**UNIVERSITY OF NIGERIA**

**SERVICOM UNIT**

**OFFICE OF THE VICE-CHANCELLOR**

**CENTRE: UNN**

**GROUP: TEACHING STAFF**

**SESSION: PLENARY**

**DATE: March 21/3/17**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| PAA | Physical Sc., Biological Sc., Agricultural Sc., Engineering, Veterinary Medicine,  Pharmaceutical Sc., Education, Voc. & Tech. Edu., Arts, Social Sciences  Technical Staff | 21/03/17 | Work Ethics | 10.30 -11.30am | Prof. Charles Igwe DVC (Admin.) |
| Organizational  Structure | 12.00 -12-45pm | Prof. James Ogbonna DVC (Academic) |
| University rules and regulations | 2.00 -2.45pm | Barrister Chris Igbokwe  (Registrar) |
| Digitalization of UNN students’ Life-cycle | 3.00 – 3.45pm | Dr. Olisa Okeke |

**CENTRE: UNN**

**GROUP: TEACHING STAFF (SCIENCE)**

**SESSION: TECHNICAL**

**DATE: March 21-23**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Physical Science Lecture Theatre | Physical Sc., Biological Sc., Agricultural Sc., Engineering, Veterinary Medicine,  Pharmaceutical Sc., | 22/3/17 | Conducting quality research | 10.00 – 11.00am | Prof. Jerry Ugwuanyi |
| Effective lecturing strategies | 2.00 – 3.00pm | Prof. Zeff Njoku |
| 23/3/17 | Performance evaluation of academic staff | 10.00 – 11.00am | Prof. J. Urama |
| Conducting examinations and grading of scripts | 11.30am – 12.30pm | Prof. Kenneth Ofokansi |
| Inter-personal relationship. | 2.00pm – 3.00pm | Rev. Fr. Prof. Mike Ifeagwazi |

**CENTRE: UNN**

**GROUP: TEACHING STAFF (HUMANITIES)**

**SESSION: TECHNICAL**

**DATE: March 21-23**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Education Lecture Theatre | Education, Voc. & Tech. Edu., Arts, Social Sciences | 22/3/17 | Conducting quality research | 10.00 – 11.00am | Rev. Fr. Prof. Hycienth Ichoku |
| Effective lecturing strategies | 2.00 – 3.00pm | Prof. Stella Nwizu |
| 23/3/17 | Performance evaluation of academic staff | 10.00 – 11.00am | Prof. Egbeke Aja |
| Conducting examinations and grading of scripts | 11.30am – 12.30pm | Prof. Ike Ifelunmi |
| Inter-personal relationship. | 2.00pm – 3.00pm | Prof. Peace N. Ibeagha |

**CENTRE: UNN**

**GROUP: NON-TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE: March 21 - 23**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Biological Science  Lecture Theatre | Technical Staff | 22/3/17 | Task analysis and Troubleshooting | 10.00 – 11.00 | Prof. Jonah Agunwamba |
| Facilities Management and Maintenance | 2.00 – 3.00pm | Prof. D.O.N. Obikwelu |
| 23/3/17 | Trusted Computing, Intrusion  Detection and Secure Web Services | 10.00 – 11.00am | Dr. Olisa Okeke |
| Project Management | 11.30am – 12.30pm | Prof. J.E. Eyo |
| Inter-personal relationship | 2.00pm – 3.00pm | Prof. O.U. Oparaku |

**CENTRE: ENUGU CAMPUS**

**GROUP: TEACHING/NON-TEACHING STAFF**

**SESSION: PLENARY**

**DATE: March 21 – 23**

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| --- | --- | --- | --- | --- | --- |
| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Moot Court, Faculty of Law | All Faculties  Technical Staff | 21/3/17 | Work Ethics | 10.30 - 11.30am | Prof. Smart Uchegbu |
| Organizational  Structure | 12.00 - 12-45pm | Mr. Christopher Onodugo |
| University rules and regulations | 2.00 – 2.45pm | Barr. Placid C. Dioka |
| Digitalization of UNN students’ Life-cycle | 3.00 – 3.45pm | Dr. Olisa Okeke |

**CENTRE: ENUGU CAMPUS**

**GROUP: TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE: March 21 – 23**

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| --- | --- | --- | --- | --- | --- |
| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Moot Court, Faculty of Law | All Faculties | 22/3/17 | Conducting quality research | 10.00 – 11.00am | Prof. C.B.Chukwuali |
| Effective lecturing strategies | 2.00 – 3.00pm | Prof. (Mrs.) I.O. Ehiemere |
| 23/3/17 | Performance evaluation of academic staff | 10.00 – 11.00am | Prof, C. Madu |
| Conducting examinations and grading of scripts | 11.30am – 12.30pm | Prof. J.U.J. Onwumere |
| Inter-personal relationship. | 2.00pm – 3.00pm | Prof. Joy Ezeilo |

**CENTRE: ENUGU CAMPUS**

**GROUP: NON-TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE: March 21 - 23**

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| --- | --- | --- | --- | --- | --- |
| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| CEMAC  Theatre | Technical Staff  **(OF UNEC & ITUKU-OZALLA)** | 22/3/17 | Task analysis and Troubleshooting | 10.00 – 11.00am | Engr. Udechukwu |
| Facilities Management and Maintenance | 2.00 – 3.00pm | Engr. J.S. Onyishi |
| 23/3/17 | Trusted Computing, Intrusion Detection and  Secure Web Services | 10.00 – 11.00am | ICT Director |
| Project Management | 11.30am – 12.30pm | Engr. T.N. Osadebe |
| Inter-personal relationship | 2.00pm – 3.00pm | Dr. Mark Okeji |

**CENTRE: ITUKU-OZALLA CAMPUS**

**GROUP: TEACHING/NON-TEACHING STAFF**

**SESSION: PLENARY**

**DATE: March 21 - 23**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Dentistry Lecture Theatre | All Faculties  Technical Staff**+** | 21/3/17 | Work Ethics | 10.30 - 11.30am | Ven. Prof. E.N. Onwasigwe |
| Organizational  Structure, | 12.00 - 12-45pm | Prof. C.I. Udoye |
| University rules and regulations | 2.00 – 2,45pm | Barr. Aloy Ekezie |
| Digitalization of UNN students’ Life-cycle | 3.00 – 3.45 | Dr. Olisa Okeke |

**+ THIS CATEGORY OF STAFF ARE TO THEREAFTER JOIN THEIR COLLEAGUES AT UNEC FOR THE TECHNICAL SESSION**

**CENTRE: ITUKU-OZALLA CAMPUS**

**GROUP: TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE: March 21 - 23**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Dentistry Lecture Theatre | All Faculties | 22/3/17 | Conducting quality research | 10.00 – 11.00am | Prof. H.U. Ezegwui |
| Effective lecturing strategies | 2.00 – 3.00pm | Prof. C.K. Ijoma |
| 23/3/17 | Performance evaluation of academic staff | 10.00 – 11.00am | Prof. S.N. Obi |
| Conducting examinations and grading of scripts | 11.30am – 12.30pm | Prof. U.I. Nwagha |
| Inter-personal relationship. | 2.00pm – 3.00pm | Prof B. J. C. Onwubere |

**CENTRE: UNN**

**GROUP: NON-TEACHING STAFF**

**SESSION: PLENARY**

**DATE: March 28 - 30**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| PAA | Administrative Staff  Executive Staff  Junior Non-Technical Staff  Medical/Health Officers | 28/3/17 | Work Ethics | 10.30 - 11.30am | Prof. C. Igwe DVC (Admin.) |
| Organizational Structure | 12.00 - 12-45pm | Prof. James Ogbonna, DVC (Academic) |
| University rules and regulations | 2.00 – 2.45pm | Barr. Chris Igbokwe (Registrar) |
| Digitalization of UNN students’ Life-cycle | 3.00 – 3.45 | Dr. Olisa Okeke |

**CENTRE: UNN**

**GROUP: NON-TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE: March 28 - 30**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Education Lecture Theatre | Administrative Staff  Executive Staff  Junior Non-Technical Staff | 29/3/17 | Clerking and Development of Minutes | 10.00 – 11.00am | Mrs Stella Okonkwo |
| Records keeping and filing Management | 2.00 – 3.00pm | Prof. C. Oguonu |
| 30/3/17 | Administration and Office Management best practices | 10.00 – 11.00am | Mr. Sam Ofoegbu |
| Effective use of ICT in Administration | 11.30am – 12.30pm | Mr. P. Oranu |
| Inter-personal relationship | 2.00pm – 3.00pm | Mr. Tom Ugwueze |

**CENTRE: UNN**

**GROUP: NON-TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE: March 28 - 30**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Conference Room, Medical Centre, Nsukka Campus | Medical/Health Officers  **(FOR UNEC & UNN STAFF)** | 29/3/17 | Patient Confidentiality | 10.00 – 11.00am | Prof. Chukwudi C. Dim |
| Cultural Issues in Healthcare Delivery | 11.30 – 12.30pm | Prof. S. Nwokediuko |
| Infection Control Essentials | 2.00 – 3.00pm | Prof. Emmanuel Ezeonu |
| 30/3/17 | Disruptive Behaviors and Personal Safety of Caregivers | 10.00 – 11.00 | Prof. Seb Ekenze |
| Harassment and Patient Abuse | 11.30 – 12.30 | Dr. Chinwe Chukwuka |
| Inter-personal relationship | 2.00 – 3.00 | Prof. B. Anisuiba |

**CENTRE: UNN**

**GROUP: NON-TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE:**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
|  | Security  **TO BE ARRANGED BY THE UNIVERSITY ADMIISTRATION LATER** |  | Basic Security Laws, Beat Management and Patrol |  |  |
| Crises and conflict Management |  |  |
| Security Audit and Assessment |  |  |
| Campus Cultism: Management, Prevention and Control |  |  |
| Intelligence and Crime Reporter |  |  |
| Inter-personal relationship |  |  |

**CENTRE: ENUGU CAMPUS**

**GROUP: NON-TEACHING STAFF**

**SESSION: PLENARY**

**DATE: March 28 - 30**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Moot Court, Faculty of Law | Administrative Staff  Executive Staff  Junior Non-Technical Staff  Medical/Health Officers | 28/3/17 | Work Ethics, | 10.30 - 11.30am | Prof. Smart Uchegbu |
| Organizational  Structure, | 12.00 - 12-45pm | Mr. Christopher Onodugo |
| University rules and regulations | 2.30 - 3.30pm | Barr. P. Dioka |
| Digitalization of UNN students’ Life-cycle | 3.00 – 3.45 | Dr. Olisa Okeke |

**CENTRE: ENUGU CAMPUS**

**GROUP: NON-TEACHING STAFF**

**SESSION: TECHNICAL**

**DATE: March 28 - 30**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Moot Court, Faculty of Law | Administrative Staff  Executive Staff  Junior Non-Teaching Staff | 29/3/17 | Clerking and Development of Minutes | 10.00 – 11.00 | Mr. A. Onah |
| Records keeping and filing Management | 2.00 – 3.00pm | Mr. J.A. Jiseike |
| 30/3/17 | Administration and Office Management best practices | 10.00 – 11.00am | Mr. Charles Ebizie |
| Effective use of ICT in Administration | 11.30am – 12.30pm | Mr. Chukwuma Mgboji |
| Inter-personal relationship | 2.00pm – 3.00pm | Prof. Edith Nwosu |

**CENTRE: ENUGU CAMPUS**

**GROUP: NON-TEACHING STAFF**

**SESSION: TECHNICAL**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
|  | Security  **TO BE ARRANGED BY THE UNIVERSITY ADMIISTRATION LATER** |  | Basic Security Laws, Beat Management and Patrol |  |  |
| Crises and conflict Management |  |  |
| Security Audit and Assessment |  |  |
| Campus Cultism: Management, Prevention and Control |  |  |
| Intelligence and Crime Reporter |  |  |
| Inter-personal relationship |  |  |

**CENTRE: ITUKU-OZALLA CAMPUS**

**GROUP: NON-TEACHING STAFF**

**SESSION: PLENARY**

**DATE: March 28 - 30**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Dentistry Lecture Theatre | Administrative Staff  Executive Staff  Junior Non-Technical Staff | 28/3/17 | Work Ethics | 10.30 - 11.30am | Ven. Prof. E.N. Onwasigwe |
| Organizational  Structure | 12.00 - 12-45pm | Prof. C.I. Udoye |
| University rules and regulations | 2.00pm-2.45pm | Barr. Aloy Ekezie |
| Digitalization of UNN students’ Life-cycle | 3.00 – 3.45pm | Dr. Olisa Okeke |

**CENTRE: ITUKU-OZALLA CAMPUS**

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**DATE: March 28 - 30**

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| **Venue** | **Group** | **Date** | **Topic** | **Time** | **Presenter** |
| Dentistry Lecture Theatre | Administrative Staff  Executive Staff  Junior Non-Technical Staff | 29/3/17 | Clerking and Development of Minutes | 10.00 – 11.00am | Barr. O.D. Ezuma |
| Records keeping and filing Management | 2.00 – 3.00pm | Chinyeree Achiuwa |
| 30/3/17 | Administration and Office Management best practices | 10.00 – 11.00am | Dr. E.K. Agbaeze |
| Effective use of ICT in Administration | 11.30am – 12.30pm | ICT Director |
| Inter-personal relationship | 2.00pm – 3.00pm | Prof. (Mrs.) H.U. Okafor |