

The background features a dark blue gradient with several white circular and semi-circular patterns. On the left side, there is a large circular scale with tick marks and numbers ranging from 140 to 260. Other smaller circles and arcs are scattered across the background, some with arrows indicating direction.

# WAILING WOMEN WORLDWIDE –PRE CONFERENCE TRAINING

REGISTRATION DEPARTMENT PRESENTED ON 21<sup>ST</sup> MAY 2022

3:00 PM (WAT / GMT), 10:00 AM (EST), 5:00 PM (EAT).

BY JACQUELINE SHAFE MD, MPH, MSC

EZINWANNE EGBUNA & TOBECHI UWAKWE

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

## Presenters / Trainers:

- Jacqueline Shafe MD,
- Sis Ezinwanne Egbuna,
- Bro Tobechei Uwakwe

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

House keeping rules;

.All participants , kindly mute your mic unless you are addressing the group

.Please raise your hands, to ask question(s) or make any contribution(s)

.Do switch off your camera or video, unless necessary. This is to prevent and or minimize distractions.

**\*\*PLEASE AS YOU LOG-IN, DO INDICATE YOUR NATION**

This is how ....

**Thank You for your understanding and cooperation!**

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

## Why are we here today?

- To learn
- We are mandated to attend
- Want to improve self, skills, acquire new skills
- Just curious

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

**Departmental aim and objectives:**

**Aim – Ensure that ALL Delegates are registered**

**Objectives:**

- .Work with the ICT\* Team to transit to online registration**
- .Keep database of all registered delegates**
- .Ensure conference materials are packaged and ready for collection etc**

- \*Information and Communications Technology\***

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

- What is REGISTRATION? Art or Science?
- Why Register?
- Who can register? All?
- Who can do registration?  
All? If not all why not?

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

- Uses / Importance of Registration?

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

What are some expectations regarding Registration?

- a. From the organization –reliable data
- b. From the delegates -effective and efficient service
- c. From the members of the registration department – opportunity of relevance and to serve

Matthew 11;30 'My yoke is easy and my burden is light' (our service to Adonai should not be a chore or burden)

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

**EXPECTATIONS** are what inform or guide the aims and objectives, as an organization, WWW expects:

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- B.
- From the delegates -effective and efficient service

What do we mean by effective and efficient service?

Effective - successful in producing a desired or intended result [Oxford Dictionary]

Efficient – achieving maximum productivity with minimum wasted effort or expense

- working in a well-organized and competent way!

\*\*Competent – having the necessary ability, knowledge or skill to do something successfully.

\*\*Organized – arranged or structured in a systematic way (able to plan activities effectively)

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

C.

**From the members of the registration department – skill acquisition, opportunity of relevance and service**

- Data entry skills (new or improvement on existing skills)
- Enhancement of soft skills (face to face interaction, online interface), makes for relevance if done in the spirit of excellence and humility. [Before honor is humility]
- Service - this is part of our individual worship 1<sup>st</sup> to Abba and as co-laborers and facilitators of WWW, **it is a privilege and honor.**

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

- How are we expected to function in this department?  
( Sis Ezinwanne Egbunna)

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

What has changed since the last Global  
Registration? (Bro Tobechei Uwakwe)

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

- Comments?
- Questions?
- Clarifications?

# PRE CONFERENCE REGISTRATION DEPARTMENT TRAINING

For your Time, Participation and Attention,

You are appreciated and

Wailing women Worldwide thank you.