



CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

(CASPIN, Nigeria)

(Established under CAM Act No 1 CAP 59 of 1990 and Accredited by Nigerian Council for Management Development)

National /District Secretariat
Suite 25 Bataiya Plaza, Area 11, Garki, Abuja.
P.O. Box 5291 Area 10 Garki Abuja

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

E-mail: info@corporateadministratorsinstitute.org
canigerianist@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

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



2023/2024 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.

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



Group Pix Of CASPIN trainees at UAE

FOREIGN TRAINING WORKSHOP/CONFERENCE

S/N	Int'l Conference Titles	Target Audience	MAY	JUNE	AUG	OCT.	NOV	DEC
1	INTERNATIONAL TRAINING ON: 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	8th - 12th GHANA \$3,000 22nd - 26th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th TANZANIA \$3,500 26th - 29th UNITED KINGDOM \$4,000	1st - 5th UNITED KINGDOM \$4,000 21st - 25th KENYA \$3,500	16th - 21st KENYA \$3,500 23rd - 28th GHANA \$3,000	06th - 11th GHANA \$3,000 13th - 18th TANZANIA \$3,500	11th - 15th DUBAI \$4,000 18th - 22nd GHANA \$3,000
2	INTERNATIONAL TRAINING ON EFFECTIVE LEADERSHIP COMPETENCIES AND E-GOVERNANCE 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,	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500 22nd - 26th GHANA \$3,000	05th - 09th TANZANIA \$3,500 26th - 29th UNITED KINGDOM \$4,000	1st - 5th UNITED KINGDOM \$4,000 21st - 25th KENYA \$3,500	16th - 11th KENYA \$3,500 23rd - 28th GHANA \$3,000	06th - 11th GHANA \$3,000 13th - 18th TANZANIA \$3,500	11th - 15th DUBAI \$4,000 18th - 22nd GHANA \$3,000
3	INTERNATIONAL CONFERENCE ON: 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	8th - 12th EAST AFRICA KIGALI - RWANDA \$3,500 22nd - 26th TANZANIA \$3,500	05th - 9th KENYA \$3,500 26th - 29th UNITED KINGDOM \$4,000	1st - 5th FINLAND \$4,000 21st - 25th GHANA \$3,000	16th - 11th TANZANIA \$3,500 23rd - 28th KENYA \$3,500	06th - 11th GHANA \$3,000 13th - 18th FINLAND \$4,000	11th - 15th DUBAI \$4,000 18th - 22nd GHANA \$3,000
4	INTERNATIONAL CONFERENCE ON: EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANISATION THROUGH DISTINCT QUALITIES, LEADERSHIP STYLE, AND TEAM BUILDING Fee covers 1 laptop bag, feeding + certificate	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's, Permanent Secretaries, Heads of Parastatals in Public Sectors, and other MDA's .	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500 22nd - 26th GHANA \$3,000	05th - 09th KENYA \$3,500 26th - 29th FINLAND \$4,000	1st - 5th FINLAND \$4,000 21st - 25th KENYA \$3,500	16th - 20th TANZANIA \$3,500 23rd - 28th GHANA \$3,000	06th - 11th GHANA \$3,000 13th - 18th UNITED KINGDOM \$4,000	11th - 15th 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.corporateadministratorsinstitute.org

We look forward to welcoming your nominees at the venue

FOR: Corporate Administrators & Secretaries Professional Institute of Nigeria

Fredrick Sunday N. fcasl, 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

* Speech Writing

* Speech Delivery

* Report Writing

* Speed Typing

* Web Design

* Accounting Software Dev.

* Software Development

* 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

	Conference Titles	Target Audience	Venues/Dates			
1.	EFFECTIVE DOCUMENT TRACKING, MAIL HANDLING, RECORD/REGISTRY AND ARCHIVING MANAGEMENT Course Fee: N85,500	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers	NASARAWA Royal Dream Hotels Mararaba 09-13/Jan/2023 30/Jan-03/Feb/023 13-17/Feb/2023 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	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/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 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 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 11-15/Dec/2023 25-29/Dec/2023 01-05/Jan/2024 29/Jan-02/Feb/024 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 29/Apr-03/May024	ENUGU Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/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 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 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 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 01-05/Apr/2024 29/Apr-03/May024	AKWA IBOM Duran Hotel, No. 6 Atakpo Street, off Nnwaniba Rd. Uyo 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 26-29/Jun/2023 03-07/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
2	INCREASING PRODUCTIVITY THROUGH ATTITUDINAL TRANSFORMATION AND CHANGE MANAGEMENT Course Fee: N85,500	All Executive officers, Administration officers, P.A's, front desk officers, Clerical officers, Supervisors, Registry/ Mail officers and Secretaries	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 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	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 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	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 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	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 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
3	PERSONAL EFFECTIVENESS & DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND OFFICE MANAGEMENT Course Fee: N85,500	All Administrators, Admin Officers, Executive Officers, P.A's, S.A's, Dep and Asst Registrars, A.D's, D.D's and Others	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 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	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 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	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 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	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 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
4.	EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500	All Admin Officers, HRMgns, Executive Officers, P.A's, S.A's, Ad's, Secretaries & other Mgrs	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 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	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 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	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 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	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 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
5.	DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES AND E- GOVERNANCE STRATEGY IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500	All Directors, Deputy Directors, Asst. Directors, Heads of Depts/units, Board members, and others seconded to this positions	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 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	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 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	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 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	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 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
6.	EFFECTIVE DATA MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N85,500	All Data Entry officers, Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others	LAGOS 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 31/Jul-04/Aug/023 28/Aug-01/Sept/023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 06-10/Nov/2023 30/Oct-03/Nov/023 04-08/Dec/2023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024	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 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 28/Aug-01/Sept/023 04-08/Sept/2023 25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 13-17/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/024 04-08/Mar/2024 11-15/Mar/2024 01-05/Apr/2024 25-29/Mar/2024 01-05/Apr/2024	PORT HARCOURT 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 05-09/Jun/2023 12-16/Jun/2023 17-21/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024	KANO 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 26-29/Jun/2023 03-07/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
7.	PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS Course Fee: N85,500	All HOD's, S.A's Administrators, Unit heads, Regi-trars, Asst registrars, principal secretaries and others,	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 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	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 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	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 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	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 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
8.	EFFECTIVE ROLES OF ADMINISTRATORS AND SECRETARIES IN INSTITUTION & ORGANISATION DEVELOPMENT Course Fee: N85,500	All Corporate Secretaries and Administrators, Legal officers, Heads of Units, Directors, and Information managers in Public and Private Sectors	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 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	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 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	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 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	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 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
9.	ADVANCE SECURITY MANAGEMENT AND STRATEGIC OPERATIONS USING MODERN TECHNOLOGIES Course Fee: N85,500	All security and Guards personnels in MDA's and Tertiary Institutions	09-13/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 27/Nov-01/Dec/023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024	09-13/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 27/Nov-01/Dec/023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024	09-13/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 27/Nov-01/Dec/023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024	09-13/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 27/Nov-01/Dec/023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024
10	MAINTENANCE CULTURE OF GOVT. FACILITIES AND EQUIPMENT FOR OPTIMUM UTILIZATION Course Fee: N85,500	All Technical Staff, Officers, Managers and Supervisors in Technical and Maintenance works of government Properties and Equipment	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024
11	DATA COLLECTION & ANALYSIS FOR RECORDS MANAGEMENT IN MDA'S & TERTIARY INSTITUTIONS Course Fee: N85,500	All Data Entry and Data management staff of School records at various departments in tertiary institutions	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

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

	Conference Titles	Target Audience	Venues/Dates			
12	E- LIBRARY MANAGEMENT DIGITILIZATION AND CATALOGUING SYSTEM Course Fee: N85,500	All Library Executives Librarians and Other Library Junior/Middle/ Senior Officers	NASARAWA Royal Dream Hotels Mararaba 09-13/Jan/2023 30/Jan-03/Feb/023 13-17/Feb/2023 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 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 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 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	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/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 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 07-11/Aug/2023 21-25/Aug/2023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 13-17/Nov/2023 20-24/Nov/2023 13-17/Nov/2023 04-08/Dec/2023 27-Nov-01/Dec/023 04-08/Dec/2023 18-22/Dec/2023 01-05/Jan/2024 22-26/Jan/2024 05-09/Jan/2024 19-23/Jan/2024 05-09/Feb/2024 11-15/Mar/2024 04-08/Mar/2024 11-15/Mar/2024 08-12/Apr/2024 29/Apr-03/May/024	ENUGU Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/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 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 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 05-09/Jan/2024 19-23/Jan/2024 04-08/Mar/2024 11-15/Mar/2024 01-05/Apr/2024 29/Apr-03/May/024	AKWA IBOM Duran Hotel, No. 6 Atakpo Street, off Nnwaniba Rd. Uyo 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 26-29/Jun/2023 03-07/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
13	Accounting & Finance Course EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY & WAGES (IPPS) ADMINISTRATION Course Fee: N85,500	All Directors, Asst Directors, Accountants, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDA's				
14	PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE Course Fee: N85,500	All Pension dept staff, Administrators, Supervisors, Officers and managers in Public and Private sectors				
15	EFFECTIVE ACCIDENT AND ROAD HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers Course Fee: N85,500	All Professional Drivers in various Private, Public Sectors and Tertiary Institutions				
16	EFFECTIVE PROJECTS MANAGEMENT: Effective Design, Monitoring and Evaluation Course Fee: N85,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff.				
17	Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N85,500	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors	LAGOS Excellence Hotels, Ogba 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 31/Jul-04/Aug/023 28/Aug-01/Sept/023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 06-10/Nov/2023 30/Oct-03/Nov/023 04-08/Dec/2023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	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 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 28/Aug-01/Sept/023 04-08/Sept/2023 25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 13-17/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024	PORT HARCOURT UniporExecutive 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 05-09/Jun/2023 12-16/Jun/2023 17-21/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024	KANO 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 26-29/Jun/2023 03-07/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
18	Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N85,500	All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants				
19	EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT : Best Practice and Challenges Course Fee: N85,500	Directors, Deputy & Asst Directors Human Resource Managers, HOD's, Admin Officers in Public & Private Sectors				
20	DEVELOPING ADMINISTRATIVE SKILLS AND COMPETENCIES FOR EFFECTIVE OFFICE ADMINISTRATION Course Fee: N85,500	All Administrative officers, Secretaries, Executive Assistants and Office Professionals				
21	DIGITAL SKILLS DEVELOPMENT AND INSTITUTIONALIZATION FOR EFFECTIVE WORKING AND WORK PROCESS Course Fee: N85,500	All Registry Officers, Data Officers, Secretaries, ICT Officers All Mail handling officers				
22	MANAGING THE BOSS, SELF AND THE DEPARTMENT FOR PEAK PERFORMANCE Course Fee: N85,500	All Secretaries, Personal Assistants, Admin. Officers, Exec. Officers, Personnel officers				



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

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

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



LOCAL CONFERENCES/WORKSHOPS

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2022/2024 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	Venue/Date			
33	EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION. Course Fee: N85,500	All Confidential , Principal secretaries, Supervisory secretaries, Corporate Secretaries, Typists, Senior typists, front desk secretaries, and others	NASARAWA Royal Dream Hotels Mararaba 09-13/Jan/2023 30/Jan-03/Feb/023 13-17/Feb/2023 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 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 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 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	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 13-17/Feb/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 01-05/May/2023 29/May-02/Jun/023 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 01-05/Sep/2023 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 22-26/Jan/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 29/Apr-03/May024	ENUGU Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/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 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 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 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 01-05/Apr/2024 29/Apr-03/May024	AKWA IBOM Duran Hotel, No. 6 Atakpo Street, off Nnwaniba Rd. Uyo 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 26-29/Jun/2023 03-07/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
34	EFFECTIVE FILING OF DOCUMENTS AND REGISTRY MANAGEMENT REQUIRED OF CLERICAL DUTIES IN ORGANISATIONS Course Fee: N85,500	All Clerical officers, senior clerical officers, Secretaries and Registry officers in Public and Private Sectors				
35	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS DEVELOPMENT Course Fee: N85,500	All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others				
36	ENHANCING THE COMPETENCE OF SECRETARIES, EXE. ASST's, CLERICAL OFFICERS, TYPISTS AND OTHER FRONT DESK OFFICERS Course Fee: N85,500	All Admin/Personnel Officers, Secretaries Clerical Officers, Typist, and other front Desk officers				
37	LEADERSHIP AND TEAM WORK FOR EFFECTIVE MANAGERIAL SUCCESS Course Fee: N85,500	All Professionals, Directors, H.O.D's, and Operational Heads in Leadership position and Leading a Team				
38	ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES AND ADMIN OFFICERS Course Fee: N85,500	All Secretaries and Admin Officers and Exececutive Officers in MDA's	LAGOS Excellence Hotels, Ogba 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 31/Jul-04/Aug/023 28/Aug-01/Sept/023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 06-10/Nov/2023 30/Oct-03/Nov/023 04-08/Dec/2023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	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 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 28/Aug-01/Sept/023 04-08/Sept/2023 25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 13-17/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 15-19/Feb/2024 26/Feb-01/Mar/024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024	PORT HARCOURT 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 05-09/Jun/2023 12-16/Jun/2023 17-21/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/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 11-15/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 15-19/Jan/2024 05-09/Feb/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024	KANO 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 26-29/Jun/2023 03-07/Jul/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 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 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
39	CHALLENGES OF MANAGING OTHERS AND SELF FOR OUTSTANDING PERFORMANCE IN TIMES OF REFORMS Course Fee: N85,500	All Staff in leadership, Supervisory and Managing teams for effective Performance				
40	EFFECTIVE CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTs, IN TERTIARY INSTITUTIONS & MDA's Course Fee: N85,500	All Private and Public sectors typists, front desk officers, receptionists, secretaries, Admin Assistants and officers				
41	DATA ENTRY AND INFORMATION MANAGEMENT COURSE(Mastering Excel Spreadsheet and other Database SKILLS) Fee: N85,500	All Data entry staff and Information Custodians in Private and Public Sectors				
41	EFFECTIVE e-LIBRARY & INFORMATION MGT. AND DIGITALIZATION IN MDA's Course Fee: N85,500	All Library Officers, Information Managers and Data Mangers in Tertiary Institutions				
41	EFFECTIVE OPTIMUM SERVICE WORKSHOP FOR ADMINISTRATIVE OFFICERS AND PERSONAL ASSISTANTS ON Perspectives of New Government New Reforms and the Way Forward Course Fee: N85,500	All P.A.s, Admin Officers, Executive Officers, Professional Secretaries, Company Secretaries, Administrators, Managers, Supervisors etc.				

6



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2022/2024 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	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			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 11-15/Sept/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 09-13/Oct/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 23-27/Oct/2023
49	SHARPENING SECRETARIES TO BECOME E-GENERATION SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE TECHNOLOGY PROFESSIONAL Course Fee: N85,500	All Categories of Secretaries in Private, Public Sectors and Tertiary Institutions of higher Learning and MDA's and Corporations	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	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	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 05-09/Feb/2024	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	26/Jan-02/Feb/024 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	01-05/Jan/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 29/Apr-03/May/024	19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 01-05/Apr/2024 29/Apr-03/May/024	26/Feb-01/Mar/2024 04-08/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 20-24/Feb/2023 27/Feb-03/Mar/023	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023	PORT HARCOURT Uniport, Executive Lounge of NIM (Call: 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023	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	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 31/Jul-04/Aug/023	17-21/Apr/2023 24-28/Apr/2023 15-19/May/2023 05-09/Jun/2023 12-16/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/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 05-09/Jun/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
53	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	28/Aug-01/Sept/023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 06-10/Nov/2023 04-08/Dec/2023 11-15/Dec/2023	28/Aug-01/Sept/023 28/Aug-01/Sept/023 04-08/Sept/2023 25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 13-17/Nov/2023	17-21/Jul/2023 17-21/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 20-24/Nov/2023 04-08/Dec/2023	18-22/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024
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	30/Oct-03/Nov/023 04-08/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 26/Feb-01/Mar/024	13-17/Nov/2023 20-24/Nov/2023 11-15/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 15-19/Jan/2024 05-09/Feb/2024 12-16/Feb/2024	05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
55	AUDIT ROLES IN PREVENTION, DETECTION AND INVESTIGATION OF FRAUD Course Fee: N85,500	All Audit Personnel's in MDA's and Tertiary Institutions	04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024	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	
56	EFFECTIVE LEADERSHIP AND TEAM BUILDING FOR MANAGERIAL SUCCESS Course Fee: N85,500	All Professionals, Directors, H.O.D's, and Operational Heads in leadership position and leading a team				



APPLICATION FOR PROFESSIONAL MEMBERSHIP INDUCTION/INVESTITURE

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