CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

(CASPIN, Nigeria)

(Established by CAM Decree No 1 of 1990 and Accredited by Nigerian Council for Management Development)

National /District Secretariat
Suite 25 Bataiya Plaza, Area11, Garki, Abuja.
P.O. Box 5291 Area 10 Garki Abuja

Tel: 09-7831109, 08037875610, 08059086457, 08094691761, 08081282797,

E-mail: info@corporateadministratorsinstitute.org
canigeriainst@yahoo.com
Website: www.corporateadministratorsinstitute.org

Dear Sir/Ma,

1st January, 2022

SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2022 TRAINING WORKSHOPS/CONFERENCES

The Corporate Administrators & Secretaries Professional Institute of Nigeria, a fully Accredited Management training Institution in Nigeria wish to invite you to nominate your Staff to attend our Local and International training Workshops/Conferences that is geared toward enhancing the Skills, Knowledge and Competence of your workforce to enable them cope with the day - to - day Professional Challenges at their Workplace.

Our training programs as per attached holds at different choice centres across Nigeria including Dubai, Ghana, Europe and other Africa Continents.

The Course /Conference fees & Schedules as attached covers Tuition, Documentation, Conference bag, Souvenirs, Lecture materials ,Tea/Lunch and Accredited Certification. Please call for an enquiry and send names of nominees to the Coordinator on 08037875610, 08081282797.Participants can register for Workshop/Conference online@ www.corporateadministratorsinstitute.org

Thank you once again and accept our warm regards

Yours faithfully,

for: Corporate Administrators & Secretaries Professional Institute of Nigeria

Fredrick Sunday N. *FCASI, CISA, ANIPR*
National Coordinator/Chief Learning Officer (CLO)
CASPIN, Nigeria (08037875610)

TARGETED @:
*Tetfund Sponsors of Tertiary Institution *MDA's of Federal & State Government *L.G.A's *Private & Public Corporations

FULLY ACCREDITED INSTITUTION

- Academic Conferences
- Workshops
- Professional Membership/Induction Award for (Fellows, Full Membership, Associate and Student/Graduate)
- Call for Conference Papers
- Business Conferences
- Seminars Forums
- Academic Journal Publication

2022 TRAINING CALENDAR

All courses listed in this brochure will hold as scheduled and can be run in-house at an agreed date and venue irrespective of public holidays.

ENQUIRIES:

Website: www.corporateadministratorsinstitute.org
Tel: +234-08037875610, 08081282797, 08094691761, 08059086457, 09-7831109
E-mails: info@corporateadministratorsinstitute.org OR canigerianist@yahoo.com
Co-ordinating District Office: Suite 25 Bataiya Plaza, No. 3, Rahama Close Off Dunukofia Street Behind Southern Fried Chicken, Area 11 Garki, P. O. Box 5291 Area 10 Post Office, FCT, Abuja.

TRY TO ATTEND ANY OF OUR CONFERENCES & SEMINARS

Group Pix Of NIPAS trainees at Kaduna

NERC Secretaries trained by NIPAS

Group photograph of 2021 Inductees @ Abuja

FOREIGN TRAINING WORKSHOP/CONFERENCE

S/N	Foreign Int'l Conference Titles		MARCH	MAY	JUNE	AUG	OCT.	NOV
1	DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS (KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS Fee covers 1 laptop bag, feeding + certificate	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public Sectors , Ministries, Departments and Agencies of Government	7th - 11th GHANA $2,500	2nd - 6th EUROPE INSTERBURG $3,000	13th - 17th DUBAI $2,500	1st - 6th DUBAI $2,500	3rd -7th GHANA $2,000	7th - 11th DUBAI $2,500
			21st -25th EAST AFRICA KIGALI - RWANDA $3,000	9th - 13th DUBAI $2,500	GHANA $2,000	22nd - 26th GHANA $2,500	24th -28th DUBAI $2,500	21st -25th GHANA $2,000
2	EFFECTIVE LEADERSHIP COMPETENCIES , MANAGING TEAMS , E-GOVERNANCE AND STRATEGY Fee covers 1 laptop bag, feeding + certificate	All Permanent Secretaries, DG's, Chairmen of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's of Faculties of Education, Business Management, Economics Studies, Health and Medicine Studies, Engineering, Technical Studies, Social Science and Humanities,	21st -25th EAST AFRICA KIGALI - RWANDA $3,000	2nd - 6th EUROPE INSTERBURG $3,000	13th - 17th DUBAI $2,500	1st - 6th DUBAI $2,500	3rd -7th GHANA $2,000	7th - 11th DUBAI $2,500
			7th - 11th GHANA $2,000	9th - 13th DUBAI $2,500	27th - 1st JULY GHANA $2,000	22nd - 26th GHANA $2,500	24th -28th DUBAI $2,500	21st -25th GHANA $2,000
3	ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC SERVICE Fee covers 1 laptop bag, feeding + certificate	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors , Ministries, Departments and Agencies of Government & others	21st -25th EAST AFRICA KIGALI - RWANDA $3,000	2nd - 6th EUROPE INSTERBURG $3,000	13th - 17th DUBAI $2,500	1st - 6th DUBAI $2,500	3rd -7th GHANA $2,000	7th - 11th DUBAI $2,500
			7th - 11th GHANA $2,000	9th - 13th DUBAI $2,000	27th - 1st JULY GHANA $2,000	22nd - 26th GHANA $2,500	24th -28th DUBAI $2,500	21st -25th GHANA $2,000
4	ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SENIOR SECRETARIES AND ADMINISTRATORS Fee covers 1 laptop bag, feeding + certificate	All Senior Secretaries and Administrators in MDA's Tertiary Institutions	21st -25th EAST AFRICA KIGALI - RWANDA $3,000	2nd - 6th EUROPE INSTERBURG $3,000	13th - 17th DUBAI $2,500	1st - 6th DUBAI $2,500	3rd -7th GHANA $2,000	7th - 11th DUBAI $2,500
			7th - 11th GHANA $2,000	9th - 13th DUBAI $2,500	27th - 1st JULY GHANA $2,000	22nd - 26th GHANA $2,500	24th -28th DUBAI $2,500	21st -25th GHANA $2,000

VENUES: GHANA- Novetel Hotel, Accra Central , Opp. the Polytechnic , Accra Ghana,
DUBAI (UAE) : Seaview Hotel Biu Dubai, EUROPE: Call,
EAST AFRICA KIGALI RWANDA : Marriott Hotel, kilgali , Rwanda
HOW TO REGISTER FOR LOCAL OR INTERNATIONAL WORKSHOPS: Send list of nominee(s) with course fee payable to the institute account as follows: **BANK:** Access bank , **ACCOUNT NO**.: 0024676488, **ACCOUNT NAME**: Corporate Administrators & Secretaries Professional Institute of Nigeria

ENQUIRIES CONTACT:
National Coordinator
Tel: 08037875610, 08081282797,08059086457
E-mail: info@corporateadministratorsinstitute.org OR canigeriainst@yahoo.com
website: www.corporateadministratorsinstiiute.org

We look forward to welcoming your nominees at the venue

FOR: Corporate Administrators & Secretaries Professional Institute of Nigeria

Fredrick Sunday N. *fcasi, cisa, mnim*
National Coordinator/Chief Learning Officer

Essential Soft Skills Training (1 Month Master Class) on:

* Office Technology & Management (OTM) Master Conversion Class
* Secretarial Studies enhancement Course
* Public Speaking
* Web Design
* Speech Writing
* Accounting Software Dev.
* Speech Delivery
* Software Development
* Report Writing
* Excel Spreadsheet Master Class
* Speed Typing
* Database creation & Management etc

Holds Live at our Abuja Centre. Call : 08037875610
and Online via Zoom/Webinar. Chat our Institute Whatsaap No. 08059086457

LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP.	OCT.	NOV	DEC
1.	**EFFECTIVE DOCUMENT TRACKING, MAIL HANDLING, RECORD/REGISTRY AND ARCHIVING MANAGEMENT** Course Fee: N80,500	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers	3rd-7th Kad/PH	31st Jan-4th Abj/PH	28th Feb-4th Los/PH	4th-8th Enu/Keffi	2nd-6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st- 5th Los/Keffi	5th -9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	14th - 18th Keffi/Ben	18th-22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd PH/Kad
2	INCREASING PRODUCTIVITY THROUGH ATTITUDINAL TRANSFORMATION & CHANGE MANAGEMENT Course Fee: N80,500	All Executive officers, Administration officers, P.A's, front desk officers, Clerical officers, Supervisors, Registry/ Mail officers and Secretaries	24th - 28th Kad/Los	21st - 25th Kad/Los	21st - 25th Abj/Enu	25th - 29th PH/Abj	23rd-27th Los/Ben	27th -1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
			3rd-7th Kad/PH	31st Jan - 4th AbJ/PH	28th - 1st April Los/Keffi	4th-8th Enu/Keffi	30th-3rd Jun Abj/Keffi	6th-10th Los/PH	4th-8th Enu/Keffi	29th - 2nd Sept. Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th- 2nd Dec Keffi/Abj	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/PH	28th Feb - 4th Los/Enu	11th - 15th Los/Abj	2nd - 6th Abj/Keffi	13th - 17th Enu/PH	11th - 15th Abj/Kad	1st - 5th Los/Keffi	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Keffi/PH	12th - 16th Enu/Abj
3	**PERSONAL EFFECTIVENESS & DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND OFFICE MANAGEMENT** Course Fee: N80,500	All Administrators, Admin Officers, Executive Officers, P.A's. S.A's, Dep and Asst Registrars,A.D's, D.D's and Others	17th - 21st Ben/PH	14th - 18th Ben/Abj	7th-11th PH/Kad	18th - 22nd Kad/PH	9th - 13th Enu/PH	20th-24th Abj/Keffi	18th- 22nd Los/PH	8th-12th Enu/Ben	19th - 23rd Ben/PH	17th-21st Los/Keffi	7th-11th Abj/Los	19th - 23rd Ben/Kad
			24th-28th Kad/Los	21st - 25th Los/Kad	14th-18th Keffi/Ben	25th-29th Ben/Abj	16th - 20th Abj/Kad	27th -1st July Abj/Keffi	25th-29th Ben/Abj	15th - 19th Abj/Kad	26th-30th Enu/Abj	24th-28th Abj/PH	14th-18th Enu/Kad	26th-30th PH/Abj
			3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	21st-25th Los/Enu	4th-8th Enu/Keffi	23rd-27th Abj/Keffi	6th-10th Los/PH	4th-8th Enu/Keffi	22nd-26th Los/Keffi	5th-9th Abj/Kad	3rd-7th Ben/Kad	31st Oct-4th Keffi/PH	5th-9th Los/Keffi
4.	EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N80,500	All Admin Officers, HRMgrs, Executive Officers, P.A's, S.A's, Ad's, Secretaries & other Mgrs	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th-17th Enu/Ben	11th-15th Abj/Kad	29th-2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	7th - 11th Abj/Enu	25th-29th Ben/Abj	9th-13th Los/Ben	27th -1st July Abj/Keffi	25th - 29th Ben/Abj	8th-12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
5.	**DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES AND E- GOVERNANCE STRATEGY IN TERTIARY INSTITUTIONS & MDA'S** Course Fee: N80,500	All Directors, Deputy Directors, Asst. Directors, Heads of Depts/units, Board members, and others seconded to this positions	3rd-7th Kad/PH	31st Jan - 4th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th-9th Los/Keffi
			10th - 14th Abj/Enu	7th-11th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	28th-1st April Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
6.	**EFFECTIVE DATA MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S** Course Fee: N80,500	All Data Entry officers, Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others	24th-28th Kad/Los	21st - 25th Los/Kad	28th Feb-4th Abj/Enu	25th-29th Ben/Abj	2nd-6th Los/Ben	27th-1st July Abj/Keffi	25th-29th Ben/Abj	1st-5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st-25th Ben/PH	26th - 30th PH/Abj
			3rd-7th Kad/PH	31st Jan - 4th Abj/PH	7th - 11th Los/Enu	4th-8th Enu/Keffi	9th - 13th Abj/Keffi	6th-10th Los/PH	4th-8th Enu/Keffi	8th-12th Los/Keffi	5th-9th Abj/Kad	3rd-7th Ben/Kad	31st Oct-4th Keffi/PH	5th-9th Los/Keffi
			10th - 14th Abj/Enu	7th-11th Keffi/Enu	14th-18th PH/Kad	11th-15th Los/Abj	16th-20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/Ben	12th-16th Los/Keffi	10th-14th Enu/Abj	7th - 11th Abj/Los	12th-16th Enu/Abj
7.	**PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS** Course Fee: N80,500	All HOD's, S.A's Administrators, Unit heads, Registrars, Asst registrars, principal secretaries and others,	17th - 21st Ben/PH	14th - 18th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd PH/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	28th - 1st April Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
8.	**EFFECTIVE ROLES OF ADMINISTRATORS AND SECRETARIES IN INSTITUTION & ORGANISATION DEVELOPMENT** Course Fee: N81,500	All Corporate Secretaries and Administrators, Legal officers, Heads of Units, Directors, and Information managers in Public and Private Sectors	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
9.	**PREPARING PRINCIPAL , CONFIDENTIAL AND BI-LINGUAL SECRETARIES AS STRATEGIC STAKEHOLDERS IN (OT&M) AND INFORMATION GOVERNANCE . Course Fee: N81,500**	All Secretaries in MDA'S , multi-national insitiutions, foreign affiliations, states affiliations, and others seconded to this position	3rd-7th Kad/PH	31st Jan-4th Abj/PH	28th- 1st April Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th PH/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad

VENUE CLASSIFICATION: **ENUGU(ENU)**: Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal_Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: www.corporateadministratorsinstitute.org. email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS
CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA
2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
10.	**E- LIBRARY MANAGEMENT DIGITILIZATION AND CATALOGUING SYSTEM** Course Fee: N80,500	All Library Executives Librarians and Other Library Junior/Middle/ Senior Officers	24th - 28th Kad/Los	21st - 25th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
11.	Accounting & Finance Course **EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY & WAGES (IPPIS) ADMINISTRATION** Course Fee: N81,500	All Directors, Asst Directors, Accountants, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDA's	17th - 21st Ben/PH	14th - 18th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	7th - 11th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/PH	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
12.	**PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE** Course Fee: N81,500	All Pension dept staff, Administrators, Supervisors , Officers and managers in Public and Private sectors	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
13.	**EFFECTIVE ACCIDENT AND ROAD HAZZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers** Course Fee: N80,500	All Professional Drivers in various Private, Public Sectors and Tertiary Institutions	3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th PH/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
14.	**EFFECTIVE PROJECTS MANAGEMENT:** *Effective Design, Monitoring and Evaluation* Course Fee: N81,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff .	24th - 28th Kad/Los	21st - 25th Los/Kad	28th - 1st April Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th PH/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
15.	Accounting & Finance Course on: **PROPER MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS** Course Fee: N81,500	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors	17th - 21st Ben/PH	14th - 18th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
16.	Procurement Course **EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices.** Course Fee: N82,500	All Stores Officers, Procurement Personnel, Inventory Managers, Supervisors, Auditors and Accountants	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd PH/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
17.	**EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT :** *Best Practice and Challenges* Course Fee: N82,500	Directors, Deputy & Asst Directors Human Resource Managers, HOD's, Admin Officers in Public & Private Sectors	3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
18.	**ENHANCING E-GENERATION AND OFFICE TECHNOLOGY AND MANAGEMENT SECRETARIES** Course Fee: N81,500	All Private and Public sectors typists, Computer users secretaries ,and front desk secretaries	24th - 28th Kad/Los	21st - 25th Los/Kad	7th - 11th Abj/Enu	25th - 29th PH/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	7th - 11th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj

VENUE CLASSIFICATION: ENUGU(ENU): Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal_Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS
CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA
2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
19.	**EFFECTIVE PUBLIC RELATIONS, PROTOCOL, AND MEDIA ADMINISTRATION COURSE IN TERTIARY INSTITUTIONS & MDA"s** Course Fee: N83,500	All P.R. Officers/ Managers, Protocol Officers, Communication, Administration Officers, etc.	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	14th - 18th Ben/Abj 21st - 25th Los/Kad 31st Jan - 4th Abj/PH	28th - 1st April Keffi/Ben 28th Feb - 4th Abj/Enu 7th - 11th Los/Enu	18th - 22nd Kad/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Kad 2nd - 6th Los/Ben 9th - 13th Abj/Keffi	20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi 6th - 10th Los/PH	18th- 22nd Los/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	29th - 2nd Sept Abj/Kad 1st - 5th PH/Abj 8th - 12th Los/Keffi	19th - 23rd Ben/PH 26th - 30th Enu/Abj 5th - 9th Abj/Kad	17th - 21st Los/Keffi 24th - 28th Abj/PH 3rd - 7th Ben/Kad	31st Oct - 4th Enu/Kad 7th - 11th Ben/PH 14th - 18th Keffi/PH	19th - 23rd Ben/Kad 26th - 30th PH/Abj 5th - 9th Los/Keffi
20.	**PRE-RETIREMENT AND ENTREPRENEURIAL SKILL DEVELOPMENT WORKSHOP: Enhancing ILO Standard** Course Fee: N83,500	All staff and officers getting ready for retirement	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	7th - 11th Keffi/Enu 14th - 18th Ben/Abj 21st - 25th Los/Kad	14th - 18th Minna/Kad 21st - 25th Keffi/Ben 28th - 1st April Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th Ben/Abj	16th - 20th Enu/Minna 23rd - 27th Abj/Kad 30th - 3rd Jun Los/Ben	13th - 17th Enu/Ben 20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi	11th - 15th Abj/Kad 18th- 22nd Los/PH 25th - 29th Ben/Abj	15th - 19th Enu/Ben 22nd - 26th Abj/Kad 29th - 2nd Sept PH/Abj	12th - 16th Los/Keffi 19th - 23rd Ben/PH 26th - 30th Enu/Abj	10th - 14th Enu/Abj 17th - 21st Los/Keffi 24th - 28th Abj/PH	21st - 25th Abj/Los 28th - 2nd Dec Enu/Kad 31st Oct - 4th Ben/PH	12th - 16th Enu/Abj 19th - 23rd Ben/Kad 26th - 30th PH/Abj
21.	**DEVELOPING ADMINISTRATIVE OFFICER'S LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANISATIONAL GROWTH** Course Fee: N83,500	All Administrative officers, Head of units, P.A's, Assistant and Deputy Directors, and other line staff in Public sectors	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	31st Jan - 4th Abj/PH 7th - 11th Keffi/Enu 14th - 18th Ben/Abj	28th Feb - 4th Los/Enu 7th - 11th PH/Kad 14th - 18th Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	2nd - 6th Abj/Keffi 9th - 13th Enu/PH 16th - 20th Abj/Kad	6th - 10th Los/PH 13th - 17th Enu/Ben 20th - 24th Abj/Keffi	4th - 8th Enu/Keffi 11th - 15th Abj/Kad 18th- 22nd Los/PH	1st - 5th Los/Keffi 8th - 12th Enu/Ben 15th - 19th Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	3rd - 7th Ben/Kad 10th - 14th Enu/Abj 17th - 21st Los/Keffi	7th - 11th Keffi/PH 14th - 18th Abj/Los 21st - 25th Enu/Kad	5th - 9th Los/Keffi 12th - 16th Enu/Abj 19th - 23rd Ben/Kad
22.	Accounting & Finance Course on: **EFFECTIVE ADMINISTRATION / DETECTION AND PREVENTION OF PAYROLL AND PENSION FRAUD IN THE SYSTEM** Course Fee: N83,500	All Internal Audit officers, payroll & Accounts officers and Pension Administrators in private / public and MDA's	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	21st - 25th Los/Kad 31st Jan - 4th Abj/PH 7th - 11th Keffi/Enu	21st - 25th Abj/Enu 28th - 1st April Los/Enu 28th Feb - 4th PH/Kad	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	23rd - 27th Los/Ben 30th - 3rd Jun Abj/Keffi 2nd - 6th Enu/PH	27th - 1st July Abj/Keffi 6th - 10th Los/PH 13th - 17th Enu/Ben	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Abj/Kad	22nd - 26th PH/Abj 29th- 2nd Sept Los/Keffi 8th - 12th Enu/Ben	26th - 30th Enu/Abj 5th - 9th Abj/Kad 12th - 16th Los/Keffi	24th - 28th Abj/PH 3rd - 7th Ben/Kad 10th - 14th Enu/Abj	28th - 2nd Dec Ben/PH 31st Oct - 4th Keffi/PH 7th - 11th Abj/Los	26th - 30th PH/Abj 5th - 9th Los/Keffi 12th - 16th Enu/Abj
23	Accounting & Finance Course on: **CORPORATE PLANNING, BUDGETING AND BUDGET CONTROL IN TERTIARY INSTITUTIONS & MDA's** Course Fee: N82,500	All Accountants & Account Officers with the responsibilities of corporate planning Budgeting and monitoring of budget	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	14th - 18th Ben/Abj 21st - 25th Los/Kad 31st - 4th Abj/PH	7th - 11th Keffi/Ben 14th - 18th Abj/Enu 21st - 25th Los/Enu	18th - 22nd Kad/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	9th - 13th Abj/Kad 16th - 20th Los/Ben 23rd - 27th Abj/Keffi	20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi 6th - 10th Los/PH	18th- 22nd Los/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	15th - 19th Abj/Kad 22nd - 26th PH/Abj 29th - 2nd Sept Los/Keffi	19th - 23rd Ben/PH 26th - 30th Enu/Abj 5th - 9th Abj/Kad	17th - 21st Los/Keffi 24th - 28th Abj/PH 3rd - 7th Ben/Kad	14th - 18th Enu/Kad 21st - 25th Ben/PH 28th - 2nd Dec Keffi/PH	19th - 23rd PH/Kad 26th - 30th PH/Abj 5th - 9th Los/Keffi
24	Accounting & Finance Course on: **EFFECTIVE CASHIERING, TREASURY , TSA & CENTRAL PAY OFFICE WORKSHOP** Course Fee: N80,500	All Accounts officers, Cashiers, treasury Officers and CPO officers in MDA's,Private / Public Sectors	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	7th - 11th Keffi/Enu 14th - 18th Ben/Abj 21st - 25th Los/Kad	28th - 1st April PH/Kad 28th Feb - 4th Keffi/Ben 7th - 11th Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th Ben/Abj	30th - 3rd Jun Enu/PH 2nd - 6th Abj/Kad 9th - 13th Los/Ben	13th - 17th Enu/Ben 20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi	11th - 15th Abj/Kad 18th- 22nd Los/PH 25th - 29th Ben/Abj	8th - 12th Enu/Ben 15th - 19th Abj/Kad 22nd - 26th PH/Abj	12th - 16th Los/Keffi 19th - 23rd Ben/PH 26th - 30th Enu/Abj	10th - 14th Enu/Abj 17th - 21st Los/Keffi 24th - 28th Abj/PH	31st Oct - 4th Abj/Los 7th - 11th Enu/Kad 14th - 18th Ben/PH	12th - 16th Enu/Abj 19th - 23rd Ben/Kad 26th - 30th PH/Abj
25	Accounting & Finance Course o **EFFECTIVE GOVERNMENT ACCOUNTING & FINANCE MGT. PRINCIPLES & PRACTICES FOR ACCOUNTING EXECUTIVES** Course Fee: N80,500	All Accounting & Finance office with the responsibilities of dealing with public finance and management	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	31st Jan - 4th Abj/PH 7th - 11th Keffi/Enu 14th - 18th Ben/Abj	14th - 18th Los/Enu 21st - 25th PH/Kad 28th - 1st April Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	16th - 20th Abj/Keffi 30th - 3rd Jun Enu/PH 2nd - 6th Abj/Kad	6th - 10th Los/PH 13th - 17th Enu/Ben 20th - 24th Abj/Keffi	4th - 8th Enu/Keffi 11th - 15th Abj/Kad 18th- 22nd Los/PH	29th - 2nd Sept Los/Keffi 8th - 12th Enu/Ben 15th - 19th Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	3rd - 7th Ben/Kad 10th - 14th Enu/Abj 17th - 21st Los/Keffi	21st - 25th Keffi/PH 28th - 2nd Dec Abj/Los 31st Oct - 4th Enu/Kad	5th - 11th Los/Keffi 12th - 16th Enu/Abj 19th - 23rd Ben/Kad
26	**EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDA'S AND TERTIARY INSTITUTIONS DEVELOPMENT** Course Fee: N81,500	All clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and other Auxiliary staffs	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	21st - 25th Los/Kad 31st Jan - 4th Abj/PH 7th - 11th Keffi/Enu	28th Feb - 4th Abj/Enu 7th - 11th Los/Enu 14th - 18th PH/Kad	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	9th - 13th Los/Ben 16th - 20th Abj/Keffi 30th - 3rd Jun Enu/PH	27th - 1st July Abj/Keffi 6th - 10th Los/PH 13th - 17th Enu/Ben	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Abj/Kad	22nd - 26th PH/Abj 29th - 2nd Sept Los/Keffi 8th - 12th Enu/Ben	26th - 30th Enu/Abj 5th - 9th Abj/Kad 12th - 16th Los/Keffi	24th - 28th Abj/PH 3rd - 7th Ben/Kad 10th - 14th Enu/Abj	7th - 11th Ben/PH 14th - 18th Keffi/PH 21st - 25th Abj/Los	26th - 30th PH/Abj 5th - 9th Los/Keffi 12th - 16th Enu/Abj
27	Accounting & Finance Course on: **FORENSIC ACCOUNTING & AUDIT SKILLS DEVELOPMENT AND DUE PROCESS** Course Fee: N82,500	All Accountants, Audit staff and investigation officers the Public Sectors	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	14th - 18th Ben/Abj 21st - 25th Los/Kad 31st Jan - 4th Abj/PH	21st - 25th Keffi/Ben 28th - 1st April Abj/Enu 28th Feb - 4th Los/Enu	18th - 22nd Kad/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	2nd - 6th Abj/Kad 9th - 13th Los/PH 16th - 20th Abj/Keffi	20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi 6th - 10th Los/PH	18th- 22nd Los/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	15th - 19th Abj/Kad 22nd - 26th PH/Abj 29th - 2nd Sept Los/Keffi	19th - 23rd Ben/PH 26th - 30th Enu/Abj 5th - 9th Abj/Kad	17th - 21st Los/Keffi 24th - 28th Abj/PH 3rd - 7th Ben/Kad	28th - 2nd Dec Enu/Kad 31st Oct - 4th Ben/PH 7th - 11th Keffi/PH	19th - 23rd Ben/Kad 26th - 30th PH/Abj 5th - 9th Los/Keffi

VENUE CLASSIFICATION: **ENUGU(ENU)**: Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
28	EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION. Course Fee: N82,500	All Confidential , Principal secretaries, Supervisory secretaries, Corporate Secretaries, Typists, Senior typists, front desk secretaries, and others	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
29	EMBRACING GOVERNMENT NEW TRENDS IN OFFICE MANAGEMENT & CURRENT FINANCIAL REFORMS IN TERTIARY INSTITUTIONS & MDA's Course Fee: N81,500	All Clerical officers, senior clerical officers, Accounts & Finance clerks, Stores clerks, Admin Assistants, and others	3rd - 7th Kad/PH	21st - 25th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
30	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS EMERGING TRENDS Course Fee: N80,500	All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others	24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
31	ENHANCING THE COMPETENCE OF SECRETARIES, EXE. ASST's., CLERICAL OFFICERS, TYPISTS AND OTHER FRONT DESK OFFICERS Course Fee: N80,500	All Admin/Personnel Officers, Secretaries Clerical Officers, Typist, and other front Desk officers	17th - 21st Ben/PH	7th - 11th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	7th - 11th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
32	LEADERSHIP AND TEAM WORK FOR EFFECTIVE MANAGERIAL SUCCESS Course Fee: N83,500	All Professionals, Directors, H.O.D's, and Operational Heads in Leadership position and Leading a Team	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 26th Abj/Keffi	18th- 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/Los	26th - 30th PH/Abj
33	ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SENIOR SECRETARIES AND ADMIN OFFICERS Course Fee: N81,500	All Secretaries and Admin Officers and Exeecutive Officers in MDA's	3rd - 7th Kad/PH	21st - 25th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th -18th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
34	CHALLENGES OF MANAGING OTHERS AND SELF FOR OUTSTANDING PERFORMANCE IN TIMES OF COVID PANDEMIC Course Fee: N80,500	All Staff in leadership, Supervisory and Managing teams for effective Performance	24th - 28th Kad/Los	14th - 18th Los/Kad	28th - 1st April Abj/Enu	25th - 29th PH/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
35	EFFECTIVE CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTS, IN TERTIARY INSTITUTIONS & MDA's Course Fee: N80,500	All Private and Public sectors typists, front desk officers, receptionists, secretaries, Admin Assistants and officers	17th - 21st Ben/PH	7th - 11th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PHAbj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
36	DATA ENTRY AND INFORMATION MANAGEMENT COURSE(Mastering Excel Spreadsheet and other Database) Course Fee: N80,500	All Data entry staff and Information Custodians in Private and Public Sectors	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th PH/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj

VENUE CLASSIFICATION: **ENUGU(ENU)**: Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal_Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
37	**EFFECTIVE URBAN PLANNING AND FACILITY MANAGEMENT COURSE** Course Fee: N80,500	All Project Managers and Teams, urban Planners, Middle/Senior Officers and other line Staff	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	21st - 25th Los/Enu 28th - 1st April PH/Kad 28th Feb - 4th Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	2nd - 6th Abj/Keffi 9th - 13th Enu/PH 16th - 20th Abj/Kad	6th - 10th Los/PH 13th - 17th Enu/Ben 20th - 24th Abj/Keffi	4th - 8th Enu/Keffi 11th - 15th Abj/Kad 18th- 22nd Los/PH	15th - 19th Los/Keffi 22nd - 26th Enu/Ben 29th - 2nd Sept Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	3rd - 7th Ben/Kad 10th - 14th Enu/Abj 17th - 21st Los/Keffi	14th - 18th Keffi/PH 21st - 25th Abj/Los 28th - 2nd Dec Enu/Kad	5th - 9th Los/Keffi 12th - 16th Enu/Abj 19th - 23rd Ben/Kad
38	**MAINTENANCE OF GOVERNMENT FACILITIES AND EQUIPMENT FOR OPTIMUM UTILIZATION** Course Fee: N80,500	All Technical Staff, Officers, Managers and Supervisors in Technical and Maintenance works of government Properties and Equipment	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	14th - 18th Los/Kad 21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu	7th - 11th Abj/Enu 14th - 18th Los/Enu 21st - 25th PH/Kad	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	23rd - 27th Los/PH 30th - 3rd Jun Abj/Keffi 2nd - 6th Enu/PH	27th - 1st July Abj/Keffi 6th - 10th Los/PH 13th - 17th Enu/Ben	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Abj/Kad	1st - 5th PH/Abj 8th - 12th Los/Keffi 15th - 19th Enu/PH	26th - 30th Enu/Abj 5th - 9th Abj/Kad 12th - 16th Los/Keffi	24th - 28th Abj/PH 3rd - 7th Ben/Kad 10th - 14th Enu/Abj	31st Oct - 4th Ben/PH 7th - 11th Keffi/PH 14th - 18th Abj/Los	26th - 30th PH/Abj 5th - 9th Los/Keffi 12th - 16th Enu/Abj
39	**SECURITY AND GUARDS WORKSHOP ON SECURITY ALERTNESS, PROTECTION OF PROPERTIES, COMMUNICATION AND CRIME REPORTING IN TERTIARY INSTITUTIONS & MDA's** Course Fee: N80,500	All Security Officers, Guards, Vigilantes and other with the responsibilities of Security Mgt. in Private and Private Institution Supervisors etc.	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	7th - 11th Ben/Abj 14th - 18th Los/Kad 21st - 25th Abj/PH	28th - 1st April Keffi/Ben 28th Feb - 4th Abj/Enu 7th - 11th Los/Enu	18th - 22nd Kad/PH 25th - 29th PH/Abj 4th - 8th Enu/Keffi	9th - 13th Abj/Kad 16th - 20th Los/Ben 23rd - 27th Abj/Keffi	20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi 6th - 10th Los/PH	18th- 22nd Los/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	22nd - 26th Abj/Kad 29th - 2nd Sept PH/Abj 1st - 5th Los/Keffi	19th - 23rd Ben/PH 26th - 30th Enu/Abj 5th - 9th Abj/Kad	17th - 21st Los/Keffi 24th - 28th Abj/PH 3rd - 7th Ben/Kad	21st - 25th Enu/Kad 28th -2nd Dec Ben/PH 31st Oct - 4th Keffi/PH	19th - 23rd Ben/Kad 26th - 30th PH/Abj 5th - 9th Los/Keffi
40	**TECHNICAL AND FINANCIAL BID EVALUATION AND PROCEDURES FOR GOODS SERVICES** Course Fee: N80,500	All staff involved in Procurement and Contract management in MDA's and Tertiary Institutions	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj 14th - 18th Los/Kad	14th - 18th PH/Kad 21st - 25th Keffi/Ben 28th - 1st April Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th PH/Abj	30th - 3rd Jun Enu/PH 2nd - 6th Abj/Kad 9th - 13th Los/Ben	13th - 17th Enu/Ben 20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi	11th - 15th Abj/Kad 18th- 22nd Los/PH 25th - 29th Ben/Abj	8th - 12th Enu/PH 15th - 19th Abj/Kad 22nd - 26th PH/Abj	12th - 16th Los/Keffi 19th - 23rd Ben/PH 26th - 30th Enu/Abj	10th - 14th Enu/Abj 17th - 21st Los/Keffi 24th - 28th Abj/PH	7th - 11th Abj/Los 14th - 18th Enu/Kad 21st - 25th Ben/PH	12th - 16th Enu/Abj 19th - 23rd Ben/Kad 26th - 30th PH/Abj
41	**WORKSHOP ON MECHANICAL ENGINEERING SERVICES AND MAINTENANCE CULTURE IN TERTIARY INSTITUTIONS & MDA's** Course Fee: N80,500	All Technical Officers, Managers, Supervisors, Artisans in charge of facilities Management in Tertiary Institutions	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	28th Feb - 4th Los/Enu 7th - 11th PH/Kad 14th - 18th Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	9th - 13th Abj/Keffi 16th - 20th Enu/PH 23rd - 27th Abj/Kad	6th - 10th Los/PH 13th - 17th Enu/Ben 20th - 24th Abj/Keffi	4th - 8th Enu/Keffi 11th - 15th Abj/Kad 18th- 22nd Los/PH	29th - 2nd Sept Los/Keffi 1st - 5th Enu/PH 8th - 12th Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	3rd - 7th Ben/Kad 10th - 14th Enu/Abj 17th - 21st Los/Keffi	28th - 2nd Dec Keffi/PH 31st Oct - 4th Abj/Los 7th - 11th Enu/Kad	5th - 9th Los/Keffi 12th - 16th Enu/Abj 19th - 23rd PH/Kad
42	**OPTIMUM SERVICE DELIVERY ON CIVIL ENGINEERING AND MAINTENANCE CULTURE IN TERTIARY INSTITUTIONS & MDA's** Course Fee: N80,500	All Technical Officers, Civil Engineers, Managers, Supervisors, Artisans in charge of facilities Mgt. in Tertiary Institutions	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	14th - 18th Los/Kad 21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu	21st - 25th Abj/Enu 28th - 1st April Los/Enu 28th Feb - 4th PH/Kad	25th - 29th PH/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	30th - 3rd Jun Los/Ben 2nd - 6th Abj/Keffi 9th - 13th Enu/PH	27th - 1st July Abj/Keffi 6th - 10th Los/PH 13th - 17th Enu/Ben	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Abj/Kad	15th - 19th PH/Abj 22nd - 26th Los/Keffi 29th - 2nd Sept Enu/PH	26th - 30th Enu/Abj 5th - 9th Abj/Kad 12th - 16th Los/Keffi	24th - 28th Abj/PH 3rd - 7th Ben/Kad 10th - 14th Enu/Abj	14th - 18th Ben/PH 21st - 25th Keffi/PH 28th - 2nd Dec Abj/Los	26th - 30th PH/Abj 5th - 9th Los/Keffi 12th - 16th Enu/Abj
43	**EFFECTIVE ELECTRICAL ENGINEERING SERVICES AND MAINTENANCE CULTURE IN TERTIARY INSTITUTIONS & MDA's** Course Fee: N80,500	All Staff working under the umbrella of Electrical Engineering dept. in Tertiary Institutions & MDA's	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	7th - 11th Ben/Abj 14th - 18th Los/Kad 21st - 25th Abj/PH	7th - 11th Keffi/Ben 14th - 18th Abj/Enu 21st - 25th Los/Enu	18th - 22nd Kad/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	16th - 20th Abj/Kad 23rd - 27th Los/PH 30th - 3rd Jun Abj/Keffi	20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi 6th - 10th Los/PH	18th- 22nd Los/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	1st - 5th Abj/Kad 8th - 12th PH/Abj 15th - 19th Los/Keffi	19th - 23rd Ben/PH 26th - 30th Enu/Abj 5th - 9th Abj/Kad	17th - 21st Los/Keffi 24th - 28th Abj/PH 3rd - 7th Ben/Kad	31st Oct - 4th Enu/Kad 7th - 11th Ben/PH 14th - 18th Keffi/PH	19th - 23rd Ben/Kad 26th - 30th PH/Abj 5th - 9th Los/Keffi
44	**WORKSHOP ON EFFECTIVE CLOUD COMPUTING AND SOCIAL MEDIA MANAGEMENT STRATEGIES** Course Fee: N80,500	All Staff Involved in computer usage, data, information Mgt and PR/Advert Mgt	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj 14th - 18th Los/Kad	28th - 1st April PH/Kad 28th Feb - 4th Keffi/Ben 7th - 11th Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th PH/Abj	2nd - 6th Enu/PH 9th - 13th Abj/Kad 16th - 20th Los/Ben	13th - 17th Enu/Ben 20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi	11th - 15th Abj/Kad 18th- 22nd Los/PH 25th - 29th Ben/Abj	22nd - 26th Enu/Ben 29th - 2nd Sept Abj/Kad 1st- 5th PH/Abj	12th - 16th Los/Keffi 19th - 23rd Ben/PH 26th - 30th Enu/Abj	10th - 14th Enu/Abj 17th - 21st Los/Keffi 24th - 28th Abj/PH	21st - 25th Abj/Los 28th - 2nd Dec Enu/Kad 31st Oct - 4th Ben/PH	12th - 16th Enu/Abj 19th - 23rd Ben/Kad 26th - 30th PH/Abj
45	**CLERICAL DUTIES, RECORDS MAINTENANCE AND OFFICE ROUTINE COURSE IN TERTIARY INSTITUTIONS & MDA's** Course Fee: N80,500	All Registry staff, Records & Office Management Officers, Office Assistants, Clerical , Library staff, Exams and Records officers and others whose jobs are related to the topic.	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	14th - 18th Los/Enu 21st - 25th PH/Kad 28th - 1st April Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	23rd - 27th Abj/Keffi 30th - 3rd Jun Enu/PH 2nd - 6th Abj/Kad	6th - 10th Los/PH 13th - 17th Enu/Ben 20th - 24th Abj/Keffi	4th - 8th Enu/Keffi 11th - 15th Abj/Kad 18th- 22nd Los/PH	8th - 12th Los/Keffi 15th - 19th Enu/Ben 22nd - 26th Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	3rd - 7th Ben/Kad 10th - 14th Enu/Abj 17th - 21st Los/Keffi	7th - 11th Keffi/PH 14th - 18th Abj/Los 21st - 25th Enu/Kad	5th - 9th Los/Keffi 12th - 16th Enu/Abj 19th - 23rd Ben/Kad

VENUE CLASSIFICATION: **ENUGU(ENU)**: Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal_Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS
CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA
2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
46	**EFFECTIVE DRIVERS COURSE ON SAFETY & ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS** Course Fee: N80,500	All Corporate Drivers and Mechanics in Public and Private Sectors	24th - 28th Kad/Los	14th - 18th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
47	**MANAGEMENT COURSE ON FACILITY MANAGEMENT, OPERATIONS AND MAINTENANCE PERFORMANCE IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S** Course Fee: N80,500	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions	17th - 21st Ben/PH	7th - 11th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	28th - 1st April Abj/Enu	25th - 29th Ben/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
48	**MANAGEMENT COURSE FOR SCIENCE TEACHERS & EDUCATION STUDIES AND MANAGEMENT IN TERTIARY INSTITUTIONS & MDA'S** Course Fee: N80,500	All Science Teachers, Education course teachers, in Colleges of Education and Polytechnics	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/PH	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
49	**SHARPENING SECRETARIES TO BECOME E-GENERATION SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE TECHNOLOGY PROFESSIONAL** Course Fee: N80,500	All Categories of Secretories in Private, Public Sectors and Tertiary Institutions of higher Learning and MDA's and Corporations	3rd - 7th Kad/PH	21st - 25th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
50	**ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN MDA'S AND TERTIARY INSTITUTIONS** Course Fee: N80,500	All Clerical Assistants, Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc	24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
51	**EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV.** Course Fee: N80,500	All those whose jobs requires report writings and presentation and meeting representations ,Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary Institutions	17th - 21st Ben/PH	7th - 11th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	9th -13th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th -18th Los/Kad	7th - 11th Abj/Enu	25th - 29th Ben/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
52	**EFFECTIVE OFFICE MANAGEMENT :** *Managing Multi-Tasks, Priorities & Deadlines in tertiary institutions & MDA'S* Course Fee: N80,500	All Staff in Public and Private sectors with the responsibility of office management and deals with essential task that is important and deadline bound	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/PH	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
53	**OFFICE MANAGEMENT , RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT IN MDA'S AND TERTIARY INSTITUTIONS** Course Fee: N80,500	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers	3rd - 7th Kad/PH	21st - 25th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
54	**EMERGENCY RESPONSE MANAGEMENT COURSE FOR HEALTH AND NEMA WORKERS IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S** Course Fee: N80,500	All Nurses and relevant Health workers in times of emergencies and Crises Periods	24th - 28th Kad/Los	14th - 18th Los/Kad	28th - 1st April Abj/Enu	25th - 29th Ben/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj

VENUE CLASSIFICATION: **ENUGU(ENU)**: Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
55	TARGET SETTING AND WORK PROCESS IMPROVEMENT TECHNIQUES FOR ACHIEVING CORPORATE STRATEGIC OBJECTIVES Course Fee: N81,500	All Admin Officers, Secretaries, Principal Officers and Managers	17th - 21st Ben/PH	7th - 11th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/PH	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
56	**Accounting Course** FINANCIAL MANAGEMENT AND EXPENDITURE CONTROL IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N81,500	All Admin Officers, Secretaries, Principal Officers and Managers	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
57	SPECIALIZED COURSE ON INTERPERSONAL SKILL, PUBLIC SPEAKING, COMMUNICATION SKILL, PRESENTATION SKILL AND SPEECH DELIVERY Course Fee: N81,500	All Administrators, Secretaries, officers , Managers, Head of Units and Adhoc representatives to Dg's, Directors ,S.A's to an Occasion	3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	7th - 11th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kac
58	DEVELOPING KEY PERFORMANCE INDICATORS (KPIs) FOR ORGANISATIONAL GROWTH Course Fee: N83,500	All Unit heads, Asst Directors, Deputy Directors,Managers Officers,Admin Mgrs and others	24th - 28th Kad/Los	14th - 18th Los/Kad	7th - 11th Abj/Enu	25th - 29th PH/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
59	**Accounting Course** EXCEL SPREADSHEET SKILLS FOR IFRS, PLANNING, FORECASTING, BUDGETING AND COMPLEX FINANCIAL CALCULATIONS Course Fee: N82,500	All Position staff who want to develop unequaled use of Excel spread sheet to handle Planning, Forecasting, Budgeting and Financial calculations in any sector.	17th - 21st Ben/PH	7th - 11th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kac
			24th - 28th Kad/Los	14th - 18th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
60	EFFECTIVE LEADERSHIP AND TEAM BUILDING FOR MANAGERIAL SUCCESS Course Fee: N83,500	All Professionals, Directors, H.O.D's, and Operational Heads in leadership position and leading a team	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	14th - 18th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th- 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	21st - 25th Los/Kad	28th - 1st April Abj/Enu	25th - 29th PH/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
61	EFFECTIVE OPTIMUM SERVICE WORKSHOP FOR ADMINISTRATIVE OFFICERS AND PERSONAL ASSISTANTS ON Perspectives of New Government New Reforms and the Way Forward Course Fee: N82,500	All P.A's , Admin Officers, Executive Officers, Professional Secretaries, Company Secretaries, Administrators, Managers, Supervisors etc.	3rd - 7th Kad/PH	7th - 11th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	14th - 18th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
			17th - 21st Ben/PH	21st - 25th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	19th- 23rd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kac
62	EFFECTIVE OPTIMUM SERVICE WORKSHOP FOR TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN OFFICERS, ADMIN ASSTS. Course Fee: N80,500	All Private and Public sectors typists, front desk officers, receptionists, secretaries, Admin Assist-ants and officers	24th - 28th Kad/Los	7th - 11th Los/Kad	21st - 25th Abj/Enu	25th - 29th PH/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	26th - 30th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	14th - 18th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	5th - 9th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
			10th - 14th Abj/Enu	21st - 25th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	12th - 16th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
63	EMBRACING CIVIL SERVANTS' CIVILITY AND DISCIPLINE AT WORK PLACE: *Coping with the pandemic New Normal* Course Fee: N79,500	All staff at various work units involved with job responsibilities of meeting people amidst covid	17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	19th- 23rd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
			24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	26th - 30th Ben/Abj	8th - 12th PH/Abj	27th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
			3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	5th - 9th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi

VENUE CLASSIFICATION: **ENUGU(ENU)**: Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal_Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
64	**Accounting Course** **FINAL ACCOUNTS WITH IFRS AND IPSAS COMPLIANCE:** *Preparation and presentation* Course Fee: N82,500	All Staff in charge of infrastructure , project management , procurement and finance in MDA's and Tertiary Institutions	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj 14th - 18th Los/Kad	28th - 1st April PH/Kad 28th Feb - 4th Keffi/Ben 7th - 11th Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th Ben/Abj	2nd - 6th Enu/PH 9th - 13th Abj/Kad 24th - 28th Los/Ben	14th - 18th Enu/Ben 21st - 25th Abj/Keffi 28th - 2nd July Abj/Keffi	12th - 16th Abj/Kad 19th- 23rd Los/PH 26th - 30th Ben/Abj	9th - 13th Enu/Ben 16th - 20th Abj/Kad 23rd - 27th PH/Abj	13th - 17th Los/Keffi 20th - 24th Ben/PH 27th -1st Oct Enu/Abj	11th - 15th Enu/Abj 18th - 22nd Los/Keffi 25th - 29th Abj/PH	8th - 12th Abj/Los 15th - 19th Enu/Kad 22nd - 26th Ben/PH	13th - 17th Enu/Abj 20th - 24th Ben/Kad 27th - 31st PH/Abj
65	**EFFECTIVE MANAGING OF OFFICE / DEPT. AND ADMINISTRATION OF ORGANISATIONS FOR PEAK PERFORMANCE** Course Fee: N81,500	All staff in Public and Private sector whose job responsibility covers public service, Administration, Management, Human Resource Development.	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	14th - 18th Los/Enu 21st - 25th PH/Kad 28th - 1st April Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	3rd - 7th Abj/Keffi 10th - 14th Enu/PH 17th - 21st Abj/Kad	7th - 11th Los/PH 14th - 18th Enu/Ben 21st - 25th Abj/Keffi	5th - 9th Enu/Keffi 12th - 16th Abj/Kad 19th- 23rd Los/PH	2nd - 6th Los/Keffi 9th - 13th Enu/Ben 16th - 20th Abj/Kad	6th -10th Abj/Kad 13th - 17th Los/Keffi 20th - 24th Ben/PH	4th - 8th Ben/Kad 11th - 15th Enu/Abj 18th - 22nd Los/Keffi	1st - 5th Keffi/PH 8th - 12th Abj/Los 15th - 19th Enu/Kad	6th - 10th Los/Keffi 13th - 17th Enu/Abj 20th - 24th Ben/Kad
66	**ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SENIOR SECRETARIES AND ADMIN OFFICERS** Course Fee: N81,500	All Senior secretaries and Administrative Officers in MDA's	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	14th - 18th Los/Kad 21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu	28th Feb - 4th Abj/Enu 7th - 11th Los/Enu 14th - 18th PH/Kad	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	24th - 28th Los/Ben 3rd - 7th Abj/Keffi 10th - 14th Enu/PH	28th - 2nd July Abj/Keffi 7th - 11th Los/PH 14th - 18th Enu/Ben	26th - 30th Ben/Abj 5th - 9th Enu/Keffi 12th - 16th Abj/Kad	23rd - 27th PH/Abj 2nd - 6th Los/Keffi 9th - 13th Enu/Ben	27th -1st Oct Enu/Abj 6th -10th Abj/Kad 13th - 17th Los/Keffi	25th - 29th Abj/PH 4th - 8th Ben/Kad 11th - 15th Enu/Abj	22nd - 26th Ben/PH 1st - 5th Keffi/PH 8th - 12th Abj/Los	27th - 31st PH/Abj 6th - 10th Los/Keffi 13th - 17th Enu/Abj
67	**Specialized Course for CLERKS, EXECUTIVE ASSISTANTS, EXECUTIVE OFFICERS, TYPISTS, COMPUTER AND DATA ENTRY CLERKS** Course Fee: N80 ,500	All Clerks, Executive Assistants, Executive Officers, Typists, Computer Operators, Data Processors and Clerks and others seconded to these positions	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	7th - 11th Ben/Abj 14th - 18th Los/Kad 21st - 25th Abj/PH	21st - 25th Keffi/Ben 28th - 1st April Abj/Enu 28th Feb - 4th Los/Enu	18th - 22nd Kad/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	17th - 21st Abj/Kad 24th - 28th Los/PH 3rd - 7th Abj/Keffi	21st - 25th Abj/Keffi 28th - 2nd July Abj/Keffi 7th - 11th Los/PH	19th- 23rd Los/PH 26th - 30th Ben/Abj 5th - 9th Enu/Keffi	16th - 20th Abj/Kad 23rd - 27th PH/Abj 2nd - 6th Los/Keffi	20th - 24th Ben/PH 27th -1st Oct Enu/Abj 6th -10th Abj/Kad	18th - 22nd Los/Keffi 25th - 29th Abj/PH 4th - 8th Ben/Kad	15th - 19th Enu/Kad 22nd - 26th Ben/PH 1st - 5th Keffi/PH	20th - 24th Ben/Kad 27th - 31st PH/Abj 6th - 10th Los/Keffi
68	**Accounting & Finance Course** **FORECASTING TECHNIQUES FOR EFFECTIVE BUDGETING AND MAINTAINING ROLLING BUDGET** Course Fee: N80,500	All Accounts, Finance and Budget Officers in MDA's and Tertiary Institutions	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj 14th - 18th Los/Kad	7th - 11th PH/Kad 14th - 18th Keffi/Ben 21st - 25th Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th Ben/Abj	10th - 14th Enu/PH 17th - 21st Abj/Kad 24th - 28th Los/Ben	14th - 18th Enu/Ben 21st - 25th Abj/Keffi 28th - 2nd July Abj/Keffi	12th - 16th Abj/Kad 19th- 23rd Los/PH 26th - 30th Ben/Abj	9th - 13th Enu/Ben 16th - 20th Abj/Kad 23rd - 27th PH/Abj	13th - 17th Los/Keffi 20th - 24th Ben/PH 27th -1st Oct Enu/Abj	11th - 15th Enu/Abj 18th - 22nd Los/Keffi 25th - 29th Abj/PH	8th - 12th Abj/Los 15th - 19th Enu/Kad 22nd - 26th Ben/PH	13th - 17th Enu/Abj 20th - 24th Ben/Kad 27th - 31st PH/Abj
69	**DATA ENTRY AND BASIC PROTECTION OF DATA AND INFORMATION MANAGEMENT COURSE(Mastering relevant Softwares)** Course Fee: N80,500	All Data entry staff and Information Custodians in Private and Public Sectors	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	28th - 1st April Los/Enu 28th Feb - 4th PH/Kad 7th - 11th Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	3rd - 7th Abj/Keffi 10th - 14th Enu/PH 17th - 21st Abj/Kad	7th - 11th Los/PH 14th - 18th Enu/Ben 21st - 25th Abj/Keffi	5th - 9th Enu/Keffi 12th - 16th Abj/Kad 19th- 23rd Los/PH	2nd - 6th Los/Keffi 9th - 13th Enu/Ben 16th - 20th Abj/Kad	6th -10th Abj/Kad 13th - 17th Los/Keffi 20th - 24th Ben/PH	4th - 8th Ben/Kad 11th - 15th Enu/Abj 18th - 22nd Los/Keffi	1st - 5th Keffi/PH 8th - 12th Abj/Los 15th - 19th Enu/Kad	6th - 10th Los/Keffi 13th - 17th Enu/Abj 20th - 24th Ben/Kad
70	**ENHANCING E-GENERATION AND OFFICE TECHNOLOGY AND MANAGEMENT SECRETARIES** Course Fee: N80,500	All Private and Public sectors typists, Computer users secretaries ,and front desk secretaries	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	14th - 18th Los/Kad 21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu	14th - 18th Abj/Enu 21st - 25th Los/Enu 28th - 1st April PH/Kad	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	24th - 28th Los/Ben 3rd - 7th Abj/Keffi 10th - 14th Enu/PH	28th - 2nd July Abj/Keffi 7th - 11th Los/PH 14th - 18th Enu/Ben	26th - 30th Ben/Abj 5th - 9th Enu/Keffi 12th - 16th Abj/Kad	23rd - 27th PH/Abj 2nd - 6th Los/Keffi 9th - 13th Enu/Ben	27th -1st Oct Enu/Abj 6th -10th Abj/Kad 13th - 17th Los/Keffi	25th - 29th Abj/PH 4th - 8th Ben/Kad 11th - 15th Enu/Abj	22nd - 26th Ben/PH 1st - 5th Keffi/PH 8th - 12th Abj/Los	27th - 31st PH/Abj 6th - 10th Los/Keffi 13th - 17th Enu/Abj
71	**PERFORMANCE IMPROVEMENT MANAGEMENT TECHNIQUES FOR CLERICAL AND EXECUTIVE ADMINISTRATIVE OFFICERS** Course Fee: N80,500	All Clerks, Admin officers, Executive officers, Executive Assistants, Clerical officers and others seconded to this positions	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	7th - 11th Ben/Abj 14th - 18th Los/Kad 21st - 25th Abj/PH	28th Feb - 4th Keffi/Ben 7th - 11th Abj/Enu 14th - 18th Los/Enu	18th - 22nd Kad/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	17th - 21st Abj/Kad 24th - 28th Los/Ben 3rd - 7th Abj/Keffi	21st - 25th Abj/Keffi 28th - 2nd July Abj/Keffi 7th - 11th Los/PH	19th- 23rd Los/PH 26th - 30th Ben/Abj 5th - 9th Enu/Keffi	16th - 20th Abj/Kad 23rd - 27th PH/Abj 2nd - 6th Los/Keffi	20th - 24th Ben/PH 27th -1st Oct Enu/Abj 6th -10th Abj/Kad	18th - 22nd Los/Keffi 25th - 29th Abj/PH 4th - 8th Ben/Kad	15th - 19th Enu/Kad 22nd - 26th Ben/PH 1st - 5th Keffi/PH	20th - 24th Ben/Kad 27th - 31st PH/Abj 6th - 10th Los/Keffi
72	**ADVANCED ICT APPLICATIONS AND E-OFFICE MANAGEMENT FOR ALL COMPUTER OPERATORS, DATA PROCESSING OFFICERS, PRINCIPAL STAFF & EXAMS/RECORDS OFFICERS** Course Fee: N80,500	All Secretaries, typists, Computer users ,clerical staff, Registry staff, Data Entry staff and others who want be speciaslist in computing	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj 14th - 18th Los/Kad	21st - 25th PH/Kad 28th - 1st April Keffi/Ben 28th Feb - 4th Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th Ben/Abj	10th - 14th Enu/PH 17th - 21st Abj/Kad 24th - 28th Los/Ben	14th - 18th Enu/Ben 21st - 25th Abj/Keffi 28th - 2nd July Abj/Keffi	12th - 16th Abj/Kad 19th- 23rd Los/PH 26th - 30th Ben/Abj	9th - 13th Enu/Ben 16th - 20th Abj/Kad 23rd - 27th PH/Abj	13th - 17th Los/Keffi 20th - 24th Ben/PH 27th -1st Oct Enu/Abj	11th - 15th Enu/Abj 18th - 22nd Los/Keffi 25th - 29th Abj/PH	8th - 12th Abj/Los 15th - 19th Enu/Kad 22nd - 26th Ben/PH	13th - 17th Enu/Abj 20th - 24th Ben/Kad 27th - 31st PH/Abj

VENUE CLASSIFICATION: ENUGU(ENU): Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal_Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	JAN	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
73	DIGITAL SKILLS DEVELOPMENT AND INSTITUTIONALIZATION FOR EFFECTIVE REMOTE WORKING AND WORK PROCESS Course Fee: N81,500	All Registry Officers, Data Officers, Secretaries, ICT Officers All Mail handling officers	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	7th - 11th Los/Enu 14th - 18th PH/Kad 21st - 25th Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	30th - 3rd Jun Abj/Keffi 2nd - 6th Enu/PH 9th - 13th Abj/Kad	6th - 10th Los/PH 13th - 17th Enu/Ben 20th - 24th Abj/Keffi	4th - 8th Enu/Keffi 11th - 15th Abj/Kad 18th- 22nd Los/PH	1st - 5th Los/Keffi 8th - 12th Enu/Ben 15th - 19th Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	3rd - 7th Ben/Kad 10th - 14th Enu/Abj 17th - 21st Los/Keffi	31st Oct - 4th Keffi/PH 7th - 11th Abj/Los 14th - 18th Enu/Kad	5th - 9th Los/Keffi 12th - 16th Enu/Abj 19th - 23rd Ben/Kad
74	EFFECTIVE LABOUR AND RELATIONSHIP MANAGEMENT TECHNIQUES Course Fee: N81,500	All Labour driven staff and exco's in MDA's tertiary institutions	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	14th - 18th Los/Kad 21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu	28th - 1st April Abj/Enu 28th Feb - 4th Los/Enu 7th - 11th PH/Kad	25th - 29th PH/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	16th - 20th Los/Ben 23rd - 27th Abj/Keffi 30th - 3rd Jun Enu/PH	27th - 1st July Abj/Keffi 6th - 10th Los/PH 13th - 17th Enu/Ben	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Abj/Kad	22nd - 26th PH/Abj 29th - 2nd Sept Los/Keffi 1st - 5th Enu/Ben	26th - 30th Enu/Abj 5th - 9th Abj/Kad 12th - 16th Los/Keffi	24th - 28th Abj/PH 3rd - 7th Ben/Kad 10th - 14th Enu/Abj	21st - 25th Ben/PH 28th - 2nd Dec Keffi/PH 31st Oct - 4th Abj/Los	26th - 30th Los/Abj 5th - 9th Los/Keffi 12th - 16th Enu/Abj
75	EFFECTIVE DATA MANAGEMENT AND PROTECTION OF SENSITIVE DOCUMENTS FOR EFFICIENT SECRETARIAL & ADMINISTRATIVE OPERATIONS Course Fee: N81,500	All Secretaries , Admin Offficers, Executive Officers, HOD, Clerical Officers, Personal Asst. , Asst. Executive Officers dealing with documents	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th Kad/PH	7th - 11th Ben/Abj 14th - 18th Los/Kad 21st - 25th Abj/PH	14th - 18th Keffi/Ben 21st - 25th Abj/Enu 28th - 1st April Los/Enu	18th - 22nd Kad/PH 25th - 29th PH/Abj 4th - 8th Enu/Keffi	2nd - 6th Abj/Kad 9th - 13th Los/Ben 16th - 20th Abj/Keffi	20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi 6th - 10th Los/PH	18th- 22nd Los/PH 25th - 29th Ben/Abj 4th - 8th Enu/Keffi	8th - 12th Abj/Kad 15th - 19th PH/Abj 22nd - 26th Los/Keffi	19th - 23rd Kad/PH 26th - 30th Enu/Abj 5th - 9th Abj/Kad	17th - 21st Los/Keffi 24th - 28th Abj/PH 3rd - 7th Ben/Kad	7th - 11th Enu/Kad 14th - 18th Ben/PH 21st - 25th Keffi/PH	19th - 23rd Ben/Kad 26th - 30th PH/Abj 5th - 9th Los/Keffi
76	STRATEGIES FOR EFFECTIVE LIBRARY & INFORMATION MGT. AND DIGITALIZATION IN MDA'S Course Fee: N80,500	All Library Officers, Information Managers and Data Mangers in Tertiary Institutions	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj 14th - 18th Los/Kad	28th Feb - 4th PH/Kad 7th - 11th Keffi/Ben 14th - 18th Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th Ben/Abj	23rd - 27th Enu/PH 30th - 3rd Jun Abj/Kad 2nd - 6th Los/Ben	13th - 17th Enu/Ben 20th - 24th Abj/Keffi 27th - 1st July Abj/Keffi	11th - 15th Abj/Kad 18th- 22nd Los/PH 25th - 29th Ben/Abj	29th - 2nd Sept Enu/PH 1st - 5th Abj/Kad 8th - 12th PH/Abj	12th - 16th Los/Keffi 19th - 23rd Ben/PH 26th - 30th Enu/Abj	10th - 14th Enu/Abj 17th - 21st Los/Keffi 24th - 28th Abj/PH	28th - 2nd Dec Abj/Los 31st Oct - 4th Enu/Kad 7th - 11th Ben/PH	12th - 16th Enu/Abj 19th - 23rd Ben/Kad 26th - 30th PH/Abj
77	MANAGING THE BOSS, SELF AND THE DEPARTMENT FOR PEAK PERFORMANCE Course Fee: N80,500	All Secretaries, Personal Assistants, Admin. Officers, Exec. Officers, Personnel officers	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	21st - 25th Los/Enu 28th - 1st April PH/Kad 28th Feb - 4th Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	9th - 13th Abj/Keffi 16th - 20th Enu/PH 23rd - 27th Abj/Kad	6th - 10th Los/PH 13th - 17th Enu/Ben 20th - 24th Abj/Keffi	4th - 8th Enu/Keffi 11th - 15th Abj/Kad 18th- 22nd Los/PH	15th - 19th Los/Keffi 22nd - 26th Enu/Ben 29th - 2nd Sept Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	3rd - 7th Ben/Kad 10th - 14th Enu/Abj 17th - 21st Los/Keffi	14th - 18th Keffi/PH 21st - 25th Abj/Los 28th - 2nd Dec Enu/Kad	5th - 9th Los/Keffi 12th - 16th Enu/Abj 19th - 23rd Ben/Kad
78	COOPERATIVE SOCIETIES MANAGEMENT AND ADMINISTRATION FOR PEAK PERFORMANCE IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N80,500	All staff involved in management and Administration of cooperative societies in MDA's and tertiary institutions	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	14th - 18th Los/Kad 21st - 25th Abj/PH 31st Jan - 4th Keffi/Enu	7th - 11th Abj/Enu 14th - 18th Los/Enu 21st - 25th PH/Kad	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	30th - 3rd Jun Los/Ben 2nd - 6th Abj/Keffi 9th - 13th Enu/PH	27th - 1st July Abj/Keffi 6th - 10th Los/PH 13th - 17th Enu/Ben	25th - 29th Ben/Abj 4th -8th Enu/Keffi 11th - 15th Abj/Kad	1st - 5th PH/Abj 8th - 12th Los/Keffi 15th - 19th Enu/Ben	26th - 30th Enu/Abj 5th - 9th Abj/Kad 12th - 16th Los/Keffi	24th - 28th Abj/PH 3rd - 7th Ben/Kad 10th - 14th Enu/Abj	31st Oct - 4th Ben/Minna 7th - 11th Keffi/PH 14th - 18th Abj/Los	26th - 30th Minna/Abj 5th - 9th Los/Keffi 12th - 16th Enu/Abj
79	EFFECTIVE USE AND APPLICATION OF COMMITTEE SYSTEM IN ADMINISTRATIVE GOVERNANCE IN TERTIARY INSTITUTIONS & MDA's Course Fee: N80,500	All serving Heads of Dept and committee members of various committees set up in MDA's and tertiary institutions	10th - 14th Abj/Enu 17th - 21st Ben/PH 24th - 28th Kad/Los	7th - 11th Keffi/Enu 14th - 18th Ben/Abj 21st - 25th Los/Kad	28th - 1st April PH/Kad 28th Feb - 4th Keffi/Ben 7th - 14th Abj/Enu	11th - 15th Los/Abj 18th - 22nd Kad/PH 25th - 29th Ben/Abj	16th - 20th Enu/PH 23rd - 27th Abj/Kad 30th - 3rd Jun Los/Ben	20th - 24th Enu/Ben 27th - 1st July Abj/Keffi 6th - 10th Abj/Keffi	18th - 22nd Abj/Kad 25th- 29th Los/PH 4th - 8th Ben/Abj	22nd - 26th Enu/Ben 29th - 2nd Sept Abj/Kad 1st - 5th PH/Abj	12th - 16th Los/Keffi 19th - 23rd Ben/PH 26th - 30th Enu/Abj	17th - 21st Enu/Abj 24th - 28th Abj/PH 3rd - 7th Abj/PH	21st - 25th Abj/Los 28th - 2nd Dec Enu/Kad 31st Oct - 4th Ben/PH	19th - 23rd Enu/Abj 26th - 30th Ben/Kad 5th - 9th PH/Abj
80	EFFECTIVE PUBLIC RELATIONS, DIGITAL MARKETING & SOCIAL MEDIA FOR PEAK RESULT IN MDA'S & TERTIARY INSTITUTIONS Course Fee: N80,500	All Public Relations/ Protocol Officers, Public Affairs officers, Information officers, Chief Press Secretries and Admin. Officers	3rd - 7th Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	31st Jan - 4th Abj/PH 7th - 11th Keffi/Enu 14th - 18th Ben/Abj	21st - 25th Los/Enu 28th - 1st April PH/Kad 28th Feb - 4th Keffi/Ben	4th - 8th Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	2nd - 6th Abj/Keffi 9th - 13th Enu/PH 16th - 20th Abj/Kad	13th - 17th Los/PH 20h - 24th Enu/Ben 27th - 1st July Abj/Keffi	11th - 15th Enu/Keffi 18th - 22nd Abj/Kad 25th- 29th Los/PH	8th - 12th Los/Keffi 15th - 19th Enu/Ben 22nd - 26th Abj/Kad	5th - 9th Abj/Kad 12th - 16th Los/Keffi 19th - 23rd Ben/PH	10th - 14th Ben/Kad 17th - 21st Enu/Abj 24th - 28th Los/Keffi	7th - 11th Keffi/PH 14th - 18th Abj/Los 21st - 25th Enu/Kad	12th - 16th Los/Keffi 19th - 23rd Enu/Abj 26th - 30th Ben/Kad
81	DATA COLLECTION & ANALYSIS FOR SCHOOL RECORDS MANAGEMENT IN TERTIARY INSTITUTIONS Course Fee: N80,500	All Data Entry and Data management staff of School records at various departments in tertiary institutions	24th - 28th Kad/Los 3rd - 7th Kad/PH 10th - 14th Abj/Enu	21st - 25th Los/Kad 31st Jan - 4th Abj/PH 7th - 11th Keffi/Enu	7th - 14th Abj/Enu 21st - 25th Los/Enu 28th - 1st April PH/Kad	25th - 29th Ben/Abj 4th - 8th Enu/Keffi 11th - 15th Los/Abj	23rd - 27th Los/Ben 30th - 3rd Jun Abj/Keffi 2nd - 6th Enu/PH	6th - 10th Abj/Keffi 13th - 17th Los/PH 20th - 24th Enu/Ben	4th - 8th Ben/Abj 11th - 15th Enu/Keffi 18th - 22nd Abj/Kad	29th - 2nd Sept PH/Abj 1st - 5th Los/Keffi 8th - 12th Enu/Ben	26th - 30th Enu/Abj 5th - 9th Abj/Kad 12th - 16th Los/Keffi	3rd - 7th Abj/PH 10th - 14th Ben/Kad 17th - 21st Enu/Abj	28th - 2nd Dec Ben/PH 31st Oct - 4th Keffi/PH 7th - 11th Abj/Los	5th - 9th PH/Abj 12th - 16th Los/Keffi 19th - 23rd Enu/Abj

VENUE CLASSIFICATION: **ENUGU(ENU)**: Western Brick Hotel by Enugu Sports Club **LAGOS I (LOS):**Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel **ABUJA(ABJ)**: Royal Dream Hotel Mararaba Abuja **KEFFI**: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH)**: Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

website: corporateadministratorsinstitute.org email: info@corporateadministratorsinstitute.org

APPLICATION FOR PROFESSIONAL MEMBERSHIP INDUCTION/INVESTITURE
CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA
2022 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Enrich your Professional Profile

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

(CASPIN, Nigeria)

Established by CAM Act of Parliament No. I of 1990 & Accredited by Nigeria Council of Management Developement

Announces

DIRECT MEMBERSHIP *Admission*

(By Qualification, Job Experience and MCPD Exam)

BENEFITS:

- *Get CASPIN Certification
- *Get Recognized
- *Get Chartered
- *Boost your Career
- *Get Trained
- *Get job placement and promotion with ease

The Council of the Institute is offering Direct Professional Membership into the Associate, Full Membership and Fellowship grades of the Institution

ACRONYM	QUALIFICATION
FCASI	*To be conferred on Men and Women who have contributed to development of society. Industry Captains and Executives with excellent track records.*
MCASI	*NCE, OND, HND, B.Sc, PGD, MBA, M.sc, MPA, PhD or any professional qualification such as MNI, ICAN, ACMA, NIM, ACA, ANAN, CIBN, ACIS, CIPM etc. with minimum of 4yrs experience with at least 2yrs at Supervisory Level.*
ACASI	*NCE, OND, HND, B.Sc, PGD, MPA, MBA, M.sc, PhD in any discipline or any Professional Qualification such as MNI, NIM, ACMA, ACA, ANAN, etc with minimum of 2yrs post qualification experience.*
AFFILIATE	*Undergraduate & Fresh Graduate with NCE, OND, HND, B.Sc and University Advance Diploma.*
MPA	*This roll of Honour would be conferred on distinguished Administrators & Stakeholders in the Society.*

Membership Registration form can be obtained from Institute's Secretariat, or download from website. Properly fill the form, scan and return to us through our e-mail addresses:

or info@corporateadministratorsinstitute.org

For Further Information Contact:
The Registrar, Membership Services
Corporate Administrators & Secretaries Professional Institute of Nigeria.
FCT District: Suite 25, Bataiya Plaza,
Plot 3, Rahama Close, Off Dunukofia Street,
Behind Southern Fried Chicken, Area 11, Garki, FCT - Abuja, Nigeria.
Tel: 08037875610, 08081282797, 08059086457, 08180751658
E-mail: info@corporateadministratorsinstute.or or canigeriainst@yahoo.com
Website: www.corporateadministratorsinstitute.org

Enroll into the Association of Professional Corporate Administrators and Office Technology & Management today.

CONTACT STATE COORDINATORS

LAGOS: 08062353133, ZAMFARA: 08065932620, KADUNA: 09022001133, EDO: 08036447443,
ANAMBRA II: 08039561184, DELTA: 09030665770, OYO: 08034658687, ANAMBRA II: 08034443700,
NASARAWA: 08037867095, NIGER: 07039104615, CROSS-RIVERS: 08160383330,
ENUGU II: 08023802336, EKITI: 07030962915, PHC: 08080569717, ENUGU 1: 08069138782,
ABUJA: 08037875610, KABBA (KOGI): 07063428730, FCT ZUBA: 08077464791, BAYELSA: 08037421034
JOS PLATEAU: 08036218950, OKENE (KOGI): 08088949973, 08032908900, LOKOJA (KOGI): 08062345130,
KANO/ZARIA: 08035991619, GHANA (ACCRA): +233244668848, ABUJA (VON): 08058491701, KANO: 08067087192

Powered by Nigerian Institute of Professional Administrators and Office Technology & Management