

HUMAN RESOURCE RECORDS MANAGEMENT

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Dates
Nov 10-14 (Abuja)
July 7-11 (Lagos)
Feb 18-22 (Kaduna)

Course Ref
EE/G/03

Duration
1 Week

Fee
NGN 89, 500

The programme aims to help participants develop objectives, strategies and measures to give more accountable service, make governance good and win trust; enable leaders and managers to strengthen the accountability and integrity of their organizations, improve transparency, build trust and reduce corruption and; to help participants transform concerns into action, strengthen integrity, accountability and trust, and reduce the risks of corruption.

LEARNING OBJECTIVES

- Recommend policies, develop and use management measures to improve transparency and accountability, promote integrity and reduce corruption, and thus build or re-build trust in government, public service and business
- Motivate staff, colleagues and the public to co-operate in these efforts
- Understand measures used elsewhere, help choose and adapt these for your organization, and set priorities
- Develop a network of contacts with whom to exchange ideas and share early warnings of changing patterns of fraud, corruption and other crimes that put at risk good governance and quality of service.

COURSE CONTENT

- The responsibilities opportunities for managers to ensure ethical service and an ethical workplace, build accountability, transparency and trust, and reduce corruption and fraud
- The ethical foundations for 'good' governance, choosing priorities and knowing 'rights' and 'wrongs' in our work
- The consequences, nature and causes of corruption The

- understanding of cultural differences and their relevance to ethics and corruption; and the differences between bribes and gifts
- The increasing risks from computer fraud and abuse, and the use of computers to reduce corrupt practices
- The experience of others in these fields through case studies and sharing experience with other participants
- How to improve accountability and transparency while improving delegation to staff and service to clients
- How to encourage staff and others to act with integrity, and use the techniques of 'social marketing'
- Ways to improve the clarity of laws, regulations and codes
- Experience with tough and controversial anti-corruption measures including stings, integrity tests and forfeitures
- Ways to improve co-operation between line managers and specialists who investigate corruption and fraud
- How to select and adapt policies and measures that will help your organization deserve and win trust.

Sample Schedule

- 🕒 **Morning Session I**
The first session of the day lasts two and half hours
- 🕒 **Tea Break**
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**
The third and final session lasts two hours
- 🕒 **Group Activity**
Participants interact in different group tasks



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