



EVANGEL UNIVERSITY AKAEZE
OFFICE OF THE REGISTRAR

Memorandum

To: Members of Registry Department

From: The Registrar

Ref: EUA/REG/029/VOL.4/056

Date: September 7, 2022

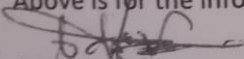
NOTIFICATION AND PARTICIPATION IN THE WORKSHOP FOR REGISTRY STAFF

This is to notify all members of staff of the Registry Department that the Management is organizing a workshop for them. The workshop which is intended to inculcate in them the required skills to function effectively in the University setting has been scheduled on Wednesday, 14th and Thursday, 15th September, 2022. The workshop is mandatory for every staff of the Registry Department and all Registry staff on annual leave are hereby directed to ensure that they present themselves for this workshop without fail.

All concerned are by this memo hereby notified of this workshop. Please note that any case of absenteeism will be treated as sabotage against Management effort at developing the human capacity of the University and the defaulter will be severely sanctioned.

By this memo, the Head of ICT is please advised to send this notice to the University platform for the information of all concerned.

Above is for the information and compliance of all concerned, please.


Steve E. Odo

Registrar

Cc: Vice Chancellor
Principal Officers
All Heads of Divisions of the Registry Department
Head, ICT
Notice Board
File

EVANGEL UNIVERSITY, AKAEZE-

OFFICE OF THE REGISTRAR DETAILS OF WORKSHOP FOR STAFF OF REGISTRY UNIT OF EVANGEL UNIVERSITY, AKAEZE

S/N	TOPIC	TARGET AUDIENCE	PRESENTER	DATE & TIME
1	Effective Communication Skills for Administrators and the Executive Cadre	Senior Registry Administrative and Executive Staff	Mr. Ephraim E. Okwor, Former Registrar, EBSU Abakaliki	Wed 14/09/2022 10:45 – 11:45pm
2	Standard Office Practice that Enhance Efficiency and Attainment of Organisational Goals	Senior Registry Administrative and Executive Staff	Dr. Maximus Asogwa, Caritas University, Enugu	Wed 14/09/2022 12:00 – 1:00pm
3	Effective Office Management, Productive Secretarial Duties, Record Keeping and Retrieval for Secretaries	Secretaries and Computer Operators	Dr. Mrs. A. O. Nwele, Department of Pub. Admin. EBSU Abakaliki	Wed 14/09/2022 1:15 – 2:15pm
BREAK				
4	Memo, Minutes and Report Writing for Administrators and the Executive Cadre	Senior Registry Administrative, Executive Staff & Secretaries	Mr. Steve E. Odo Registrar, Evangel University, Akaeze	Wed 14/09/2022 2:30 – 3:30pm
5	Effective Mail Management, Record Keeping and Retrieval in an Office Setting	Executive Officers, Clerical Officers, Messengers and Cleaners	Pst. Vin Awoke, Member, Ebonyi State Civil Service Commission	Thur 15/09/2022 10:00am – 11:00am
6	Healthy Physical Environment in Tertiary Institutions for the Attainment of Institutional Goals.	Messengers/Cleaners and Caretakers	Dr. Mrs. MaryJoy Umoke, Director, School Health Programme Ebonyi State Ministry of Health Abakaliki	Thur 15/09/2022 11:15- 12:30
BREAK				
7	Effective Management of Students and Hostels in 21 st Century Tertiary Institution.	Porters and Student Affairs Staff	Dorothy Okoli, Rhema University, Aba	Thur 15/09/2022 12:45 – 1:45
8	Digital Skills Acquisition for Admin. Staff in Higher Institutions.	Senior Registry Administrative and Executive Cadre	Mr. Julius Michael, Head, ICT, Evangel University Akaeze	Thur 15/09/2022 2:00pm – 3:00pm

N/B: All discussants are advised to discuss Channels of Communication in the university system as a common denominator of the topics.

EVANGEL UNIVERSITY, ABAKALIKI

WORKSHOP FOR SKILLS ACQUISITION FOR REGISTRY STAFF

Day 1: Wednesday 14th Sept. 2022

10: 00am Arrival to the Venue
10:10am Introduction to the High Table
10:15am Introduction of the Chairman
10:20am Opening Prayers
10:30am Welcome Rites
10:35am Chairman's Opening Remarks
10:40am Announcement
10: 45 Workshop for Senior Registry Staff Commences

1st Topic:

10:45 – 11.45 Effective Communication skills for Administrative and the Executive Cadre by Mr. Ephraim E. Okwor

2nd Topic:

12.00 - 1.00pm Standard Office Practice that Enhance Efficiency and Attainment of Organizational Goals by Dr. Maximus Asogwa, Caritas University Enugu.

3rd Topic

1.15 - 2.15pm Effective Office Management, Productive Secretarial Duties, Record Keeping and Retrieval for Secretaries by Dr. Mrs. A. O. Nwele, Department of Pub. Admin. EBSU. Abakaliki

4th Topic

2.30 – 3.30pm Memo, Minutes and Report writing for Administrators and the Executive Cadre Mr. Steve E. Odo Registrar, Evangel University, Akaeze

4.00pm – Closing Prayer

Day 2: Workshop for Junior Staff Commences

1st Topic:

10.00 am -11am Effective Mail Management, Record Keeping and Retrieval in an Office Setting by Pst. Vin Awoke, Member, Ebonyi State Civil Service Commission.

2nd Topic:

11.15 – 12.30 Healthy Physical Environment in Tertiary Institution for the Attainment of Institutional Goals- by Dr. Mrs MaryJoy Umoke.

3rd Topic:

12.45 – 1.45 Effective Management of Student and Hostels in 21st Century Tertiary Institution by Dorothy Okoli

4th Topic:

2:00pm – 3:00pm Digital Skills Acquisition for Administrative Staff in Higher Institutions by Mr Julius Michael

3.55pm Vote of Thanks

4:00pm Closing