



# 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,

21st January, 2024

## SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2024/2025 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

  
Dr. 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



# 2024/2025 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.

# 2024/2025

## TRY TO ATTEND ANY OF OUR CONFERENCES & SEMINARS



Group Pix Of CASPIN trainees at Accra- Ghana



NERC Secretaries trained by CASPIN



Group photograph of 2023 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	<b>INTERNATIONAL TRAINING ON: MODERNIZING THE HUMAN RESOURCE FUNCTIONS AND ORGANIZATIONAL EFFECTIVENESS</b> 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	GHANA \$3,000	TANZANIA \$3,500	UNITED KINGDOM \$4,000	KENYA \$3,500	GHANA \$3,000	DUBAI \$4,000
			EAST AFRICA KIGALI - RWANDA \$3,500	UNITED KINGDOM \$4,000	KENYA \$3,500	GHANA \$3,000	TANZANIA \$3,500	GHANA \$3,000
2	<b>INTERNATIONAL TRAINING ON EFFECTIVE LEADERSHIP COMPETENCIES AND E-GOVERNANCE STRATEGY</b> 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,	EAST AFRICA KIGALI - RWANDA \$3,500	TANZANIA \$3,500	UNITED KINGDOM \$4,000	KENYA \$3,500	GHANA \$3,000	DUBAI \$4,000
			22nd - 26th GHANA \$3,000	26th - 29th UNITED KINGDOM \$4,000	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$3,000	13th - 18th TANZANIA \$3,500	18th - 22th GHANA \$3,000
3	<b>INTERNATIONAL CONFERENCE ON: DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS ( KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS</b> 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	EAST AFRICA KIGALI - RWANDA \$3,500	KENYA \$3,500	FINLAND \$4,000	TANZANIA \$3,500	GHANA \$3,000	DUBAI \$4,000
			TANZANIA \$3,500	UNITED KINGDOM \$4,000	GHANA \$3,000	KENYA \$3,500	FINLAND \$4,000	GHANA \$3,000
4	<b>INTERNATIONAL CONFERENCE ON: EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANISATION THROUGH DISTINCT QUALITIES, LEADERSHIP STYLE, AND TEAM BUILDING</b> 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 .	EAST AFRICA KIGALI - RWANDA	KENYA	FINLAND	TANZANIA	GHANA	UNITED KINGDOM
			GHANA \$3,000	FINLAND \$4,000	KENYA \$3,500	GHANA \$3,000	UNITED KINGDOM \$4,000	TANZANIA \$3,500
<b>VENUES:</b> <b>GHANA</b> - Novetel Hotel, Accra Central , Opp. the Polytechnic , Accra Ghana, <b>UNITED KINGDOM</b> : Hillside Building(GF), Beeston Rd. Holbec Leeds (+447776746111) , <b>FINLAND</b> - Call <b>DUBAI ( UAE)</b> : Seaview Hotel Biu Dubai, Call <b>TANZANIA</b> : Call <b>KENYA</b> <b>EAST AFRICA KIGALI RWANDA</b> : Marriott Hotel, kilgali , Rwanda <b>HOW TO REGISTER FOR LOCAL OR INTERNATIONAL WORKSHOPS:</b> Send list of nominee(s) with course fee payable to the institute account as follows: <b>BANK:</b> Access bank , <b>ACCOUNT NO.:</b> 0024676488, <b>ACCOUNT NAME:</b> 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. fcasi, cisa, mnim

National Coordinator/Chief Learning Officer

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

\* Office Technology & Management ( OTM) Master Conversion Class

\* Secretarial Studies enhancement Course

\* Public Speaking

\* Web Design

\* Speech Writing

\* Accounting Software Dev.

\* Speech Delivery

\* Software Development

\* Report Writing

\* Excel Spreadsheet Master Class

\* Speed Typing

\* Database creation & Management etc

Holds Live at our Abuja Centre. Call : 08037875610

and Online via Zoom/Webinar. Chat our Institute Whatsaap No. 08059086457



# LOCAL CONFERENCES/WORKSHOPS

## CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

### 2024 /2025 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles	Target Audience	Venues/Dates			
1. <b>EFFECTIVE DOCUMENT TRACKING, MAIL HANDLING, RECORD/REGISTRY AND ARCHIVING MANAGEMENT</b> Course Fee: N95,500	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers	<b>NASARAWA</b> Royal Dream Hotel, Mararaba 01-05/Jan/2024 29/Jan-02/Feb/2024 12-16/Feb/2024 26/Feb-01/Mar/2024 11-15/Mar/2024 18-22/March/2024 15-19/Apr/2024 22-26/Apr/2024 06-10/May/2024 13-17/May/2024 27-31/May/2024 03-07/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 09-13/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	<b>ABUJA</b> ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>ENUGU</b> Western Bricks Hotel 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>AKWA-IBOM</b> Gladmann Hotel, 2B Udoumrem Str, Off Abak Rd, Uyo 15-19/Jan/2024 29/Jan-02/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024 13-17/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 26-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025
2. <b>INCREASING PRODUCTIVITY THROUGH ATTITUDINAL TRANSFORMATION AND CHANGE MANAGEMENT</b> Course Fee: N95,500	All Executive officers, Administration officers, P.A's, front desk officers, Clerical officers, Supervisors, Registry/ Mail officers and Secretaries				
3. <b>PERSONAL EFFECTIVENESS &amp; DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND OFFICE MANAGEMENT</b> Course Fee: N95,500	All Administrators, Admin Officers, Executive Officers, P.A's, S.A's, Dep and Asst Registrars, A.D's, D.D's and Others				
4. <b>EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All Admin Officers, HRMgrs, Executive Officers, P.A's, S.A's, Ad's, Secretaries & other Mgrs				
5. <b>DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES AND E- GOVERNANCE STRATEGY IN TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All Directors, Deputy Directors, Asst. Directors, Heads of Depts/units, Board members, and others seconded to this positions				
6. <b>EFFECTIVE DATA MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All Data Entry officers, Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others	<b>LAGOS</b> Excellence Hotel, Ogba - Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	<b>KADUNA</b> Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 23-27/Dec/2024 30/Dec-3/Jan/2025 06-10/Jan/2025 13-17/Jan/2025 20-24/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	<b>PORT-HARCOURT</b> Quakers Hotels Suites, No 1 Airpor Close, off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024 05-09/Feb/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 08-12/Apr/2024 29/Apr-03/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 15-19/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 14-18/Oct/2024 21-25/Oct/2024 28/Oct-1/Nov/2024 04-08/Nov/2024 11-15/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 20-24/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	
7. <b>PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS</b> Course Fee: N95,500	All HOD's, S.A's Administrators, Unit heads, Registrars, Asst registrars, principal secretaries and others,				
8. <b>EFFECTIVE ROLES OF ADMINISTRATORS AND SECRETARIES IN INSTITUTION &amp; ORGANISATION DEVELOPMENT</b> Course Fee: N95,500	All Corporate Secretaries and Administrators, Legal officers, Heads of Units, Directors, and Information managers in Public and Private Sectors				
9. <b>ADVANCE SECURITY MANAGEMENT AND STRATEGIC OPERATIONS USING MODERN TECHNOLOGIES</b> Course Fee: N95,500	All security and Guards personnels in MDA's and Tertiary Institutions				
10. <b>MAINTENANCE CULTURE OF GOVT. FACILITIES AND EQUIPMENT FOR OPTIMUM UTILIZATION</b> Course Fee: N95,500	All Technical Staff, Officers, Managers and Supervisors in Technical and Maintenance works of government Properties and Equipment				
11. <b>DATA COLLECTION &amp; ANALYSIS FOR RECORDS MANAGEMENT IN MDA'S &amp; TERTIARY INSTITUTIONS</b> Course Fee: N95,500	All Data Entry and Data management staff of School records at various departments in tertiary institutions				



# LOCAL CONFERENCES/WORKSHOPS

## CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

### 2024/2025 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	Venues/Dates			
12	<b>E- LIBRARY MANAGEMENT DIGITILIZATION AND CATALOGUING SYSTEM</b> <b>Course Fee: N95,500</b> <b>Accounting &amp; Finance Course</b>	All Library Executives Librarians and Other Library Junior/Middle/ Senior Officers	<b>NASARAWA</b> Royal Dream Hotel, Mararaba 01-05/Jan/2024 29/Jan-02/Feb/2024 12-16/Feb/2024 26/Feb-01/Mar/2024 11-15/Mar/2024	<b>ABUJA</b> ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebearo Supermarket 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024	<b>ENUGU</b> Western Bricks Hotel 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>AKWA-IBOM</b> Gladmann Hotel, 2B Udoummem Str, Off Abak Rd, Uyo 15-19/Jan/2024 29/Jan-02/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024 13-17/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 26-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025
			<b>13.</b> <b>EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY &amp; WAGES (IPPI) ADMINISTRATION</b> <b>Course Fee: N95,500</b>	All Directors, Asst Directors, Accountants, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDA's	18-22/March/2024 15-19/Apr/2024 22-26/Apr/2024 06-10/May/2024 13-17/May/2024 27-31/May/2024 03-07/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 09-13/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 08-12/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 13-17/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 15-19/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 21-25/Oct/2024 28/Oct-1/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 17-21/Apr/2025 24-28/Apr/2025 21-25/May/2025 28/Apr-02/May/2025
14.	<b>PENSION ADMINISTRATION &amp; EMPLOYEE COMPENSATION ACT 2011 COURSE</b> <b>Course Fee: N95,500</b>	All Pension dept staff, Administrators, Supervisors, Officers and managers in Public and Private sectors	21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-1/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 17-21/Apr/2025 24-28/Apr/2025 21-25/May/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	
15.	<b>EFFECTIVE ACCIDENT AND ROAD HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers</b> <b>Course Fee: N95,500</b>	All Professional Drivers in various Private, Public Sectors and Tertiary Institutions	21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-1/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 17-21/Apr/2025 24-28/Apr/2025 21-25/May/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	
16.	<b>EFFECTIVE PROJECTS MANAGEMENT: Effective Design, Monitoring and Evaluation</b> <b>Course Fee: N95,500</b> <b>Accounting &amp; Finance Course on:</b>	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff.	21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-1/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 17-21/Apr/2025 24-28/Apr/2025 21-25/May/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	
17.	<b>EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS</b> <b>Course Fee: N95,500</b> <b>Procurement Course</b>	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 07-11/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 07-11/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 07-11/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025
18.	<b>EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices.</b> <b>Course Fee: N95,500</b>	All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 07-11/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 29/Jul-02/Aug/2024 	



# LOCAL CONFERENCES/WORKSHOPS

## CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

### 2024/2025 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles	Target Audience	Venues/Dates			
<b>23</b> <b>EFFECTIVE PUBLIC RELATIONS, PROTOCOL, AND MEDIA ADMINISTRATION COURSE IN TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All P.R. Officers/ Managers, Protocol Officers, Communication, Administration Officers, etc.	<b>NASARAWA</b> Royal Dream Hotel, Mararaba 01-05/Jan/2024 29/Jan-02/Feb/2024 12-16/Feb/2024 26/Feb-01/Mar/2024 11-15/Mar/2024 18-22/March/2024 15-19/Apr/2024 22-26/Apr/2024 06-10/May/2024 13-17/May/2024 27-31/May/2024 03-07/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 09-13/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	<b>ABUJA</b> ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 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/2024 06-10/May/2024 13-17/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 15-19/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 21-25/Oct/2024 28/Oct-1/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	<b>ENUGU</b> Western Bricks Hotel 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>AKWA-IBOM</b> Gladmann Hotel, 2B Udouwmem Str, Off Abak Rd, Uyo 15-19/Jan/2024 29/Jan-02/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024 13-17/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 26-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025
<b>24</b> <b>PRE-RETIREMENT AND ENTREPRENEURIAL SKILL DEVELOPMENT WORKSHOP: Enhancing ILO Standard</b> Course Fee: N95,500	All staff and officers getting ready for retirement	<b>LAGOS</b> Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	<b>KADUNA</b> Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	<b>PORT-HARCOURT</b> Quakers Hotels Suites, No 1 Airpor Close, off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024 05-09/Feb/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 08-12/Apr/2024 29/Apr-03/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 11-15/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025	<b>KANO</b> Ni imah Hotel Nasarawa GRA, Kano 15-19/Jan/2024 29/Jan-02/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024 29/Apr-03/May/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 09-13/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 14-18/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 30/Dec-3/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-04/Apr/2025 07-11/Apr/2025 28/Apr-02/May/2025 05-09/May/2025 19-23/May/2025
<b>25</b> <b>DEVELOPING ADMINISTRATIVE OFFICER'S LEADERSHIP &amp; MANAGEMENT COMPETENCIES FOR ORGANISATIONAL GROWTH</b> Course Fee: N95,500	All Administrative officers, Head of units, P.A's, Assistant and Deputy Directors, and other line staff in Public sectors	<b>LAGOS</b> Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	<b>ABUJA</b> ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 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/2024 06-10/May/2024 13-17/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 15-19/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 21-25/Oct/2024 28/Oct-1/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	<b>ENUGU</b> Western Bricks Hotel 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>AKWA-IBOM</b> Gladmann Hotel, 2B Udouwmem Str, Off Abak Rd, Uyo 15-19/Jan/2024 29/Jan-02/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024 13-17/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 26-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 07-11/Apr/2025 28/Apr-02/May/2025 05-09/May/2025 19-23/May/2025
<b>26</b> <b>EFFECTIVE ADMINISTRATION / DETECTION AND PREVENTION OF PAYROLL AND PENSION FRAUD IN THE SYSTEM</b> Course Fee: N95,500	All Internal Audit officers, payroll & Accounts officers and Pension Administrators in private / public and MDA's	<b>LAGOS</b> Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	<b>ABUJA</b> ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 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/2024 06-10/May/2024 13-17/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 15-19/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 21-25/Oct/2024 28/Oct-1/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	<b>ENUGU</b> Western Bricks Hotel 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>AKWA-IBOM</b> Gladmann Hotel, 2B Udouwmem Str, Off Abak Rd, Uyo 15-19/Jan/2024 29/Jan-02/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024 13-17/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 26-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sep-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2



# LOCAL CONFERENCES/WORKSHOPS

## CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA 2024/2025 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles	Target Audience	Venue/Date			
33 <b>EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY &amp; MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION.</b> Course Fee: N95,500	All Confidential, Principal secretaries, Supervisory secretaries, Corporate Secretaries, Typists, Senior typists, front desk secretaries, and others	<b>NASARAWA</b> Royal Dream Hotel, Mararaba 01-05/Jan/2024 29/Jan-02/Feb/2024 12-16/Feb/2024 26/Feb-01/Mar/2024 11-15/Mar/2024 18-22/March/2024 15-19/Apr/2024	<b>ABUJA</b> ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 08-12/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 13-17/May/2024 24-28/May/2024 10-14/June/2024 17-21/June/2024 24-28/June/2024 15-19/July/2024 22-26/July/2024 15-19/July/2024 22-26/July/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	<b>ENUGU</b> Western Bricks Hotel 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>AKWA-IBOM</b> Gladmann Hotel, 2B Adoummem Str, Off Abok Rd, Uyo 15-19/Jan/2024 29/Jan-02/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024 13-17/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 26-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
34 <b>EFFECTIVE FILING OF DOCUMENTS AND REGISTRY MANAGEMENT REQUIRED OF CLERICAL DUTIES IN ORGANISATIONS</b> Course Fee: N95,500	All Clerical officers, senior clerical officers, Secretaries and Registry officers in Public and Private Sectors	06-10/May/2024 13-17/May/2024 27-31/May/2024 03-07/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 09-13/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
35 <b>CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS DEVELOPMENT</b> Course Fee: N95,500	All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others	07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
36 <b>ENHANCING THE COMPETENCE OF SECRETARIES, EXE. ASST's, CLERICAL OFFICERS, TYPISTS AND OTHER FRONT DESK OFFICERS</b> Course Fee: N95,500	All Admin/Personnel Officers, Secretaries Clerical Officers, Typist, and other front Desk officers	11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
37 <b>LEADERSHIP AND TEAM WORK FOR EFFECTIVE MANAGERIAL SUCCESS</b> Course Fee: N95,500	All Professionals, Directors, H.O.D's, and Operational Heads in Leadership position and Leading a Team	17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
38 <b>ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES AND ADMIN OFFICERS</b> Course Fee: N95,500	All Secretaries and Admin Officers and Exececutive Officers in MDA's	<b>LAGOS</b> Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-03/May/2024 01-05/Apr/2024 22-26/Apr/2024 29/Apr-03/May/2024 04-08/Mar/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 17-21/Jun/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 08-12/Jul/2024 15-19/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
39 <b>CHALLENGES OF MANAGING OTHERS AND SELF FOR OUTSTANDING PERFORMANCE IN TIMES OF REFORMS</b> Course Fee: N95,500	All Staff in leadership, Supervisory and Managing teams for effective Performance	06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	06-10/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	01-05/Apr/2024 22-26/Apr/2024 29/Apr-03/May/2024 04-08/Mar/2024 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 17-21/Jun/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 15-19/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 09-13/Sept/2024 30/Sept-04/Oct/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
40 <b>EFFECTIVE CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTs, IN TERTIARY INSTITUTIONS &amp; MDA's</b> Course Fee: N95,500	All Private and Public sectors typists, front desk officers, receptionists, secretaries, Admin Assistants and officers	14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
41 <b>DATA ENTRY AND INFORMATION MANAGEMENT COURSE( Mastering Excel Spreadsheet and other Database SKILLS)</b> Fee: N95,500	All Data entry staff and Information Custodians in Private and Public Sectors	21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 09-13/Dec/2024 16-20/Dec/2024 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/20



# LOCAL CONFERENCES/WORKSHOPS

## CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

### 2024/2025 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	Venue/Date			
46	<b>EFFECTIVE DRIVERS COURSE ON SAFETY &amp; ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS</b> Course Fee: N95,500	All Corporate Drivers and Mechanics in Public and Private Sectors	<b>NASARAWA</b> Royal Dream Hotel, Mararaba 01-05/Jan/2024 29/Jan-02/Feb/2024 12-16/Feb/2024 26/Feb-01/Mar/2024 11-15/Mar/2024 18-22/March/2024 15-19/Apr/2024 22-26/Apr/2024 06-10/May/2024 13-17/May/2024 27-31/May/2024 03-07/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 09-13/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	<b>ABUJA</b> ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 05-09/Feb/2024 11-15/Mar/2024 08-12/Apr/2024 29/Apr-03/May/2024 06-10/May/2024 13-17/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 15-19/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 19-23/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	<b>ENUGU</b> Western Bricks Hotel 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/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 01-05/Jul/2024 15-19/Jul/2024 22-26/Jul/2024 05-09/Aug/2024 19-23/Aug/2024 26-30/Aug/2024 02-06/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 07-11/Oct/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 11-15/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	<b>AKWA-IBOM</b> Gladmown Hotel, 2B Udoummem Str, Off Abak Rd, Uyo 15-19/Jan/2024 29/Jan-02/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024 13-17/May/2024 20-24/May/2024 27-31/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 08-12/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 05-09/Aug/2024 26-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 30/Sept-04/Oct/2024 07-11/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 19-23/May/2025
47	<b>MANAGEMENT WORKSHOP ON FACILITY MANAGEMENT, OPERATIONS AND MAINTENANCE PERFORMANCE IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025
48	<b>MANAGEMENT WORKSHOP ON SCIENCE TEACHERS &amp; EDUCATION STUDIES AND MANAGEMENT IN TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All Science Teachers, Education course teachers, in Colleges of Education, and Polytechnics	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025
49	<b>SHARPENING SECRETARIES TO BECOME E-GENERATION SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE TECHNOLOGY PROFESSIONAL</b> Course Fee: N95,500	All Categories of Secretaries in Private, Public Sectors and Tertiary Institutions of higher Learning and MDA's and Corporations	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025
50	<b>ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN MDA'S AND TERTIARY INSTITUTIONS</b> Course Fee: N95,500	All Clerical Assistants, Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025
51	<b>EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS &amp; MDA'S DEV.</b> Course Fee: N95,500	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	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025
52	<b>EFFECTIVE OFFICE MANAGEMENT : Managing Multi-Tasks, Priorities &amp; Deadlines in tertiary institutions &amp; MDA'S</b> Course Fee: N95,500	All Staff in Public and Private sectors with the responsibility of office management and deals with essential task that is important and deadline bound	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025
53	<b>OFFICE MANAGEMENT , RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT IN MDA'S AND TERTIARY INSTITUTIONS</b> Course Fee: N95,500	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025
54	<b>EMERGENCY RESPONSE MANAGEMENT COURSE FOR HEALTH AND NEMA WORKERS IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All Nurses and relevant Health workers in times of emergencies and Crises Periods	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	28/Oct-01/Nov/2024 11-15/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025	28/Oct-01/Nov/2024 11-1



**APPLICATION FOR PROFESSIONAL MEMBERSHIP INDUCTION/INVESTITURE**  
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<b>FULL MEMBER</b>	MCASI	NCE, OND, HND, B.Sc, PGD, MBA, M.sc, MPA, PhD or any professional qualification such as MNI, ICAN, ACMA, NIM, ACA, ANAN, CIBN, ACIS, CIPM etc. with minimum of 4yrs experience with at least 2yrs at Supervisory Level.
<b>ASSOCIATE MEMBER</b>	ACASI	NCE, OND, HND, B.Sc, PGD, MPA, MBA, M.sc, PhD in any discipline or any Professional Qualification such as MNI, NIM, ACMA, ACA, ANAN, etc with minimum of 2yrs post qualification experience.
<b>GRADUATE MEMBER</b>	AFFILIATE	Undergraduate & Fresh Graduate with NCE, OND, HND, B.Sc and University Advance Diploma.
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