

ADMINISTRATIVE PORTFOLIO

INTERNAL MEMO

To: All Employees of Renew the Mind.

From: Human Resources Manager.

Date: July 30, 2025

UPDATE ON THE FLEXIBLE SCHEDULING POLICY

We are writing to inform you of the changes in the flexible scheduling and remote work policy of Renew the mind, which will take effect from the 5th of August 2025.

The update on these policies reflect the commitment of the organisation to supporting work life Balance an enhancing productivity, while maintaining the integrity of our services to the under-served communities, particularly children and their families.

The important changes to the policy are as follows:

1. Remote Work.

- All employees of the organisation are now eligible for remote work two days per week, with approval from their supervisor.
- Employees in field-based roles may arrange flexible hours of work rather remote work on appropriate days.

2. Working Hours.

- All employees must be available physically or remotely during working hours between 11:00 AM and 2:00PM from Mondays to Fridays.
- Flexibility is allowed outside the hours stated above, depending on the responsibilities of the employees.

3. Request and Approval

- All flexible and remote work arrangements must be approved in the employee performance.
- Supervisors will review request and grant approval based on employee performance.

4. Accountability

- All employees are expected to attend mandatory meetings and meet up with deadlines.
- Check-ins with supervisors on a regular basis.

Next Steps:

A brief orientation will be conducted by HR via zoom on August 2nd 2025.

We appreciate your cooperation and understanding as we continue to foster a flexible and convenient work environment.

Thank you for your continued support.

Regards,

Alaba Grace Ayomide.

Human Resources Manager

Renew The Mind

PROJECT PLAN.

Theme of the programme: Empowered Educators.

Date: October 23 2024.

Venue: Stadium House, Ikotun, Lagos.

Time: 9:00 AM - 5:00PM

Objectives:

- Equip Educators with innovative strategies to develop excellent relationships with their students.
- Provide mental motivation before the start of the new Academic Year.
- Motivate and educate Educators through speeches and presentations from key speakers.

Target Audience:

60 Educators(Primary Schools)

40 Educators (Secondary Schools)

3 Guest Speakers

15 School Administrators

Volunteers (20).

Total = 140 persons.

Programme Itinerary

S/N	TIME	ACTIVITY	PERSON OR TEAM
1.	8:00- 9:00 AM	Arrival and Registration of Attendees.	Registration Team
2.	9:00- 9:10AM	Opening Prayer	Moderator
3.	9:10- 9:15AM	National Anthem	Orchestra
4.	9:15- 9:40 AM	Welcome Address and Seminar Objective	Moderator
5.	9:40- 10:20 AM	Keynote Speech (The Teacher as a Nation Builder)	Guest Speaker One
6.	10:20-11:00 AM	Workshop Session 1 (Classroom Management Strategies)	Guest Speaker Two
7.	11:00-11:20 AM	Tea Break and Networking	Catering Team
8.	11:20-12:00 PM	Keynote Speech (Teaching in a Changing World)	Guest Speaker Three
9.	12:00-12:30 PM	Interactive Panel with Speakers	Moderator
10.	12:30- 1:20 PM	Lunch Break	Catering Team
11.	1:20-2:00PM	Drama Presentation:The	Drama Team

		Impact of One Teacher	
12.	2:00 – 3:00 PM	Workshop Session: Student Motivation and Wellbeing	Guest Speaker Panel
13.	3:00 – 3:15 PM	Photograph Session	Media Team
14.	3:15 – 4:00 PM	Vision Casting Session (What the New Term Holds)	Education Director
15.	4:00 – 4:30 PM	Distribution of Gifts	Welfare Team
16.	4:30 – 4:50 PM	Vote of Thanks	Moderator
17.	4:50 – 5:00 PM	Closing Prayer	Moderator

Accommodation Plans:

● Guest Speakers

Number: 3

Hotel: Night Star hotel (10 minutes from programme venue)

Rooms: Three Executive Rooms for each guest. One night only.

Resources: Breakfast, Lunch, Pick-up and Drop-off at Airport.

● Out of State Educators

Estimated Number: 15

Lodging: Christian mission House.

Rooms: 5 Rooms (3 Educators in each room)

Duration: 1 night

Resources: Business transportation from the mission House to the seminar venue (30 minutes).

● Refreshments.

Breakfast. 8:00 AM Tea, milk, Bread, Donuts, Biscuits

Lunch 1:00 PM Jollof Rice, Fried Rice, Salad, Chicken, Fish, plantain, soft drinks, fruit juice.

Take home: Bottled water, snacks(sausage rolls, egg rolls), sweets, canned drinks.

Gifts.

● Teachers.

- Branded Bag
- Notebook and Pen
- Certificate of Participation.

● Guest Ministers.

- Honorarium
- Customized Souvenir
- Appreciation Plaque

Committee.

ROLES	RESPONSIBLE PERSON OR TEAM
Seminar Coordinator	Education Leader
Logistics Coordinator	Head of Events
Finance	Chief Treasurer
Guest Speaker Liason	Assistant Project Manager
Refreshments	Welfare Coordinator

Media	Media Team
Accommodation	Welfare Team
Protocol team and Ushers	Volunteers

Budget Breakdown (Estimate).

ITEM	ESTIMATED COSTS
Venue	#100,000
Guest Speakers Honorariums	#210,000 (#70,000 Each)
Accommodation and Transportation	#350,000
Refreshments	#200,000
Gifts and Souvenirs	#300,000
Printing	#50,000
Media	#70,000
Decorations and Staging	#100,000
Contingency	#100,000
Total	#1,480,000

Success Metrics.

- At least 80 teachers in attendance.
- Positive feedback from at least 70 % of participants.
- Sessions run on scheduled time.
- Question and Answers
- Photos and Videos for future reference.