











BONUS INFORMATION

A 10 - Point Strategy for

MANAGING EXECUTIVE TIME

-  Eliminate all those things you do not need to do at all by asking this question: "What would happen if we do not bother ourselves about this problem?" If the answer is "Nothing", that activity should be weeded out.
-  Get rid of anything that can be done by somebody else.
-  Do not postpone to tomorrow any activity you can do now. Do not allow anger, inertia, laziness, feelings, emotions, fears, negative thinking, or imaginings set the limit to what you can accomplish today. Get up. Rise up. There is energy in action. The going gets easier once you start.
-  Before you make that next phone call or face-to-face verbal conversation, make a mental note (or write down) what you exactly want to communicate to the other person and stick to it.
-  Identify recurrent crises and define a step-by-step process by which they can be managed.
-  Ask your team mates what you presently do that waste their time without contributing to their effectiveness.
-  Make sure that every useful information is delivered in the right form, and right place. Failure to do this is a major cause of drain in executive time.
-  Cut down on meetings. (If the executives in your organization spend more than a minimal amount of their time in meetings, they will have little time left to work).
-  Make sure that your staff strength is not too big for effectiveness. (If the officers of your organization spend a lot of their time on problems of human relations, conflicts, feuds, quarrels, questions of co-operation, etc., then your staff is too big for effectiveness. *Action:* Trim your workforce!)
-  At the end of everyday, take stock of what you have done, and note down what you are going to do the next day. Follow this schedule (the following day) till you accomplish the last item on the list. Transfer to the next day all unaccomplished tasks.



THE CHARTERED INSTITUTE OF BANKERS OF NIGERIA

2 - Day National Seminar on

SUCCESS STRATEGIES

FOR PEAK PERFORMANCE IN

NIGERIAN BANKS

An Examination of Critical Success Factors for Banking in the 1990s & Beyond

Bankers House Auditorium, Victoria Island, Lagos.

28 - 29 November, 1995

PROGRAMME OF ACTIVITIES

❖ *Co-organisers* ❖



**Corporate Institutions
Training Consult**



Strategic Marketing Maxims

Ten Lessons From Great Military Captains

- **Know Your Market, Your Competitors, and Yourself**
Good intelligence systems breed good strategy.
- **The Essence of Strategy is The Concentration of Strength Against Weakness**
Unless you strike where your opponent is inferior, no effective strike is possible.
- **The Most Common Strategic Error is Delay**
This gives your opponent time to block your concentration.
- **The Better Your Strategy, the Easier it is to Win**
The foundation of strategy is in the mental process, not in some physical act.
- **Adjust Your Ends to Your Means**
Have a sense of what is possible.
- **Focus on Your Objective**
All routes lead to an objective. To wander down a sidetrack is bad; to reach a dead end is worse.
- **Choose the Line of Least Expectation**
Have a sense of what the competitor thinks you will do.
- **Exploit the Line of Least Resistance**
Capitalize on your success as long as it leads to your goal.
- **Avoid Every Avoidable Mistake**
The human element is unpredictable. Increase your odds by controlling the physical element.
- **The Ultimate Judge of Your**

Conference Program

Day One:

08 : 30

Registration of Participants

PLENARY SESSION

09 : 00

A Word from the Consultants :

09 : 05

Welcome Address :

09 : 10

Opening Speech :

09 : 20

Chairman's Address :

09 : 30

Keynote Address :

09 : 40

Group Photograph

10 : 10

Tea/Coffee Break

10 : 40

EFFECTIVE CORPORATE LEADERSHIP FOR BANKING IN THE 1990S &

- * the need for a strong vision
- * the necessity of a professional setting well-defined objectives
- * consistent pursuit of the set objectives
- * adjust behaviour and strategy to the place of a motivated team
- * have a superior understanding of the market
- * back to ethics and first principles

Speaker :

MR. RICHARD KRAMER
Senior Partner, Arthur Andersen &

Discussant:

DR. SHAMSUDEEN USMAN
Managing Director & CEO, NAL M

12 : 40

Lunch Break

SESSION ONE

Chairman:

MR. MACAULAY IYAYI, FCIB
Chairman/Chief Executive, Pinacle

13 : 40

SUSTAINING GROWTH: THE POWER OF SPEEDY AND EFFICIENT SERVICE

Speaker :

MR. DISU HOLLOWAY
Managing Director & CEO, Ecoba

Conference Programme

SESSION TWO

Chairman: **DR. HERBERT ORJI, FCIB**
*Chairman, Summa Guaranty & Trust Company Plc
 & President, African Banking and Finance Association*

15 : 40
 Speaker: **MAINTAINING COMPETITIVENESS:
 THE ROLE OF PRODUCT DEVELOPMENT AND INNOVATION**
MR. ERASTUS B.O. AKINGBOLA, FCIB
*Managing Director & CEO, Nigerian Intercontinental Merchant
 Bank Limited*

Discussant: **DR. JONATHAN D. LONG**
Managing Director, First City Merchant Bank Limited

17 : 40 = End of Day One =

Day Two:

SESSION THREE

Chairman: **DR. LAWRENCE OSA-AFIANA**
Managing Director & CEO, Citizens International Bank Limited

09 : 00
 Speaker : **HI-TECH BANKING: A KEY TO ACHIEVING CUSTOMER SATISFACTION**
MR. CLIVE CARPENTER
Chief Operating Officer, Diamond Bank Limited

Discussant: **MR. STEWART MACLEOD**
*Managing Director & CEO, International Computers
 Nigeria Limited*

11.00 *Tea/Coffee Break*

SESSION FOUR

Chairman: **PROF. ALBERT J. ALOS**
Director-General, Lagos Business School

11 : 30
 Speaker : **IMPROVING PROFITABILITY BY TAPPING AND DIRECTING
 GROUP BRAIN POWER**
MR. SEGUN OLUSANYA
Managing Director, Express Discount Limited

Discussant: **MR. ABAYOMI MAJEKODUNMI**
*Managing Director & CEO, Associated Discount
 House Limited*

13 : 30 *Lunch*

Conference Programme

SESSION FIVE

Chairman: **PROF. GREEN NWANKWO, FCIB**
Chairman, Union Bank of Nigeria Plc

14 : 30
 Speaker : **WEMA: THE TURN-AROUND SUCCESS STORY**
CHIEF S.I. ADEGBITE, FCIB
Managing Director & CEO, Wema Bank Plc

Discussant: **CHIEF CHILO C. OFFIAH**
*Managing Director & CEO, FBN Limited
 (Merchant Bankers)*

CLOSING SESSION

Chairman: **DR. WOLE ADEWUNMI, FCIB**
*1st Vice-President, The Chartered Institute of
 Bankers of Nigeria(CIBN)*

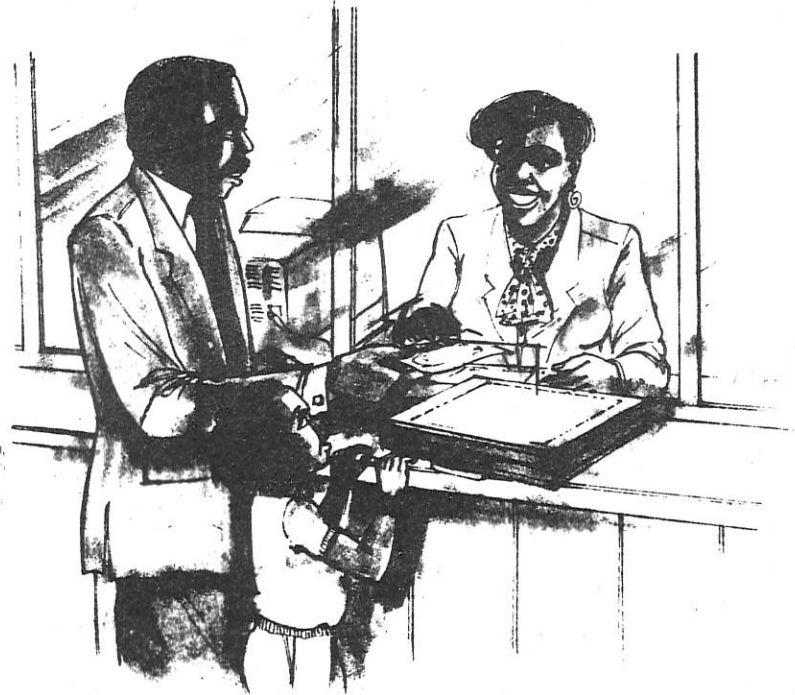
16 : 30 * Conference Appraisal * Communique
 * Closing Remarks * Vote of Thanks

= End of Programme =

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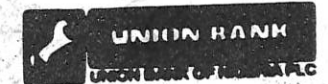


9
times
out of
seventeen

A leader is always a leader

Every year the Nigerian Stock Exchange gives the **MENT AWARD** to the best in the banking financial sector in recognition of excellence in corporate financial reporting and conduct of Annual General Meetings. Criteria applied include satisfaction of statutory requirements, compliance with listing and post-listing requirements of the Stock Exchange, readability, comprehensiveness as well as the conduct of Annual General Meetings. And you can bet, your sure banker, **Union Bank of Nigeria Plc** has won this Award **Nine Times**.

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