies Applicable to Administration and Consultancy

B. EXPERIENCED PRACTISING ADMINISTRATORS AND CONSULTANTS (*CMC & ChPA*)

Who qualify to apply?

- i. Senior corporate executives in private, public and NGO sectors with relevant post graduate qualification and administration experience
- ii. Senior corporate executives in private, public and NGO sectors with relevant post graduate qualification and consulting experience
- ii. Practicing Management Consultants

Three Application Options:

Option 1

Basic Level: Entry point for consultants with a minimum of three (3) up to nine (9) years of management consulting experience as independent or internal consultants with five satisfactory client's evaluations. Applicant must have a Bachelor's degree or at least 5 years of work experience including 3 years of full-time consulting plus significant professional education in management consulting, and pass a written and oral examinations.

Option 2

Experienced Level: Entry point for consultants with minimum of ten (10) years working experience as independent or internal consultant. Applicant must meet the Basic Level requirements. The scope of the written and oral examination may be reduced by taking a challenge examination.

Option 3

Executive Management Level: Entry point for high level managers with 20 or more years' experience with at least 3 years of consulting with clients and accountability for successful completion of projects involving management consultants and otherwise meeting requirements of the Basic level. The scope of the written and oral examination may be reduced by taking a challenge interview.

C. DIRECT ADMISSION

Management from time to time recommends to the Board personalities who have excelled in business and public administration at the national and or International levels for direct admission.

The Professional Licensing Programme Structure and Content

A) Professional Administration Practice

1. Filling of Internship Manual – accounting for the managerial-leadership functions and skills employed
2. Management Challenge Action Research Project Part 1 & 2:
 - ❖ Situation Analysis and problem definition
 - ❖ Objective Setting and Decision-making (Administrative and Performance Theories)
 - ❖ Organizational, Administrative and Performance Theories in decision-making
 - ❖ Baseline Studies, Needs Assessment and Stakeholder Engagement
 - ❖ Implementation, Monitoring, Evaluation and Report



3. Professional Administration Practice
4. Internal Consultancy in Administration
5. Administrative Law
6. Health Safety and Work Environment Management
7. Professional Ethics and Codes of Practice
8. Management of White-Collar Crime
9. Scholarly Writing and Presentation
10. Communication and Presentation skills

B) Management Consultancy Practice

1. Consultancy Theory
2. Concept Paper
3. Expression of Interest
4. Technical and Financial proposal
5. Contract Negotiation and Contract Law
6. Marketing of Consultancy Services

Award: Advanced Certificate in Management Consultancy Practice

Duration: 4 days of lecture, and two (2) months to complete assignments and a competitive bidding project. A competitive presentation session will be held before a panel of examiners.

C) Strategic Auditing

1. Corporate Performance Evaluation
2. Operational and Financial Appraisal (Balanced Score Card and Ratio Analysis)
3. Worksheet Analysis Approach
4. SWOT, TOWS and QSP Matrix
5. Procurement Law

Award: Advanced Certificate in Strategic Auditing

Duration: 4 days of lecture, 2 months to complete assignments and project. An investigative report presentation session will be held before a panel of examiners.

D) Training Professionals Development

1. Roles and Competencies of Trainers
2. Theories of Adult Learning and Training Needs Assessment
3. Training Manual Development
4. Budgeting for Training and
5. Post Training Audit

Award: Advanced Certificate in Training of Professionals

Duration: 4 days of lecture, 2 months to complete assignment and project

E) Legal Studies Applicable to Administration and Consultancy

1. Procurement Law and Contract Negotiation
2. Administrative Law
3. Labour Law
4. Constitutional Law
5. Arbitration and Mediation

Award: Certificate in Legal Studies Applicable to Administration and Consultancy

Duration: 4 days of lecture, 2 months to complete assignment and project

NB: Candidates are awarded **Chartered Management Consultant (CMC)** practicing license after completing Professional Administration Practice, Management Consultancy Practice, Strategic Auditing, Training Professionals Development and Legal Studies Applicable to Administration and Consultancy Modules.

Pre-Professional Licensing Programme (Graduate Membership Qualifying Level)

The Pre-Professional Licensing is a preparatory programme for career administrators and prepares the applicant for the Licentiate.

Programme Comprises of three entry levels:

Basic Level

Operational level

Management Level

Who qualify to apply to the Basic Level – Part I?

- i. Senior Secondary School Certificate Examination (SSSCE)
- ii. West Africa Senior School Certificate Examination (WASSCE)
- iii. General Certificate of Education (GCE) Advanced Level
- iv. Advanced Business Certificate Examination (ABCE)

Courses

1. Personal & Organizational Ethics
2. Organizations and Value Creation
3. Business Law
4. Quantitative Methods in Business I
5. Office Administration Principles
6. Leadership and Management Development
7. Introduction to Public Administration
8. Management Consultancy Principles
9. Procurement and Logistics Management
10. Enterprise-Wide Risk Management
11. Corporate Governance and Leadership
12. Operations Management
13. Organizational Development and Change
14. Professional Administrative Management
15. Introduction to Alternative Dispute Resolution

Who qualify to apply to the Operational level – Part II?

- i. HND certificate holder or equivalent professional qualification
- ii. Successful completion of BLMS
- iii. Mature Students- (Senior Managers and Senior Civil Servants with 15 years working experience or more and with credit in English and Mathematics).
The individuals' admission shall be determined by interview or by an aptitude test

Courses

1. Introduction to Public Administration
2. Management Consultancy Principles
3. Procurement and Logistics Management
4. Enterprise-Wide Risk Management
5. Corporate Governance and Leadership
6. Operations Management
7. Organizational Development and Change
8. Professional Administrative Management
9. Introduction to Alternative Dispute Resolution

Who qualify to apply to the Management level – Part III?

- i. BSc/BA/BBA certificate holder or equivalent professional qualification
- ii. Successful completion of Operational Level examinations

Courses

1. Enterprise-Wide Risk Management
2. Corporate Governance and Leadership
3. Operations Management
4. Organizational Development and Change
5. Professional Administrative Management
6. Introduction to Alternative Dispute Resolution

LIST OF CANDIDATES

CHARTERED MANAGEMENT CONSULTANT PLUS FULL MEMBERSHIP

- | | |
|------------------------------|-------------------------------------|
| 1.Maame Serwaa Owoahene | 23.Elizabeth Nda Amihere |
| 2.George Semenyoy | 24.Comfort Prah |
| 3.Adwoa Osaebey Oduro-Konadu | 25.Anita Braimah |
| 4.Ellen Sarquah | 26.Kenneth Amoah |
| 5.Elvis Banoemuleng Botah | 27.Richard Apori Anfo |
| 6.Anna Gafah Confidence | 28.Joseph Mensah Oti-Asirifi |
| 7.Rahaman Zakari Kariyamah | 29.Patience Ama Nyantakyiwaa Boahen |
| 8.Michael Simpson | 30.Benson Mary |
| 9.Rafiatsu Iddisah | 31.Philomena Aboagye |
| 10.Nazifatu Nasiru | 32.Susana Hagar Lartey |
| 11.Gariba Sato | 33.Lily Adu-Aboagye |
| 12.Gyimah Sherifatu | 34.Kwesi Aseredum Hagan |
| 13.Dennis Yeribu | 35.Victoria Odurowa Fato |
| 14.Augustine Logoti Tiweh | 36.Dominica Janet Efuakwaaba Anumu |
| 15.Felicia Koomson | 37.Francisca Sefakor Kumahor |
| 16.Sarah Entsuah | 38.Mark Kofi Aremu |
| 17.Georgette Awuah Mensah | 39.Priscilla Boadi |
| 18.Francis Joe Ankumah | 40.Sumaila Chakurah |
| 19.Charlotte Effie Odoom | 41.Sauta Atubiga |
| 20.Samuel Anwowie | 42.Brown Korley |
| 21.Esther Gyamfi | 43.Godslove Adjeiwaa Kordie |
| 22.Bernard Mayne | 44.Portia Estella Acquah |

CHARTERED PROFESSIONAL ADMINISTRATOR PLUS FULL MEMBER

- | | |
|--------------------------------|--------------------------------|
| 1.Seth Ayekple | 22.Gifty Benson Adjei |
| 2.Wendy Lillian Tetteh | 23.Sumaila Bakari |
| 3.Dinah Dede Gogo | 24.Phillida Ohenewaa Lamptey |
| 4.Vera Graham Asante | 25.Joshua Bonney |
| 5.Irene Naa Djamah Ennu-Dadzie | 26.Saaka Abdul Razak |
| 6.Ellis Kotey Kotei Sass | 27.Doreen Seyram Boye-Doe |
| 7.Godfred Gyan | 28.Emmanuel Ofori |
| 8.Reginald Selassie Torsutse | 29.Esinam Rejoice Nutakor Addy |
| 9.Festus Kwame Atiglah | 30.Issah Mahama |
| 10.Freda Agyei Asare | 31.Esther Obeng Darko |
| 11.Samuel Plange-Rhule | 32.Barbara Naykene Amihere |
| 12.Memunatu Abdulai | 33.Victoria Acheampong |
| 13.Adelaide Ashie | 34.Senita Osei Badu |
| 14.Diana Shirley Mensah | 35.Ishmael Nii Adjei Browne |
| 15.Stephen Yaw Osei | 36.Dominic Afriyie Agyemang |
| 16.Margaret Darkoa | 37.Abigail Naa Odoi |
| 17.Josephine Manu | 38.Lydia Serwaah Asare |
| 18.Bernard Adjei | 39.Lovia Bamfo |
| 19.Isaac Oppong | 40.Joana Nora Abaka-Yamoah |
| 20.Alex Moyem Kombat | 41.Ebenezer Sam |
| 21.Solomon Nobi Amanor | 42.James Appiah Ntim |

CHARTERED PROFESSIONAL ADMINISTRATOR PLUS FULL MEMBER

- | | |
|-------------------------------|--------------------------------|
| 43. Alice Emily Dadzie | 59. Muntala Braimah |
| 44. Jebuni Emmanuel Wumbeidow | 60. Hilda Kayengpono Boroh |
| 45. Anastasia Kesse | 61. Naah John Domonuuri |
| 46. Samuel Ason | 62. Bayuo Menance Dennis |
| 47. Abu Osuman | 63. Adams Moro |
| 48. Ama Boahemaa Dwomoh | 64. Ruhia Abdulai |
| 49. Ishawu Alhassan | 65. Faidatu Alhassan |
| 50. Setor Aku Lotsu | 66. Collins Kanyir Kuunaangmen |
| 51. Mohammed Issahaku | 67. Rumaisha Saani Abubakari |
| 52. Mohammed Shiraz Musah | 68. Divine Yao Ayidzoe |
| 53. Ziblim Alhassan | 69. Nana Kwapong Offei-Boohene |
| 54. Abubakari Musah Gbanzaba | 70. Judith McClain-Afful |
| 55. Isaac Naanpukin Kombat | 71. Jonathan Cudjoe |
| 56. Issifu Seidu | 72. Osman Mubarik Abu |
| 57. Osman Bashiru | 73. Setor Yaw Adanuvor |
| 58. Grace Yirmaalu Dassah | |

CHARTERED PROFESSIONAL ADMINISTRATOR PLUS ASSOCIATE MEMBER

- | | |
|---------------------------------|----------------------------|
| 1.Dennis Botwe Kyei | 22.Rebecca Tetteh |
| 2.Josephine Osei-Owusu | 23.Joseph Kwabena Obeng |
| 3.Georgina Awuku-Apaw | 24.Jemima Yeboah-Amankwah |
| 4.Angel Kafui Bansah | 25.Adelaide Yelwontaa Tang |
| 5.Iddrisu Abdul Karim | 26.Johnson Kwabena Adom |
| 6.Enoch Quaye Okang | 27.Lyon Salia Awuah |
| 7.Moses Ahiatsi | 28.Mavis Wornvien Moayi |
| 8.Kofi Ohene Benning | 29.Akpene Ame Kwadzo |
| 9.Michael Adjei | 30.John Kwasi Annan |
| 10.Godwin Junior Anieku | 31.Clifford Asomah Kyere |
| 11.Dugle Patrick | 32.Juliet Benewaa Assumeng |
| 12.Alhassan Iddi Abdulai | 33.Richard Kyeremeh |
| 13.Zakariah Yakubu | 34.Joyce Dogenereba |
| 14.Stephen Kwame Yeboah | 35.Rosemary Serwah Boateng |
| 15.Adwoa Konadu-Yiadom | 36.Daniel Nsiah Adobasom |
| 16.Kelvin Williams Asuma | 37.Tannor Benson |
| 17.Adam Dabre Abdul-Wahab | 38.Emmanuel Oppong |
| 18.Makandan Nijinpoan Ernestina | 39.Pearl Pelagia Tehoda |
| 19.Dan Wudinayi Makandan | 40.Hubert Obour |
| 20.Ernest Boakye-Afram | 41.Wuobar Naa Joan-of-Arc |
| 21.Thomas Nsiah Baafi | 42.Hammond Oppong Kwarteng |

CHARTERED PROFESSIONAL ADMINISTRATOR PLUS ASSOCIATE MEMBER

- | | |
|----------------------------------|--------------------------------|
| 43. Araba Mbrowah Korsah | 65. Esther Lambignanl Torbi |
| 44. Rita Adwoa Boateng | 66. Alice Bawah Abu |
| 45. Doris Ama Nunoo | 67. Gifty Amewudah |
| 46. Elsie Nana Aba Abbiw Hayfron | 68. Thelma Vuah |
| 47. Ebenezer Abraham | 69. Eunice Wendy Owusu |
| 48. Akosua Agyakoma Mireku | 70. Sam John Kojo |
| 49. Akwasi Afram Adjekum | 71. Eric Kwaku Ahlijah |
| 50. Sampson Amponsah Atiako | 72. Mariam Lamptey |
| 51. Angela Adofoa Twumasi | 73. Daphine Favour Kemeh |
| 52. Cynthia Oduro Ameyaa | 74. Juliana Audria Dankwa |
| 53. Patrice Dzontoh | 75. Godwin Kwesi Yawotse |
| 54. Samuel Obeng-Osei | 76. Joyce Bosua Acquah |
| 55. Justina Ane | 77. Rose Blankson Austin |
| 56. Rose Nandara Faanu | 78. Regina Adjoa Tawiah Mensah |
| 57. Alberta Dzifa Ablometi | 79. Seth Nii Gordon |
| 58. Juliet Yeboah Asante | 80. Ernestina Lanidune |
| 59. Docia Frempomaa Sarpong | 81. Efua Mokowa Quashie |
| 60. Ebenezer Narteh Atter | 82. Jemima Lasim |
| 61. Alimatu-Saadia Zakaria | 83. Isaac Kweku Grantson |
| 62. Christina Maame Pomaah Opoku | 84. Kafui Kwame Akpedonu |
| 63. John Wiredu Acheampong | 85. Cynthia Suobogbiree |
| 64. Angela Anastasia Frimpong | 86. Hayford Lartey |

CHARTERED PROFESSIONAL ADMINISTRATOR PLUS ASSOCIATE MEMBER

- | | |
|-------------------------------------|---------------------------------|
| 87. Grace Quaye | 108. Kezia Gladys Amaning Adjei |
| 88. Laud Teye Nartey | 109. Matilda Kyere Obeng |
| 89. Ignatius Peter Kojo Otsibu | 110. Sabina Koompong |
| 90. Paul Akyin-Mensah | 111. Mavis Kuranchie Boateng |
| 91. Bernice Owusu Sekyere | 112. Daniel Konin |
| 92. Sarah Rahmata Addai-Buobu | 113. Beatrice Acheampong |
| 93. Joel Eshun | 114. Nada Frempong |
| 94. Sally Abena Baafi-Frimpong | 115. Emma Darkoa Aikins |
| 95. Dina Asuama Fofie | 116. Leticia Yeboah-Larbi |
| 96. Mumuni Yakubu | 117. Vestal Esi Tay |
| 97. Barbara Mary Yakubu | 118. Lydia Owusu Boateng |
| 98. Elizabeth Yankah | 119. Eric Opoku Boateng |
| 99. Fidelia Ewusi-Armah | 120. Eric Owusu Kwarteng |
| 100. Juanita Sallah | 121. Doris Mbah |
| 101. Raymond Ato Bentil | 122. Portia Nkrumah |
| 102. Justina Betty Arko Mayne | 123. Jonas Akumtalibey |
| 103. Richard Kodi | 124. Ebenezer Woode |
| 104. Mikidad Ibrahim | 125. Kwadwo Yeboah Amankwah |
| 105. Kamal-Din Mukhtar | 126. Adwoa Serwaa Karikari |
| 106. Okrah Thomas Kwame | 127. Stephen Kwame Armah |
| 107. Victoria Wepea Weobong Awopone | 128. Edith Addison |

CHARTERED PROFESSIONAL ADMINISTRATOR PLUS ASSOCIATE MEMBER

129.Rita Serwa Karikari Bonsu

130.Benjamin Mensah

131.Diana Nketia

132.Thomas Korang

133.Dorcas Darkoah Kyeremeh

134.Donald Kwame Asiedu

135.Nefa Esi Akwaa-Mensah

136.Juliet Konadu

137.Sharley Kusi Ampofo

138.Mavis Ayensu

139.Debora Dufie Tabiri

140.Vida Asare

141.Serekye Sulemana

142.Michael Oteng

143.John Boadi

144.Isaac Armah

145.Eunice Osei Boafo

146.Victoria Bator Tembile

147.Beatrice Amoah

148.Selina Amalkonge Ania

149.Anita Nickson

150.Solomon Kwaku Owusu



Corporate Members



GOIL was incorporated as a private limited liability company on June 14, 1960 as AGIP Ghana Company Limited with the objective of marketing petroleum products and related products particularly fuels, liquefied petroleum gas (LPG), lubricants, bitumen, and speciality products in Ghana.

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Berock Ventures Limited is a Chartered Building and Civil Engineering wholly owned Ghanaian Limited Liability Construction Company registered in Ghana since 1993. Committed in the use of appropriate and sustainable infrastructure development solutions delivered in a timely and quality manner.

Office: Spintex Road, Kotobabi Cambodia
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Email: info@berockventures.com



BAJ Freight and Logistics Limited (BAJ), a fully Ghanaian owned company was registered as a business in 2009. The company is one of the key companies in the freight forwarding industry and a leader in providing customs brokerage, freight forwarding and logistics support in various sectors including the oil and gas sector.

Office: 1st Floor Dennis House, Plot 15 Harbour Road. Tema - Ghana
Tel: 233 303 200749
Email: info@bajfreight.com



I.E.S is a mining services company, which has been in active business for over twenty years in Ghana. I.E.S was incorporated on the 13th November 1988 with its nature of business being; Manufacturer's representative, import, export and sale of engineering goods.

Industrial Engineering Services Gh. Ltd.
2 Second Close, Volta Street,
Airport Residential Area, Accra - Greater Accra
Telephone: 0302 773474 / 0302 776460



Ghana Ports and Harbours Authority (GPHA) is a Statutory Corporation established under Ghana's Provisional National Defence Council Law (PNDC 160) of 1986 to build, plan, develop, manage, maintain, operate and control ports in Ghana.

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ACCRA (Head Office): 0553 903 442, 0504 275 100, 0571 856 008

SUNYANI: 0544 229 000, 0206 368 316

TAMALE: 0200 609 034, 0244 995 257

KOFORIDUA: 0243 241 152, 0543 929 978

HO: 0208 360 971, 0544 839 274, 0244 158 133

TAKORADI: 0249 397 624, 0547 048 596, 0244 330 258

CAPE COAST: 0244 708 597

KUMASI: 0203 996 261, 0206 920 346, 0200 645 253



WINNEBA: 0244 084 613

WA: 0544 072 620



Let's Create Your Growth Strategy together

**CIAMC, A NEW OPPORTUNITY!
CIAMC, WE SET THE PACE!!**

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