

TAKE THIS OPPORTUNITY TO JOIN A PRESTIGIOUS GLOBAL PROFESSIONAL BODY. *Registration promoted by Titlas Inc*



American International Institute of Management (AIIM)

Umbrella body of following leading American Professional Associations

- ♣ American Human Resource Management Society (AHRMS)
- ♣ American Society of Chartered Marketers (ASCM)
- ♣ American Financial Managers Association (AFMA)
- ♣ American Institute of Project Management (AIPM)
- ♣ American Society of Transportation Management (ASTM)
- ♣ American Institute of Purchasing & Supply (AIPS)
- ♣ American Society of Estate Management (ASEM)
- ♣ American Society of Bankers (ASB)
- ♣ American Advertising & Public Relations Society (AAPRS)
- ♣ American Society of Hospitality Administration (ASHA)



Managers of Men & Resources

OUR MISSION

Is to promote professional management worldwide.

To be authoritative and influential.

We are set to support development of managers by raising their level of competence.

This way, we influence employers, policy makers and opinion moulders

We are determined to grow the Institute's membership base, by supporting managers achieve recognisable skill required in modern management from all sectors.

The Manager of Merit

Process requires you to demonstrate how you have developed as a Manager and how you have applied your leadership and change management skills to achieve significant business impact.

If you are an employer looking for ways to encourage and motivate your managers, we suggest you recommend them for Manager of Merit award to encourage their performance.

OUR MEMBERS

American International Institute of Management is keen to encourage development of management skills at all levels.

As a non university degree holder, we offer **certificate** and **diploma** courses to build you up to the level of professional manager.

For practising managers, there are three categories of membership status thus;



Main Activities include Conferences, Seminars/Workshops for;

- ♣ *Management Consultants*
- ♣ *Marketing Managers*
- ♣ *Human Resource Managers*
- ♣ *Finance Managers*
- ♣ *Project Managers*
- ♣ *Purchasing & Supply Managers*
- ♣ *Transportation Managers*
- ♣ *Estate Managers*
- ♣ *Hospitality Industry Managers*
- ♣ *Government/Public Administrators*



Associate: for experienced practising managers and senior cadre administrative operatives including other non degree holder.

Member: for university degree holders with or without working experience. Holders of this status have the abbreviations of AIIM in front of their name including abbreviation for their specialty,

Fellow: for high skilled and executive professionals, chief executive of companies, directors, professors, and other highly rated decision makers.

Corporate: for business entity, organisations, institutions, and private trainers willing to run management training programs leading to certificate and diploma of the Institute.



WHAT WE ARE

American International Institute of Management is a mother organisation for various professional management bodies, sharing the latest insights and setting standards in management development.

As a body of experienced managers, we help to develop managers of tomorrow enabling them to deliver results in a dynamic business and organisational environment.

With daily increase in number of our individual and corporate members across the globe benefitting, we continue to encourage enrolment of members looking to develop themselves or their organisation.

Our Manager of Merit award is the ultimate accolade for practising professional managers who are members of the Institute.

Joining American International Institute of Management will transform the way you think about your work and how you add value to your organisation.

Code of Professional Conduct and Practice

Membership of AIIM implies that you accepted to fulfill your professional management responsibilities.

The Institute's *Code of Conduct* is binding on all members and sets out the professional standards of competence, expected to exemplify.

It therefore encapsulates the 'essence' of a professional manager.

Members should be aware their membership may be in jeopardy if evidence is received implying breach of any section of the code. Complaint is subject to disciplinary procedures and the procedures are administered by the **Board of Trustee** drawn from all the professional body that made up AIIM

OUR CODE OF CONDUCT

Expectations of members of AIIM.

As a professional Manager and member of AIIM you may justifiably claim to provide special knowledge and skills of value to society and accept the duties entailed by that claim, including:

- attaining and maintaining high standards of education, training and practical judgement;
- acting within the limits of personal competence;
- honouring the special trust placed by customers, suppliers, employers, colleagues and the general public.

In becoming and remaining a member of AIIM you are trusted by others to use your special knowledge and skills in a generally accepted and reasonable manner for mutually acceptable gains and benefits for all those affected.

As member of AIIM, your responsibilities to others within the organisation where you work shall include and not limited to; Treat colleagues on an equitable basis, without discrimination, recognising their specific needs, pressures and problems Support colleagues to understand fully their responsibilities, areas of authority and accountability Seek to develop skills and qualities evident within your team and recognise their achievements Foster a culture of openness and transparency, where issues may be addressed in a frank and timely manner Act consistently and fairly when addressing any shortfall in performance or standards of behaviour Encourage and assist colleagues to develop their skills and progress their careers, valuing the contribution which each may make

Have regard for their physical and mental health, safety and well being Respect matters of faith, conscience and diversity in their widest sense Communicate clearly, effectively and openly

Your responsibilities to the organisation which employs you shall include and not limited to; Uphold the lawful policies and practices of the organisation and seek to enhance them in the interests of good management practice Seek to reconcile personal and corporate values Identify, support and communicate relevant policies, practices and information.

Seek to identify and promote enhancements to organisation structure, procedures and controls Act in a manner which supports the organisation's overall objectives and contributes to the achievement of targets set.

Be accountable for achieving the objectives, projects and tasks that you undertake to deliver Safeguard the reputation and assets of the organisation Exhaust all available internal remedies for dealing with matters you perceive to be improper before resorting to public disclosure

You must act in relation to customers, suppliers, business partners and other stakeholders in the following manner;



Ensure that you properly understand the interests of others and respond to them in a balanced manner

Establish, maintain and develop business relationships based on mutual confidence and trust.

Refrain from entering into any agreement or undertaking any activity which is unlawful or anti-competitive Ensure that agreements entered into or activities undertaken are consistent with the interests of your organisation and demonstrate good management practice Neither offer nor accept gifts, hospitality or services which could create, or imply, an improper obligation Safeguard all confidential information which comes into your possession.

Your responsibilities to the wider community shall include but not limited to; Ensure that you are aware of, and comply with, all relevant legislation and regulations in the country where your organisation operates. Act to avert or mitigate any harmful outcomes, whether short or long term, of present and proposed managerial actions Be honest, open and truthful in all external communications. Respect the natural environment and seek to conserve resources wherever possible Respect the customs, practices and reasonable ambitions of others, where these may differ from your own.

By accepting to be a member of an organ of American International Institute of Management (AIIM), you are to uphold the reputation of the Institute by;

Promoting the mission, aims and objectives of the Institute Uphold its integrity and good standing and refrain from conduct which detracts from its reputation Promote its professional image and standing as a registered body Observe the standards of conduct and practice as set out in this Code, as they may be reviewed and reissued from time to time. Renew your membership of the Institute from time to time as at when due.

Organise conferences/seminars/workshops, to share management skills and ideas among members in your country of operation. Recommend graduates of management and practising managers for membership of the Institute.



You will also respect the rights of others, particularly any less powerful colleague in your organisation.

You are expected to pay attention to the attainment and maintenance of high levels of appropriate knowledge and experience.

You should also keep up-to-date with the latest management techniques and thinking. As a member of AIIM, honesty and impartiality are expected in using your skills in a way which reflects the trust given by clients, employers, colleagues and the general public.

As an expert and member of AIIM you are expected to provide highly professional judgement on the best actions to take within a specialist field or sector.

A professional approach as a manager requires ethical values to be accepted and habitually used.

Expectations are that a manager's actions will show integrity, honesty, loyalty and fairness. A manager who thus acts professionally and is perceived to do so is more able to exercise choice in a way which helps the resolution of conflict than one who acts inconsistently and with varied motivation.



OUR GROUPS

The American International Institute of Management consist of the following organizations;

American Society of Chartered Marketers (ASCM) responsible for promotion of marketing as major business management portfolio. The group is responsible for drawing up course contents for members desirous of improving their knowledge of marketing management.

American Human Resources Management Society (AHRMS) responsible for promotion of HRM program.

American Financial Managers Association (AFMA) for promotion of Financial Management.

American Institute of Project Management (AIPM) promoting Project Management.

American Institute of Purchasing & Supply (AIPS) for promotion of Purchasing and Supply as business management portfolio.

American Society of Transportation Management (ASTM). Promoting Transportation Management portfolio

American Institute of Management Consultants (AIMC) a body for Management and Business Consultants

American Society of Bankers (ASB) Assessing and regulating Bankers



membership
American Society of Estate Management (ASEM) a body evaluating estate management membership

American Advertising & Public Relations Society (AAPRS). Responsible for regulating membership of the society.

American Financial Managers Association (AFMA) for promotion of Financial Management.

American Institute of Project Management (AIPM) promoting Project Management.

American Institute of Purchasing & Supply (AIPS) for promotion of Purchasing and Supply as business management portfolio.

American Society of Transportation

Management (ASTM). Promoting Transportation Management portfolio
American Institute of Management Consultants (AIMC) a body for Management and Business Consultants
American Society of Bankers (ASB) Assessing and regulating Bankers membership

American Society of Estate Management (ASEM) a body evaluating estate management membership

American Advertising & Public Relations Society (AAPRS). Responsible for regulating membership of the society.

WE PROMOTE EXCELLENCE

We believe strong business performance and delivery of public services depends on high quality management leadership. Committed to encouraging and supporting development of managers we award accolade for 2 main categories thus;

Distinction Award – the highest award to outstanding and inspirational management leaders nominated by corporate members or Fellows of AIIM.

Manager of Merit Award – is awarded to nominated managers recommended by their employers.

OUR FEES

	Registration	Membership
Associate	\$100	\$100
Member	\$100	\$250
Fellow	\$100	\$500
Short course Certificate	\$100	\$250
Postgraduate Diploma	\$100	\$500
Corporate	\$100	\$1000



MEMBERSHIP Registration is strictly by recommendation from existing members and Fellows.



AMERICAN INTERNATIONAL INSTITUTE OF MANAGEMENT (AIIM)



Membership Registration Form

Full Name _____

Date of birth _____ Sex _____ Nationality _____

Contact Address _____
Include Post or Zip code

Telephone _____ E-mail _____
Include international and city code

Educational Qualifications with major _____
Attach Photocopy of Certificate

Name of present employer (if any) _____

Address _____

FOR CORPORATE MEMBERS ONLY

Organisation's Name _____

Business Address _____
Include Post or Zip code

Tel _____ Fax _____
Include international and city code

Website _____ E-mail _____

Contact Person _____ Mobile Phone _____
Include international code

Number of Employees _____ Number of Senior Staffs _____

Declaration:

I the undersigned confirm that all the information given on this membership registration form is the truth, and nothing but the truth. I pledge to abide by the Institute's Code of Professional Conduct & Practice

Signature _____ Date _____

This Registration is promoted by TITLAS INC. Please send the filled Form to miami@titlas.com or any Titlas office or its Representative.

