



PROGRAMME FOR CIAMC-G CONFERENCE FOR ADMIN PROFESSIONALS

**VENUE: NATIONAL COUNCIL FOR TERTIARY EDUCATION
CONFERENCE HALL, LEGON-OKPONGLO, ACCRA**

DATE: TUESDAY 23RD JULY, 2019. TIME: 9:00AM – 2:30PM

1. Registration & Arrival of Invited Guests - 8:00am
2. Opening Prayer - 9:00am
3. Introduction of Chairperson
4. **Response by Chairperson - Mrs Janet Fofie, Chairman,**
Public Services Commission
5. Welcome Address by CIAMC Board Chairman
6. Purpose of Conference
7. Musical Interlude
8. **Solidarity Message from a Representative of Professional Bodies**
- Mr. Rockson Dogbegah, *President, Institute of Directors-Ghana*
9. **First Speaker:** “The Strategic Leadership Role of the 21st century Administrator” by **Dr Esther Offei-Aboagye, Consultant**
10. **Second Speaker:** “The Value and Role of the Administrative Support Staff in Organizations” by **Prof. Yaw Agyeman Badu,**
National Development Planning Commission
11. **Guest Speaker:** “Harmonizing Professional Expertise for Organizational Effectiveness and National Development”,
by **Hon Ignatius Baffour Awuah,**
Minister for Employment and Labour Relations
12. Open Forum
13. Musical Interlude
14. Launching of the Competency Framework for Administrators
15. Presentation of Citations and Certificates
16. Closing Remarks by the Chair -
17. Vote of Thanks -
18. Closing Prayer
19. Group Photograph -
20. Lunch