

stablished under CAM Act No 1 CAP 59 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

08094691761, 08081282797,

Tel: 09-7831109, 08037875610, 08059086457, E-mail: info@corporateadministratorsinstitute.org canigeriainst@yahoo.com

Website: www.corporateadministratorsinstitute.org

Dear Sir/Ma,

1st January, 2023

### SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2023/2024 TRAINING WORKSHOPS/CONFERENCES

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)

Dr. Abdullahi Mohammed fcasi Regional Vice President

TARGETED @:

\*Tertiary Institutions \*MDA's of Federal & State Government \*L.G.A's \*Private & Public Corporations

Academic Conferences

Business Conferences

Workshops

Seminars

Professional Membership/Induction Award for (Fellows, Full Membership,

**Associate and Student/Graduate)** 

Academic Journal Publication

Call for Conference Papers



2023/2024



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.

Website: www.corporateadministratorsinstitute.org

#### **ENQUIRIES:**

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 CASPIN trainees at Accra-Ghana

**NERC Secretaries trained by CASPIN** 

Group photograph of 2022 Inductees @ Abuja



# FOREIGN TRAINING **WORKSHOP/CONFERENCE**

S/N	Int'l Conference Titles	Target Audience	MAY	JUNE	AUG	ост.	NOV	DEC
1	INTERNATIONAL TRAINING ON: ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors, Ministries, Departments and Agencies of	8th - 12th GHANA \$3,000 22nd - 26th	05th - 09th TANZANIA \$3,500	1st - 5th UNITED KINGDOM \$4,000	16th - 21st KENYA \$3,500 23rd - 28th	06th - 11th GHANA \$3,000 13th - 18th	11th - 15th DUBAI \$4,000 18th - 22nd
	ADMINISTRATORS IN PUBLIC SERVICE Fee covers 1 laptop bag, feeding	Government & others	EAST AFRICA KIGALI - RWANDA \$3,500	UNITED	KENVA	GHANA \$3,000	TANZANIA \$3,500	GHANA \$3,000
2	IN TERNATIONAL TRAINING ON EFFECTIVE LEADERSHIP	FFECTIVE LEADERSHIP COMPETENCIES AND E-GOVERNANCE  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	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th TANZANIA \$3,500	1st - 5th UNITED KINGDOM \$4,000	16th - 11th KENYA \$3,500	06th - 11th GHANA \$3,000	11th - 15th <b>DUBAI</b> \$4,000
	E-GOVERNANCE Strategy		22nd - 26th GHANA \$3,000	26th - 29th UNITED KINGDOM \$4,000	21st - 25th <b>KENYA</b> \$3,500	23rd - 28th GHANA \$3,000	13th - 18th TANZANIA \$3,500	18th - 22th GHANA \$3,000
Н	Fee covers 1 laptop bag, feeding + c	ertificate					2011 1111	
3	MANAGEMENT OF KEY	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public Sectors , Ministries, Departments and Agencies of Government	8th - 12th East Africa Kigali - Rwanda \$3,500	05th - 9th KENYA \$3,500	1st - 5th FINLAND \$4,000	16th - 11th TANZANIA \$3,500	06th - 11th GHANA \$3,000	11th - 15th <b>DUBAI</b> \$4,000
	PEAK PERFORMANCE IN		22nd - 26th TANZANIA \$3,500	26th - 29th UNITED KINGDOM \$4,000	21st - 25th GHANA \$3,000	23rd - 28th KENYA \$3,500	13th -18th FINLAND \$4,000	18th - 22nd GHANA \$3,000
4	INTERNATIONAL CONFERENCE ON: EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANISATION	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's, Permanent Secretaries.	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th KENYA \$3,500	1st - 5th FINLAND \$4,000	16th - 20th TANZANIA \$3,500	06th - 11th GHANA \$3,000	11th - 15th UNITED KINGDOM \$4,000
Ĺ	THROUGH DISTINCT QUALITIES, LEADERSHIP STYLE, AND TEAM BUILDING Fee covers 1 laptop bag, feeding +	Heads of Parastatals in Public Sectors , and other MDA's .	22nd - 26th GHANA \$3,000	26th - 29th FINLAND \$4,000	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$3,000	13th - 18th UNITED KINGDOM \$4,000	18th - 22nd TANZANIA \$3,500

VENUES: GHANA- Novetel Hotel, Accra Central, Opp. the Polytechnic, Accra Ghana, UNITED KINGDOM: Hillside Building(GF), Beeston Rd. Holbec Leeds (+447776746111), FINLAND - Call DUBAI ( UAE) : Seaview Hotel Biu Dubai, Call TANZANIA : Call KENYA 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.corporateadministratorsinstitiute.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
- \* Speed Typing
- \* Excel Spreadsheet Master Class

\* 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 2023 /2024 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES: Call 08037875610

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1	Conference Titles	Target Audience	NASARAWA	Venues/Da		
''	EFFECTIVE DOCUMENT	All Clerical officers,	Royal Dream Hotels	ABUJA Nigerlink Hotels	ENUGU Western Brick Hotels	AKWA IBOM
	TRACKING, MAIL HANDLING,	Secretaries, Typists,	Mararaba	Zone 4	09-13/Jan/2023	Duran Hotel,No. 6 Atakpo Street, off
	RECORD/REGISTRY AND	Registry /Records &	09-13/Jan/2023	02-06/Jan/2023	23-27/Jan/2023	Nnwaniba Rd. Uyo
	ARCHIVING MANAGEMENT	Admin Executive	30/Jan-03/Feb/023	30/Jan-03/Feb/023	06-10/Feb/2023	16-20/Jan/2023
Ш	Course Fee: N85,500	Officers	13-17/Feb/2023 06-10/Mar/2023	06-10/Feb/2023	27/Feb-03/Mar/023	13-17/Feb/2023
2	INCREASING PRODUCTIVITY	All Executive officers,	20-24/Mar/2023	13-17/Feb/2023 13-17/Mar/2023	20-24/Mar/2023	13-17/Mar/2023
	THROUGH ATTITUDINAL	Administration officers,	10-14/Apr/2023	27-31/Mar/2023	03-07/Apr/2023 24-28/Apr/2023	27-31/Mar/2023
	TRANSFORMATION AND	P.A's, front desk officers, Clerical officers,	24-28/Apr/2023	03-07/Apr/2023	08-12/May/2023	24-28/Apr/2023 22-26/May/2023
		Supervisors, Registry/	01-05/May/2023	17-21/Apr/2023	22-26/May/2023	12-16/Jun/2023
	CHANGE MANAGEMENT	Mail officers and Secretaries	29/May-02/Jun/023	01-05/May/2023	05-09/Jun/2023	26-29/Jun/2023
2	Course Fee: N85,500	00010111100	19-23/Jun/2023 26-29/Jun/2023	29/May-02/Jun/023	12-16/Jun/2023	03-07/Jul/2023
$\ $	PERSONAL EFFECTIVENESS &	All Administrators, Admin	10-14/Jul/2023	19-23/Jun/2023 26-30/Jun/2023	03-07/Jul/2023	24-28/Jul/2023
	<b>DYNAMIC SKILLS DEVELOPMENT</b>	Officers, Executive Officers,	24-28/Jul/2023	03-07/Jul/2023	31/Jul-04/Aug/023 07-11/Aug/2023	07-11/Aug/2023 21-25/Aug/2023
	FOR OFFICE ADMINISTRATION	P.A's. S.A's, Dep and Asst	14-18/Aug/2023	31/Jul-04/Aug/023	21-25/Aug/2023	04-08/Sept/2023
		Registrars,A.D's, D.D's	21-25/Aug/2023	07-11/Aug/2023	04-08/Sept/2023	18-22/Sept/2023
	AND OFFICE MANAGEMENT	and Others	04-08/Sept/2023	21-25/Aug/2023	25-29/Sept/2023	02-06/Oct/2023
Щ	Course Fee: N85,500		25-29/Sept/2023 09-13/Oct/2023	11-15/Sept/2023	09-13/Oct/2023	23-27/Oct/2023
4.	EFFECTIVE MANAGING OF MEETINGS,	All Admin Officers,	23-27/Oct/2023	18-22/Sept/2023 16-20/Oct/2023	30/Oct-03/Nov/023	13-17/Nov/2023
	MINUTE/NOTE TAKING, REPORT AND	HRMgrs, Executive	06-10/Nov/2023	30/Oct-03/Nov/023	13-17/Nov/2023 20-24/Nov/2023	20-24/Nov/2023 04-08/Dec/2023
	•	Officers, P.A's, S.A's,	27/Nov-01/Dec/023	13-17/Nov/2023	04-08/Dec/2023	18-22/Dec/2023
	SPEECH WRITING IN TERTIARY	Ad's, Secretaries &	11-15/Dec/2023	27/Nov-01/Dec/023	18-22/Dec/2023	15-19/Jan/2024
	INSTITUTIONS & MDA'S	other Mgrs	25-29/Dec/2023	04-08/Dec/2023	01-05/Jan/2024	29/Jan-02/Feb/2024
	Course Fee: N85,500		01-05/Jan/2024 29/Jan-02/Feb/024	18-22/Dec/2023	22-26/Jan/2024	05-09/Feb/2024
5.	DEVELOPING AND BUILDING	All Directors, Deputy	12-16/Feb/2024	01-05/Jan/2024 22-26/Jan/2024	05-09/Feb/2024	26/Feb-01/Mar/2024
	LEADERSHIP COMPETENCIES	Directors, Asst.	26/Feb-01/Mar/024	05-09/Feb/2024	19-23/Feb/2024 04-08/Mar/2024	04-08/Mar/2024 25-29/Mar/2024
	AND E-GOVERNANCE STRATEGY	Directors, Heads of Depts/units,	11-15/Mar/2024	19-23/Feb/2024	11-15/Mar/2024	15-19/Apr/2024
	IN TERTIARY INSTITUTIONS	Board members,	18-22/Mar/2024	04-08/Mar/2024	01-05/Apr/2024	22-26/Apr/2024
	& MDA'S	and others seconded	15-19/Apr/2024	11-15/Mar/2024	29/Apr-03/May024	·
Ш	Course Fee: N85,500	to this positions	22-26/Apr/2024	08-12/Apr/2024		
6.	EFFECTIVE DATA					
b.		All Data Entry officers,		29/Apr-03/May024	PORT HARCOURT	KANO
	MANAGEMENT AND	Secretaries, Admin	LAGOS	KADUNA	<b>Uniport, Executive</b>	KANO Ni'imah Hotel
		Secretaries, Admin officers, P.A's, Clerical officers,	Excellence Hotels,			Ni'imah Hotel Nasarawa GRA
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS	Excellence Hotels, Ikeja	KADUNA Hamdala Hotels, Kaduna	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023	Ni'imah Hotel Nasarawa GRA Kano
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S	Secretaries, Admin officers, P.A's, Clerical officers,	Excellence Hotels, Ikeja 16-20/Jan/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers,	Excellence Hotels, Ikeja	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023	Ni'imah Hotel Nasarawa GRA Kano
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500 PRACTICAL APPROACH TO	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others	<b>Excellence Hotels, Ikeja</b> 16-20/Jan/2023 23-27/Jan/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others  All HOD's, S.A's Administrators,	Excellence Hotels, Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY,	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others  All HOD's, S.A's Administrators, Unit heads, Regi-	Excellence Hotels, Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS,	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others  All HOD's, S.A's Administrators, Unit heads, Regitrars, Asst registrars,	Excellence Hotels, Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S COURSE Fee: N85,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others  All HOD's, S.A's Administrators, Unit heads, Regitrars, Asst registrars, principal secretaries	Excellence Hotels, Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 08-12/May/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023
7.	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S COURSE Fee: N85,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS COURSE Fee: N85,500	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others  All HOD's, S.A's Administrators, Unit heads, Regitrars, Asst registrars,	Excellence Hotels, Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023 15-19/May/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 08-12/May/2023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023
7.	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S COURSE Fee: N85,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS COURSE FEE: N85,500 EFFECTIVE ROLES	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others  All HOD's, S.A's Administrators, Unit heads, Regitrars, Asst registrars, principal secretaries and others,  All Corporate Secretaries and	Excellence Hotels, Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 08-12/May/2023 22-26/May/2023 05-09/Jun/2023 26-29/Jun/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023 24-28/Jul/2023 07-11/Aug/2023
7.	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S COURSE Fee: N85,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS COURSE Fee: N85,500	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others  All HOD's, S.A's Administrators, Unit heads, Regitrars, Asst registrars, principal secretaries and others,  All Corporate Secretaries and Administrators, Legal officers,	Excellence Hotels, Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 08-12/May/2023 22-26/May/2023 05-09/Jun/2023 26-29/Jun/2023 17-21/Jul/2023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023 15-19/May/2023 05-09/Jun/2023 12-16/Jun/2023	Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 08-12/May/2023 29/May-02/Jun/023	Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023 24-28/Jul/2023 07-11/Aug/2023 21-25/Aug/2023
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# CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA 2023/2024 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES: Call 08037875610

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Ц	_	Conference Titles	Target Audience		Venues/Date		
		E- LIBRARY MANAGEMENT	All Library Executives	NASARAWA	ABUJA	ENUGU Western Brick Hotels	AKWA IBOM
			Librarians and Other	Royal Dream Hotels Mararaba	Nigerlink Hotels Zone 4	09-13/Jan/2023	Duran Hotel, No. 6 Atakpo Street, off
H	12.	DIGITILIZATION AND		09-13/Jan/2023	02-06/Jan/2023	23-27/Jan/2023	Nnwaniba Rd. Uyo
Ш		CATALOGUING SYSTEM	Library Junior/Middle/	30/Jan-03/Feb/023	30/Jan-03/Feb/023	06-10/Feb/2023	16-20/Jan/2023
		Course Fee: N85,500	Senior Officers	13-17/Feb/2023	06-10/Feb/2023	27/Feb-03/Mar/023	13-17/Feb/2023
		Accounting & Finance Course	All Directors, Asst Directors,	06-10/Mar/2023	13-17/Feb/2023	20-24/Mar/2023	13-17/Mar/2023
Ш		EFFECTIVE BUDGETING	Accountants, Auditors,	20-24/Mar/2023 10-14/Apr/2023	13-17/Mar/2023	03-07/Apr/2023 24-28/Apr/2023	27-31/Mar/2023 24-28/Apr/2023
Ш		(ZBB), TSA, CPO,	Registrars, Bursars,	24-28/Apr/2023	27-31/Mar/2023 03-07/Apr/2023	08-12/May/2023	22-26/May/2023
Ш		E-PAYMENT, SALARY & WAGES (IPPIS)	Treasurers, Accounting	01-05/May/2023	17-21/Apr/2023	22-26/May/2023	12-16/Jun/2023
		ADMINISTRATION	Officers, Finance Mgrs in	29/May-02/Jun/023	01-05/May/2023	05-09/Jun/2023	26-29/Jun/2023
	-	Course Fee: N85,500	MDA's	19-23/Jun/2023	29/May-02/Jun/023	12-16/Jun/2023	03-07/Jul/2023
I		·	All Pension dept	26-29/Jun/2023	19-23/Jun/2023	03-07/Jul/2023	24-28/Jul/2023
Ш	14.	PENSION ADMINISTRATION &	staff, Administrators,	10-14/Jul/2023 24-28/Jul/2023	26-30/Jun/2023	31/Jul-04/Aug/023 07-11/Aug/2023	07-11/Aug/2023 21-25/Aug/2023
Ш		EMPLOYEE COMPENSATION	Supervisors , Officers	14-18/Aug/2023	03-07/Jul/2023 31/Jul-04/Aug/023	21-25/Aug/2023	04-08/Sept/2023
Ш			and managers in	21-25/Aug/2023	07-11/Aug/2023	04-08/Sept/2023	18-22/Sept/2023
		ACT 2011 COURSE	Public and Private sectors	04-08/Sept/2023	21-25/Aug/2023	25-29/Sept/2023	02-06/Oct/2023
		Course Fee: N85,500	500.010	25-29/Sept/2023	11-15/Sept/2023	09-13/Oct/2023	23-27/Oct/2023
	7	PERFORME AGAINST AND DOCUMENTS	All Duf	· 09-13/Oct/2023	18-22/Sept/2023	30/Oct-03/Nov/023	13-17/Nov/2023
	10.	EFFECTIVE ACCIDENT AND ROAD	All Professional	23-27/Oct/2023 06-10/Nov/2023	16-20/Oct/2023	13-17/Nov/2023 20-24/Nov/2023	20-24/Nov/2023 04-08/Dec/2023
		HAZZARDS MANAGEMENT AND	Drivers in various Private,	27/Nov-01/Dec/023	30/Oct-03/Nov/023 13-17/Nov/2023	04-08/Dec/2023	18-22/Dec/2023
		CONTROL: A Guide for	Public Sectors and	11-15/Dec/2023	27/Nov-01/Dec/023	18-22/Dec/2023	15-19/Jan/2024
Ш	-		Tertiary Institutions	25-29/Dec/2023	04-08/Dec/2023	01-05/Jan/2024	29/Jan-02/Feb/2024
	-	Professional Drivers	icidaly ilibuluduolib	01-05/Jan/2024	18-22/Dec/2023	22-26/Jan/2024	05-09/Feb/2024
		Course Fee: N85,500		29/Jan-02/Feb/024	01-05/Jan/2024	05-09/Feb/2024	26/Feb-01/Mar/2024
11,	١	EFFECTIVE PROJECTS	All Project Managers and	12-16/Feb/2024	22-26/Jan/2024	19-23/Feb/2024	04-08/Mar/2024
	16.		Teams, Project Planners,	26/Feb-01/Mar/024 11-15/Mar/2024	05-09/Feb/2024	04-08/Mar/2024 11-15/Mar/2024	25-29/Mar/2024 15-19/Apr/2024
		<b>MANAGEMENT:</b> Effective Design,	Middle/Senior Officers and	18-22/Mar/2024	19-23/Feb/2024 04-08/Mar/2024	01-05/Apr/2024	22-26/Apr/2024
Ш		Monitoring and Evaluation		15-19/Apr/2024	11-15/Mar/2024	29/Apr-03/May024	- V - Iz - V - z
Ш		Course Fee: N85,500	other line staff .	22-26/Apr/2024	08-12/Apr/2024		KANO
		Accounting & Finance Course on:	All Accounting, Finance and		29/Apr-03/May024	PORT HARCOURT UniportExecutive	Ni'imah Hotel
	17.	EFFECTIVE	Auditing Staff within Grade	LAGOS Excellence Hotels,	KADUNA	Lounge of NIM	Nasarawa GRA
Ш	-	MAINTENANCE OF	Level 06-14 in Government	Ogba	Hamdala Hotels, Kaduna	(Call: 07035261122)	Kano
Ш	-	SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER	Ministries, Departments,	16-20/Jan/2023	02-06/Jan/2023	02-06/Jan/2023	16-20/Jan/2023 13-17/Feb/2023
Ш	-	BOOKS OF ACCOUNTS	Agencies and Private/Public	23-27/Jan/2023	23-27/Jan/2023	16-20/Jan/2023	13-17/16b/2023 13-17/Mar/2023
Ш	-	Course Fee: N85,500	Sectors	20-24/Feb/2023	06-10/Feb/2023	30/Jan-03/Feb/023 06-10/Feb/2023	27-31/Mar/2023
1	8.	Procurement Course	All Ctoron Officers	. 27/Feb-03/Mar/023 06-10/Mar/2023	20-24/Feb/2023	27/Feb-03/Mar/023	24-28/Apr/2023
Ш	٥.	<b>EFFECTIVE STORES, SUPPLIES,</b>	All Stores Officers,	10-14/Apr/2023	06-10/Mar/2023 27-31/Mar/2023	06-10/Mar/2023	22-26/May/2023
Ш		INVENTORY, PROCUREMENT	Procurement Personnel	24-28/Apr/2023	17-21/Apr/2023	27-31/Mar/2023	12-16/Jun/2023
Ш		AND CONTRACT MANAGEMENT:	Inventory Managers, Supervisors, Auditors	08-12/May/2023	24-28/Apr/2023	03-07/Apr/2023	26-29/Jun/2023 03-07/Jul/2023
Ш		Global Practices.	and Accountants	22-26/May/2023	15-19/May/2023	17-21/Apr/2023	24-28/Jul/2023
ŀ		Course Fee: N85,500 EFFECTIVE HUMAN	Directors.	_ 05-09/Jun/2023	05-09/Jun/2023	08-12/May/2023 29/May-02/Jun/023	07-11/Aug/2023
	19.		Deputy & Asst	26-29/Jun/2023 17-21/Jul/2023	12-16/Jun/2023	05-09/Jun/2023	21-25/Aug/2023
		RESOURCE & PERSONNEL	Directors Human Resource Managers		10-14/Jul/2023 24-28/Jul/2023	12-16/Jun/2023	04-08/Sept/2023
		MANAGEMENT : Best Practice	HOD's, Admin	28/Aug-01/Sept/023	14-18/Aug/2023	17-21/Jul/2023	18-22/Sept/2023 02-06/Oct/2023
		and Challenges Course Fee: N85,500	Officers in Public & Private Sectors	11-15/Sept/2023	28/Aug-01/Sept/023	07-11/Aug/2023	23-27/Oct/2023
1	$\dashv$	DEVELOPING ADMINISTRATIVE		18-22/Sept/2023	04-08/Sept/2023	21-25/Aug/2023	13-17/Nov/2023
2	20.	SKILLS AND COMPETENCIES	All Administrative officers,	16-20/Oct/2023 30/Oct-03/Nov/023	25-29/Sept/2023	04-08/Sept/2023 18-22/Sept/2023	20-24/Nov/2023
		FOR EFFECTIVE OFFICE	Secretaries, Executive	06-10/Nov/2023	02-06/Oct/2023 23-27/Oct/2023	16-20/Oct/2023	04-08/Dec/2023
		ADMINISTRATION	Assistants and Office	30/Oct-03/Nov/023	23-27/OCt/2023 06-10/Nov/2023	23-27/Oct/2023	18-22/Dec/2023
		Course Fee: N85,500	Professionals	04-08/Dec/2023	13-17/Nov/2023	30/Oct-03/Nov/023	15-19/Jan/2024 29/Jan-02/Feb/2024
1			All Registry Officers,	11-15/Dec/2023	04-08/Dec/2023	13-17/Nov/2023	05-09/Feb/2024
	- [/	AND INSTITUTIONALIZATION	Data Officers, Secretaries,	08-12/Jan/2024	18-22/Dec/2023	20-24/Nov/2023	26/Feb-01/Mar/202
		FOR EFFECTIVE WORKING	ICT Officers	22-26/Jan/2024 05-09/Feb/2024	08-12/Jan/2024	11-15/Dec/2023 18-22/Dec/2023	04-08/Mar/2024
П	- [/	AND WORK PROCESS  Course Fee: N85,500	All Mail handling officers	19-23/Feb/2024	22-26/Jan/2024 05-09/Feb/2024	08-12/Jan/2024	25-29/Mar/2024
Į.	- 1		. •	. 5 -5, . 66, -6-7	0J-03/1 CD/2024		15-19/Apr/2024
╟	4		All Secretaries	04-08/Mar/2024	26/Feb-01/Mar/024	15-19/Jan/2024	-
2		MANAGING THE BOSS, SELF	All Secretaries, Personal Assistants,	04-08/Mar/2024 18-22/Mar/2024	26/Feb-01/Mar/024 04-08/Mar/2024	05-09/Feb/2024	22-26/Apr/2024
2		MANAGING THE BOSS, SELF AND THE DEPARTMENT FOR		18-22/Mar/2024 22-26/Apr/2024		05-09/Feb/2024 12-16/Feb/2024	-
2		MANAGING THE BOSS, SELF	Personal Assistants,	18-22/Mar/2024	04-08/Mar/2024	05-09/Feb/2024	-

Personnel officers

Course Fee: N85,500

22-26/Apr/2024



# CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA 2023/2024 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES: Call 08037875610

Г	Conference Titles	Target Audience		Venues/Dates		
$\vdash$	EFFECTIVE PUBLIC RELATIONS,	Target Audience All P.R. Officers/	NASARAWA	ABUJA		
23	PROTOCOL, AND MEDIA	Managers,	Royal Dream Hotels	Nigerlink Hotels	ENUGU Western Brick Hotels	AKWA IBOM
l	ADMINISTRATION COURSE	Protocol Officers,	Mararaba	Zone 4	09-13/Jan/2023	Duran Hotel, No. 6
	IN TERTIARY INSTITUTIONS	Communication,	09-13/Jan/2023	02-06/Jan/2023	23-27/Jan/2023	Atakpo Street, off Nnwaniba Rd. Uyo
	& MDA <sup>7</sup> s	Administration	30/Jan-03/Feb/023	30/Jan-03/Feb/023	06-10/Feb/2023	16-20/Jan/2023
	Course Fee: N85,500	Officers, etc.	13-17/Feb/2023	06-10/Feb/2023	27/Feb-03/Mar/023	13-17/Feb/2023
Г	PRE-RETIREMENT AND	All staff and afficers	06-10/Mar/2023	13-17/Feb/2023	20-24/Mar/2023	13-17/Mar/2023
24.		All staff and officers	20-24/Mar/2023	13-17/Mar/2023	03-07/Apr/2023	27-31/Mar/2023
	ENTREPRENEURIAL SKILL	getting ready for	10-14/Apr/2023	27-31/Mar/2023	24-28/Apr/2023	24-28/Apr/2023
	DEVELOPMENT WORKSHOP:	1	24-28/Apr/2023	03-07/Apr/2023	08-12/May/2023	22-26/May/2023
	Enhancing ILO Standard	retirement	01-05/May/2023 29/May-02/Jun/023	17-21/Apr/2023	22-26/May/2023	12-16/Jun/2023
	Course Fee: N85,500		19-23/Jun/2023	01-05/May/2023 29/May-02/Jun/023	05-09/Jun/2023	26-29/Jun/2023
25.	DEVELOPING ADMINISTRATIVE	All Administrative officers,	26-29/Jun/2023	19-23/Jun/2023	12-16/Jun/2023 03-07/Jul/2023	03-07/Jul/2023
	OFFICER'S LEADERSHIP	· · · · · · · · · · · · · · · · · · ·	10-14/Jul/2023	26-30/Jun/2023	31/Jul-04/Aug/023	24-28/Jul/2023 07-11/Aug/2023
	& MANAGEMENT	Head of units, P.A's,	24-28/Jul/2023	03-07/Jul/2023	07-11/Aug/2023	21-25/Aug/2023
	COMPETENCIES	Assistant and Deputy	14-18/Aug/2023	31/Jul-04/Aug/023	21-25/Aug/2023	04-08/Sept/2023
	FOR ORGANISATIONAL	Directors, and other line	21-25/Aug/2023	07-11/Aug/2023	04-08/Sept/2023	18-22/Sept/2023
	GROWTH Course Fee: N85,500	staff in Public sectors	04-08/Sept/2023	21-25/Aug/2023	25-29/Sept/2023	02-06/Oct/2023
L,			25-29/Sept/2023	11-15/Sept/2023	09-13/Oct/2023	23-27/Oct/2023
	Accounting & Finance Course on:	All Internal Audit officers,	09-13/Oct/2023	18-22/Sept/2023	30/Oct-03/Nov/023	13-17/Nov/2023
	EFFECTIVE ADMINISTRATION /	payroll & Accounts officers	23-27/Oct/2023	16-20/Oct/2023	13-17/Nov/2023	20-24/Nov/2023
	DETECTION AND PREVENTION	1 ' '	06-10/Nov/2023	30/Oct-03/Nov/023	20-24/Nov/2023	04-08/Dec/2023
26.	OF PAYROLL AND PENSION	and Pension Administrators	27/Nov-01/Dec/023	13-17/Nov/2023	04-08/Dec/2023	18-22/Dec/2023
	FRAUD IN THE SYSTEM	in private / public and	11-15/Dec/2023 25-29/Dec/2023	27/Nov-01/Dec/023	18-22/Dec/2023	15-19/Jan/2024
	Course Fee: N85,500	MDA's	01-05/Jan/2024	04-08/Dec/2023	01-05/Jan/2024	29/Jan-02/Feb/2024 05-09/Feb/2024
H	UNDERSTANDING FUNCTIONS,	All Architects, Accountants	29/Jan-02/Feb/024	18-22/Dec/2023 01-05/Jan/2024	22-26/Jan/2024	26/Feb-01/Mar/2024
	RATIOS AND FORMULAS OF	Statisticians & ICT	12-16/Feb/2024	22-26/Jan/2024	05-09/Feb/2024	04-08/Mar/2024
27.	COMPLEX CALCULATIONS USING	Programmers, Engrs and others	26/Feb-01/Mar/024	05-09/Feb/2024	19-23/Feb/2024 04-08/Mar/2024	25-29/Mar/2024
ļ-"	EXCEL,SPSS,AUTOCAD AND	whose Job delivery	11-15/Mar/2024	19-23/Feb/2024	11-15/Mar/2024	15-19/Apr/2024
	OTHER SOFTWARE FOR EFFECTIVE	involves formulas &	18-22/Mar/2024	04-08/Mar/2024	01-05/Apr/2024	22-26/Apr/2024
	WORK DELIVERY	Calculations of budget	15-19/Apr/2024	11-15/Mar/2024	29/Apr-03/May024	
L	Course Fee: N85,500	-	22-26/Apr/2024	08-12/Apr/2024		KANO
	Accounting & Finance Course on:	All Accounts officers, Cashiers,		29/Apr-03/May024	PORT HARCOURT	Ni'imah Hotel
28	EFFECTIVE CASHIERING,	1 ' '	LAGOS	KADUNA	UniportExecutive	Nasarawa GRA
	TREASURY , TSA & CENTRAL	treasury Officers and CPO	Excellence Hotels,	Hamdala Hotels,	Lounge of NIM	Kano
	,	officers in MDA's,Private /	<b>Ogba,Lagos</b> 16-20/Jan/2023	<b>Kaduna</b> 02-06/Jan/2023	(Call: 07035261122)	16-20/Jan/2023
	PAY OFFICE WORKSHOP	Public Sectors	23-27/Jan/2023	23-27/Jan/2023	02-06/Jan/2023 16-20/Jan/2023	13-17/Feb/2023
L	Course Fee: N85,500	rubiic oeciois	20-24/Feb/2023	06-10/Feb/2023	30/Jan-03/Feb/023	13-17/Mar/2023
	Accounting & Finance Course	All Accounting &	27/Feb-03/Mar/023	20-24/Feb/2023	06 10/Eab/2022	27-31/Mar/2023
29.		Finance office with the	06-10/Mar/2023	06-10/Mar/2023	27/Eab 02/Mar/022	24-28/Apr/2023
	ACCOUNTING & FINANCE MGT.	responsibilities of dealing	10-14/Apr/2023	27-31/Mar/2023	06 40 04 (0000	22-26/May/2023 12-16/Jun/2023
	PRINCIPLES & PRACTICES	with public finance	24-28/Apr/2023	17-21/Apr/2023	27 21/1/10/2022	26-29/Jun/2023
	FOR ACCOUNTING EXECUTIVES	and management	08-12/May/2023	24-28/Apr/2023	02 07/4 /2022	03-07/Jul/2023
$\vdash$	Course Fee: N85,500		22-26/May/2023	15-19/May/2023	17-21/Apr/2023	24-28/Jul/2023
29.	EFFECTIVE CONDUCT AND	All clerks, Messengers,	05-09/Jun/2023	05-09/Jun/2023	08-12/May/2023	07-11/Aug/2023
	PRODUCTIVITY SERVICE	Cleaners, Security Men,	26-29/Jun/2023	12-16/Jun/2023	29/May-02/Jun/023	21-25/Aug/2023
	DELIVERY FOR MDA'S AND	Drivers, Receptionists, Ward	17-21/Jul/2023 31/Jul-04/Aug/023	10-14/Jul/2023 24-28/Jul/2023	05-09/Jun/2023	04-08/Sept/2023
	TERTIARY INSTITUTIONS	l ' ' '	28/Aug-01/Sept/023	24-28/Jul/2023 14-18/Aug/2023	12-16/Jun/2023 17-21/Jul/2023	18-22/Sept/2023
	DEVELOPMENT	Attenders and other	11-15/Sept/2023	28/Aug-01/Sept/023	07 11/14 (2022	02-06/Oct/2023
L	Course Fee: N85,500	Auxiliary staffs	18-22/Sept/2023	04-08/Sept/2023	24 25 (4 (2022	23-27/Oct/2023
	Accounting & Finance Course on:	All Accountants, Audit staff	16-20/Oct/2023	25-29/Sept/2023	04 09/Capt/2022	13-17/Nov/2023
30	FORENSIC ACCOUNTING &	l	30/Oct-03/Nov/023	02-06/Oct/2023	10 22/Capt/2022	20-24/Nov/2023 04-08/Dec/2023
	<b>AUDIT SKILLS DEVELOPMENT</b>	and investigation officers	06-10/Nov/2023	23-27/Oct/2023	16-20/Oct/2023	18-22/Dec/2023
	AND DUE PROCESS	•	30/Oct-03/Nov/023	06-10/Nov/2023	23-27/Oct/2023	15-19/Jan/2024
	Course Fee: N85,500	the Public Sectors	04-08/Dec/2023	13-17/Nov/2023	30/Oct-03/Nov/023	29/Jan-02/Feb/20
Г	EFFECTIVE PUBLIC RELATIONS,	All Public Relations/	11-15/Dec/2023	04-08/Dec/2023	13-17/Nov/2023	05-09/Feb/2024
31	DIGITALIZATION & SOCIAL	Protocol Officers,	08-12/Jan/2024	18-22/Dec/2023	20-24/Nov/2023	26/Feb-01/Mar/2
	MEDIA ADMINISTRATIONS FOR	Public Affairs officers, Information officers,	22-26/Jan/2024	08-12/Jan/2024	11-15/Dec/2023	04-08/Mar/2024
	ORGANIZATIONAL GROWTH	Chief Press Secretaries	05-09/Feb/2024	22-26/Jan/2024	18-22/Dec/2023	25-29/Mar/2024
L	Course Fee: N85,500	and Admin. Officers	19-23/Feb/2024	05-09/Feb/2024	08-12/Jan/2024	15-19/Apr/2024
32	EFFECTIVE USE OF COMMITTEE SYSTEM	All serving Heads of Dept	04-08/Mar/2024 18-22/Mar/2024	26/Feb-01/Mar/024	15-19/Jan/2024	22-26/Apr/2024
آ	IN ADMINISTRATIVE	and committee	22-26/Apr/2024	04-08/Mar/2024 25-29/Mar/2024	05-09/Feb/2024	
	DUTIES IN MDA'S AND	members of various committees set up	29/Apr-03/May2024	25-29/Mar/2024 01-05/Apr/2024	12-16/Feb/2024 04-08/Mar/2024	<u> </u>
	TERTIARY INSTITUTIONS	in MDA's and tertiary		01 03/Ap1/2024	04-00/1VId1/2U24	5

TERTIARY INSTITUTIONS in MDA's ar institutions

22-26/Apr/2024

25-29/Mar/2024



# CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA 2022/2024 TRAINING TOPICS WITH COURSE FEES DATES & VENUES - Call 08037875610

2022/2024 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES: Call 08037875610						
	Conference Titles	Target Audience		Venue/Date		
$\prod$	EMBRACING EMERGING TRENDS IN	All Confidential , Principal secretaries,	NASARAWA Royal Dream Hotels	ABUJA Nigerlink Hotels	ENUGU Western Brick Hotels	AKWA IBOM Duran Hotel,No. 6
33	SECRETARIAL DUTIES/OFFICE	Supervisory secretaries,	Mararaba	Zone 4	09-13/Jan/2023	Atakpo Street, off
	TECHNOLOGY & MANAGEMENT	Corporate Secretaries, Typists,	09-13/Jan/2023	02-06/Jan/2023	23-27/Jan/2023	Nnwaniba Rd. Uyo
	( OTM) FOR EFFECTIVE OFFICE	Senior typists, front desk secretaries,	30/Jan-03/Feb/023	30/Jan-03/Feb/023	06-10/Feb/2023	16-20/Jan/2023
Ш	ADMINISTRATION.	and others	13-17/Feb/2023	06-10/Feb/2023	27/Feb-03/Mar/023	13-17/Feb/2023
24	Course Fee: N85,500		06-10/Mar/2023	13-17/Feb/2023	20-24/Mar/2023	13-17/Mar/2023
34.	EFFECTIVE FILING OF	All Clerical officers, senior clerical	20-24/Mar/2023	13-17/Mar/2023	03-07/Apr/2023 24-28/Apr/2023	27-31/Mar/2023
	DOCUMENTS AND REGISTRY	officers, Secretaries and Registry	10-14/Apr/2023 24-28/Apr/2023	27-31/Mar/2023 03-07/Apr/2023	08-12/May/2023	24-28/Apr/2023 22-26/May/2023
	MANAGEMENT REQUIRED OF		01-05/May/2023	17-21/Apr/2023	22-26/May/2023	12-16/Jun/2023
	CLERICAL DUTIES IN	officers in Public and Private	29/May-02/Jun/023	01-05/May/2023	05-09/Jun/2023	26-29/Jun/2023
П	ORGANISATIONS	Sectors	19-23/Jun/2023	29/May-02/Jun/023	12-16/Jun/2023	03-07/Jul/2023
Н	Course Fee: N85,500		26-29/Jun/2023	19-23/Jun/2023	03-07/Jul/2023	24-28/Jul/2023
	CLERICAL ETIQUETTE,	All clerical officers, Secretaries,	10-14/Jul/2023	26-30/Jun/2023	31/Jul-04/Aug/023	07-11/Aug/2023
	SECRETARIAL DUTIES AND	Typists, Receptionists,	24-28/Jul/2023	03-07/Jul/2023	07-11/Aug/2023	21-25/Aug/2023
35		Account clerks, telephone	14-18/Aug/2023	31/Jul-04/Aug/023	21-25/Aug/2023	04-08/Sept/2023
	COMPUTING SKILLS	operators, front office staff,	21-25/Aug/2023	07-11/Aug/2023	04-08/Sept/2023	18-22/Sept/2023
	DEVELOPMENT	office Assistants, Computer	04-08/Sept/2023	21-25/Aug/2023	25-29/Sept/2023	02-06/Oct/2023
L	Course Fee: N85,500	operators, Messengers and others	25-29/Sept/2023	11-15/Sept/2023	09-13/Oct/2023	23-27/Oct/2023
Г	ENHANCING THE COMPETENCE	All Admin/Damannal Office	09-13/Oct/2023	18-22/Sept/2023	30/Oct-03/Nov/023 13-17/Nov/2023	13-17/Nov/2023
36	OF SECRETARIES, EXE. ASST's.,	All Admin/Personnel Officers,	23-27/Oct/2023 06-10/Nov/2023	16-20/Oct/2023 30/Oct-03/Nov/023	20-24/Nov/2023	20-24/Nov/2023
[ ّ	CLERICAL OFFICERS, TYPISTS	Secretaries Clerical	27/Nov-01/Dec/023	13-17/Nov/2023	04-08/Dec/2023	04-08/Dec/2023 18-22/Dec/2023
	AND OTHER FRONT DESK	Officers, Typist, and other	11-15/Dec/2023	27/Nov-01/Dec/023	18-22/Dec/2023	15-19/Jan/2024
		front Desk officers	25-29/Dec/2023	04-08/Dec/2023	01-05/Jan/2024	29/Jan-02/Feb/2024
	OFFICERS	I IIOIII Desk oliloels	01-05/Jan/2024	18-22/Dec/2023	22-26/Jan/2024	05-09/Feb/2024
	Course Fee: N85,500		29/Jan-02/Feb/024	01-05/Jan/2024	05-09/Feb/2024	26/Feb-01/Mar/2024
37	LEADERSHIP AND	All Professionals,	12-16/Feb/2024	22-26/Jan/2024	19-23/Feb/2024	04-08/Mar/2024
	<b>TEAM WORK FOR</b>	Directors, H.O.D's,	26/Feb-01/Mar/024	05-09/Feb/2024	04-08/Mar/2024	25-29/Mar/2024
	EFFECTIVE	and Operational	11-15/Mar/2024	19-23/Feb/2024	11-15/Mar/2024	15-19/Apr/2024
	MANAGERIAL	Heads in Leadership	18-22/Mar/2024	04-08/Mar/2024	01-05/Apr/2024	22-26/Apr/2024
	SUCCESS	position and Leading a Team	15-19/Apr/2024	11-15/Mar/2024	29/Apr-03/May024	KANO
	Course Fee: N85,500	a Italii	22-26/Apr/2024	08-12/Apr/2024 29/Apr-03/May024	PORT HARCOURT	Ni'imah Hotel
38	ELECTRONIC RECORDS	All Cooreteries		23/Api-03/Way024	Uniport,Executive	Nasarawa GRA
	KEEPING, RETRIEVAL	All Secretaries	LAGOS	KADUNA	Lounge of NIM	Kano
	SYSTEMS AND ARCHIVAL MANAGEMENT FOR	and Admin Officers and	Excellence Hotels,	Hamdala Hotels,	(Call: 07035261122)	16-20/Jan/2023 13-17/Feb/2023
	SECRETARIES AND	Execeutive Officers in	Ogba Ikeja	Kaduna	02-06/Jan/2023	13-17/Feb/2023 13-17/Mar/2023
	ADMIN OFFICERS		16-20/Jan/2023	02-06/Jan/2023	16-20/Jan/2023	27-31/Mar/2023
	Course Fee: N85,500	MDA's	23-27/Jan/2023	23-27/Jan/2023	30/Jan-03/Feb/023 06-10/Feb/2023	24-28/Apr/2023
	CHALLENGES OF		20-24/Feb/2023 27/Feb-03/Mar/023	06-10/Feb/2023 20-24/Feb/2023	27/Feb-03/Mar/023	22-26/May/2023
39	MANAGING OTHERS	All Staff in leadership,	06-10/Mar/2023	06-10/Mar/2023	06-10/Mar/2023	12-16/Jun/2023
	AND SELF FOR	''	10-14/Apr/2023	27-31/Mar/2023	27-31/Mar/2023	26-29/Jun/2023
	OUTSTANDING	Supervisory and Managing	24-28/Apr/2023	17-21/Apr/2023	03-07/Apr/2023	03-07/Jul/2023
	PERFORMANCE IN	teams for effective	08-12/May/2023	24-28/Apr/2023	17-21/Apr/2023	24-28/Jul/2023
	TIMES OF REFOMS	Performance	22-26/May/2023	15-19/May/2023	08-12/May/2023	07-11/Aug/2023
	Course Fee: N85,500		05-09/Jun/2023	05-09/Jun/2023	29/May-02/Jun/023	21-25/Aug/2023
Н		All Private and Public	26-29/Jun/2023	12-16/Jun/2023	05-09/Jun/2023	04-08/Sept/2023 18-22/Sept/2023
40	FOR ALL TYPISTS, FRONT DESK	sectors typists, front	17-21/Jul/2023	10-14/Jul/2023	12-16/Jun/2023	02-06/Oct/2023
	OFFICERS, RECEPTIONISTS,	desk officers, receptionists,	31/Jul-04/Aug/023	24-28/Jul/2023	17-21/Jul/2023 07-11/Aug/2023	23-27/Oct/2023
	IN TERTIARY INSTITUTIONS	lsecrètaries. Admin l	28/Aug-01/Sept/023 11-15/Sept/2023	14-18/Aug/2023	21-25/Aug/2023	13-17/Nov/2023
_	& MDA's Course Fee: N85,500	Assistants and officers	11-15/Sept/2023 18-22/Sept/2023	28/Aug-01/Sept/023 04-08/Sept/2023	04-08/Sept/2023	20-24/Nov/2023
	DATA ENTRY AND	All Data entry staff and	16-20/Oct/2023	25-29/Sept/2023	18-22/Sept/2023	04-08/Dec/2023
	INFORMATION MANAGEMENT	Information Custodians	30/Oct-03/Nov/023	02-06/Oct/2023	16-20/Oct/2023	18-22/Dec/2023
41	COURSE( Mastering Excel	in Private and Public	06-10/Nov/2023	23-27/Oct/2023	23-27/Oct/2023	15-19/Jan/2024
	Spreadsheet and other Database		30/Oct-03/Nov/023	06-10/Nov/2023	30/Oct-03/Nov/023	29/Jan-02/Feb/20
	SKILLS) Fee: N85,500	Sectors	04-08/Dec/2023	13-17/Nov/2023	13-17/Nov/2023	05-09/Feb/2024
	EFFECTIVE e-LIBRARY	All Library Officers,	11-15/Dec/2023	04-08/Dec/2023	20-24/Nov/2023	26/Feb-01/Mar/20
11	& INFORMATION MGT.	Information Managers	08-12/Jan/2024	18-22/Dec/2023	11-15/Dec/2023	04-08/Mar/2024
	AND DIGITALIZATION	and Data Mangers	22-26/Jan/2024	08-12/Jan/2024	18-22/Dec/2023	25-29/Mar/2024
	IN MDA's	in Tertiary Institutions	05-09/Feb/2024	22-26/Jan/2024	08-12/Jan/2024	15-19/Apr/2024
	Course Fee: N85,500 EFFECTIVE OPTIMUM SERVICE	•	19-23/Feb/2024	05-09/Feb/2024	15-19/Jan/2024	22-26/Apr/2024
11	WORKSHOP FOR	All P.A's, Admin Officers,	04-08/Mar/2024	26/Feb-01/Mar/024	05-09/Feb/2024 12-16/Feb/2024	
<b>→</b> 1		Executive Officers, Professional	18-22/Mar/2024	04-08/Mar/2024	04-08/Mar/2024	_
П	Perspectives of New Government	Secretaries, Company Secretaries,	22-26/Apr/2024	25-29/Mar/2024	25-29/Mar/2024	6

Administrators, Managers, Supervisors etc.

01-05/Apr/2024

25-29/Mar/2024

6



# CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA 2022/2024 TRAINING TOPICS WITH COURSE FEES DATES & VENUES - Call 08037875610

	CASPIN 2022/2024	TRAINING TOP	<u>ics with cours</u>	<u>e fees, dates 8</u>	VENUES : Call U	8037875610
	Conference Titles	Target Audience		Venue/Date		
46	EFFECTIVE DRIVERS COURSE ON SAFETY & ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS Course Fee: N85,500	All Corporate Drivers and Mechanics in Public and Private Sectors	NASARAWA Royal Dream Hotels Mararaba 09-13/Jan/2023 30/Jan-03/Feb/023 13-17/Feb/2023	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023	ENUGU Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/023	AKWA IBOM Duran Hotel,No. 6 Atakpo Street, off Nnwaniba Rd. Uyo 16-20/Jan/2023 13-17/Feb/2023
47	MANAGEMENT WORKSHOP ON FACILITY MANAGEMENT, OPERATIONS AND MAINTENANCE PERFORMANCE IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions	06-10/Mar/2023 20-24/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 01-05/May/2023 29/May-02/Jun/023 19-23/Jun/2023	13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 01-05/May/2023 29/May-02/Jun/023	20-24/Mar/2023 03-07/Apr/2023 24-28/Apr/2023 08-12/May/2023 22-26/May/2023 05-09/Jun/2023 12-16/Jun/2023	13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023
48	Course Fee: N85,500		26-29/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023	19-23/Jun/2023 26-30/Jun/2023 03-07/Jul/2023 31/Jul-04/Aug/023 07-11/Aug/2023 21-25/Aug/2023	03-07/Jul/2023 31/Jul-04/Aug/023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023	24-28/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 02-06/Oct/2023
49	SHARPENING SECRETARIES TO BECOME E-GENERATION SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE TECHNOLOGY PROFESSIONAL Course Fee: N85,500	All Categories of Secretories in Private, Public Sectors and Tertiary Institutions of higher Learning and MDA's and Corporations	23-29/3ept/2023 09-13/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 27/Nov-01/Dec/023 11-15/Dec/2023 25-29/Dec/2023 01-05/Jan/2024 29/Jan-02/Feb/024	11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 13-17/Nov/2023 27/Nov-01/Dec/023 04-08/Dec/2023 18-22/Dec/2023 01-05/Jan/2024	09-13/Oct/2023 30/Oct-03/Nov/023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 01-05/Jan/2024 22-26/Jan/2024	23-27/Oct/2023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024 05-09/Feb/2024
50	ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N85,500	All Clerical Assistants, Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc	12-16/Feb/2024 26/Feb-01/Mar/024 11-15/Mar/2024 18-22/Mar/2024 15-19/Apr/2024 22-26/Apr/2024	22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 08-12/Apr/2024	05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 01-05/Apr/2024 29/Apr-03/May024	26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV. Course Fee: N85,500	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	LAGOS Excellence Hotels, Ogba Ikeja 16-20/Jan/2023 23-27/Jan/2023	29/Apr-03/May024  KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023	PORT HARCOURT Uniport,Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023	KANO Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023
52	EFFECTIVE OFFICE MANAGEMENT : Managing Multi-Tasks, Priorities & Deadlines in tertiary institutions & MDA'S Course Fee: N85,500	All Staff in Public and Private sectors with the responsibility of office management and deals with essential task that is important and deadline bound	20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 08-12/May/2023 22-26/May/2023	06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023 15-19/May/2023	06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 08-12/May/2023	24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023 24-28/Jul/2023
	OFFICE MANAGEMENT, RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N85,500	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers	05-09/Jun/2023 26-29/Jun/2023 17-21/Jul/2023 31/Jul-04/Aug/023 28/Aug-01/Sept/023 11-15/Sept/2023 18-22/Sept/2023	05-09/Jun/2023 12-16/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 28/Aug-01/Sept/023 04-08/Sept/2023	29/May-02/Jun/023 05-09/Jun/2023 12-16/Jun/2023 17-21/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023	07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023
54	EMERGENCY RESPONSE MANAGEMENT COURSE FOR HEALTH AND NEMA WORKERS IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500	All Nurses and relevant Health workers in times of emergencies and Crises Periods	16-20/Oct/2023 30/Oct-03/Nov/023 06-10/Nov/2023 30/Oct-03/Nov/023 04-08/Dec/2023	25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 13-17/Nov/2023	18-22/Sept/2023 16-20/Oct/2023 23-27/Oct/2023 30/Oct-03/Nov/023 13-17/Nov/2023	20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/202
55	AUDIT ROLES IN PREVENTION, DETECTION AND INVESTIGATION OF FRAUD Course Fee: N85,500	All Audit Personnel's in MDA's and Tertiary Institutions	11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024	04-08/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024	20-24/Nov/2023 11-15/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 15-19/Jan/2024	05-09/Feb/2024 26/Feb-01/Mar/20 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024
56	EFFECTIVE LEADERSHIP	All Professionals, Directors, H.O.D's, and Operational Heads in leadership positior and leading a team	04-08/Mar/2024 18-22/Mar/2024	26/Feb-01/Mar/024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024	05-09/Feb/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024	22-26/Apr/2024

01-05/Apr/2024

22-26/Apr/2024

25-29/Mar/2024

Course Fee: N85,500 and leading a team



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