CORPORATE ADMINISTRATORS & SECRETARIES **PROFESSIONAL INSTITUTE OF NIGERIA**

(CASPIN, Nigeria)

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

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

08094691761, 08081282797,

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

Dear Sir/Ma,

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

- Academic Conferences
- Workshops
- Professional Membership/Induction Award for (Fellows, Full Membership,
- **Associate and Student/Graduate)** Call for Conference Papers

- Business Conferences
- Seminars
- Academic Journal Publication



2024/2025



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

RENCES & SEMINARS







Group Pix Of CASPIN trainees at Accra-Ghana

NERC Secretaries trained by CASPIN

Group photograph of 2023 Inductees @ Abuja



FOREIGN TRAINI RKSHOP/CONFERENCE

S/	/N Int'l Conference Titles	Target Audience	MAY	JUNE	AUG	ост.	NOV	DEC
1	MODERNIZING THE HUMAN	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors, Ministries,	GHANA \$3,000	TANZANIA \$3,500	UNITED KINGDOM \$4,000	KENYA \$3,500	GHANA \$3,000	DUBAI \$4,000
L	AND ORGANIZATIONAL EFFECTIVENESS Fee covers 1 laptop bag, feeding	Departments and Agencies of Government & others	EAST AFRICA Kigali - Rwanda \$3,500	UNITED KINGDOM \$4,000	KENYA \$3,500	GHANA \$3,000	TANZANIA \$3,500	GHANA \$3,000
2	TRAINING ON EFFECTIVE LEADERSHIP	All Permanent Secretaries, DG's, Chairmen of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's	EAST AFRICA KIGALI - RWANDA \$3,500	TANZANIA \$3,500	UNITED KINGDOM \$4,000	KENYA \$3,500	GHANA \$3,000	DUBAI \$4,000
	E-GOVERNANCE STRATEGY	of Faculties of Education, Business Management, Economics Studies, Health and Medicine Studies, Engineering, Technical Studies, Social Science and Humanities,	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
H	Fee covers 1 laptop bag, feeding + ce	ertificate						
3	DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICA-	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public	EAST AFRICA Kigali - Rwanda \$3,500	KENYA \$3,500	FINLAND \$4,000	TANZANIA \$3,500	GHANA \$3,000	DUBAI \$4,000
	TORS (KPI'S) FOR PEAK PERFORMANCE IN	Sectors , Ministries, Departments and Agencies of Government	TANZANIA \$3,500	UNITED KINGDOM \$4,000	GHANA \$3,000	KENYA \$3,500	FINLAND \$4,000	GHANA \$3,000
4	EXECUTIVE RETREAT ON MANAGING HIGH	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's , Permanent Secretaries.	EAST AFRICA KIGALI - RWANDA	KENYA	FINLAND	TANZANIA	GHANA	UNITED KINGDOM
	THROUGH DISTINCT	Heads of Parastatals in Public Sectors , and other MDA's .	GHANA \$3,000	FINLAND \$4,000	KENYA \$3,500	GHANA \$3,000	UNITED KINGDOM \$4,000	TANZANIA \$3,500
	VENUES		<u> </u>	D 1 4 1 1				

VENUES: GHANA- Novetel Hotel, Accra Central, Opp. the Polytechnic, Accra Ghana, UNITED KINGDOM: Hillside Building(GF), Beeston Rd. Holbec Leeds (+447776746111), FINLAND - Call DUBAI (UAE) : Seaview Hotel Biu Dubai, Call TANZANIA : Call KENYA EAST AFRICA KIGALI RWANDA: Marriott Hotel, kilgali, Rwanda

HOW TO REGISTER FOR LOCAL OR INTERNATIONAL WORKSHOPS: Send list of nominee(s) with course fee payable to the institute account as follows: BANK: Access bank, ACCOUNT NO.: 0024676488, ACCOUNT NAME: Corporate Administrators & Secretaries Professional Institute of Nigeria

ENQUIRIES CONTACT:

National Coordinator

Tel: 08037875610, 08081282797,08059086457

E-mail: info@corporateadministratorsinstitute.org OR canigeriainst@yahoo.com website: www.corporateadministratorsinstitiute.org

We look forward to welcoming your nominees at the venue

FOR: Corporate Administrators & Secretaries Professional Institute of Nigeria

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

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

- * Office Technology & Management (OTM) Master Conversion Class
- * Secretarial Studies enhancement Course
- * Public Speaking
- * Web Design
- * Speech Writing
- * Accounting Software Dev.
- * Speech Delivery

- * Software Development
- * Report Writing
- * Speed Typing
- * Excel Spreadsheet Master Class * Database creation & Management etc

Holds Live at our Abuja Centre. Call: 08037875610

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



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

	CASPIN ZUZ4 ZUZ
	Conference Titles
1.	EFFECTIVE DOCUMENT
	TRACKING, MAIL HANDLING
	RECORD/REGISTRY AND
	ARCHIVING MANAGEMENT
	Course Fee: N95,500
2	Course Fee: N95,500 INCREASING PRODUCTIVITY
2	Course Fee: N95,500
2	Course Fee: N95,500 INCREASING PRODUCTIVITY
2	Course Fee: N95,500 INCREASING PRODUCTIVITY THROUGH ATTITUDINAL
2	Course Fee: N95,500 INCREASING PRODUCTIVITY THROUGH ATTITUDINAL TRANSFORMATION AND

PERSONAL EFFECTIVENESS & DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND OFFICE MANAGEMENT

Course Fee: N95,500 **EFFECTIVE MANAGING OF MEETINGS.** MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY **INSTITUTIONS & MDA'S**

Course Fee: N95,500 **DEVELOPING AND BUILDING** LEADERSHIP COMPETENCIES AND E- GOVERNANCE STRATEGY **IN TERTIARY INSTITUTIONS** & MDA'S Course Fee: N95,500

EFFECTIVE DATA MANAGEMENT AND PAPERLESS OFFICE **ADMINISTRATION** IN TERTIARY **INSTITUTIONS & MDA'S** Course Fee: N95,500

PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS. PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS Course Fee: N95.500

EFFECTIVE ROLES OF ADMINISTRATORS AND SECRETARIES **IN INSTITUTION** & ORGANISATION **DEVELOPMENT**

Course Fee: N95,500 ADVANCE SECURITY MANAGEMENT

AND STRATEGIC OPERATIONS

USING MODERN TECHNOLOGIES

Course Fee: N95,500

MAINTENANCE CULTURE OF GOVT. **FACILITIES AND EQUIPMENT FOR**

OPTIMUM UTILIZATION
Course Fee: N95,500
DATA COLLECTION & ANALYSIS FOR RECORDS MANAGEMENT IN MDA'S & TERTIARY

Target Audience All Clerical officers. Secretaries, Typists, Registry /Records &

Admin Executive

Officers

All Executive officers, Administration officers. P.A's, front desk officers, Clerical officers, Supervisors, Registry/ Mail officers and **Secretaries**

All Administrators, Admin Officers, Executive Officers, P.A's. S.A's, Dep and Asst Registrars, A.D's, D.D's and Others

All Admin Officers, **HRMgrs, Executive** Officers, P.A's, S.A's, Ad's. Secretaries & other Mars

All Directors, Deputy Directors, Asst. Directors, Heads of Depts/units. Board members, and others seconded to this positions

All Data Entry officers, Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others

All HOD's, S.A's Administrators, Unit heads. Regitrars, Asst registrars, principal secretaries and others.

All Corporate Secretaries and Administrators, Legal officers, Heads of Units. Directors. and Information managers in Public and Private Sectors

All security and Guards personnels in MDA's and Tertiary Institutions

All Technical Staff, Officers, Managers and Supervisors in Technical and Maintenance works of government Properties and Equipment

All Data Entry and Data management staff of School records at various departments in tertiary institutions

Venues/Dates

NASARAWA Roval 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

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 **LAGOS**

13-17/Jan/2025

27-31/Jan/2025

10-14/Feb/2025

17-21/Feb/2025

24-28/Feb/2025

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

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 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 10-14/Feb/2025 24-28/Feb/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 KADUNA Kaduna

Hamdala Hotel 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 02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025

14-18/Apr/2025

21-25/Apr/2025

28/Apr-02/May/2025

ENUGU 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 10-14/Jun/2024

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05-09/May/2025 19-23/May/2025

PORT-HARCOURT 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

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14-18/Apr/2025

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

AKWA-IBOM

Gladmann Hotel, 2B

Udouwmem Str, Off

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

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12-16/May/2025 19-23/May/2025

KANO

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 01-05/Jul/2024 22-26/Jul/2024 12-16/Aug/2024 26-30/Aug/2024

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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

INSTITUTIONS Course Fee: N95,500 21-25/Apr/2025 12-16/May/2025 19-23/May/2025 Dr. Fredrick Sunday N anipr, fcpa,cisa (Coordinator): 08037875610, 08059086457,08081282797,



CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

		CASPIN ZUZ4 ZU	25 TRAINING	TOPICS WITH CO			00001010010
	Ī	Conference Titles	Target Audience		Venues/Dat	es	
П		E- LIBRARY MANAGEMENT	All Library Executives	NASARAWA Royal Dream	ABUJA	ENUGU Western Bricks	AKWA-IBOM
			Librarians and Other	Hotel, Mararaba	ASSAM,3rd floor Samsung Building	Hotel	Gladmann Hotel, 2B Udouwmem Str, Off
12		DIGITILIZATION AND		01-05/Jan/2024 29/Jan-02/Feb/2024	16 Gwani Street Wuse Zone 4 by	01-05/Jan/2024 22-26/Jan/2024	Abak Rd, Uyo 15-19/Jan/2024
		CATALOGUING SYSTEM	Library Junior/Middle/	12-16/Feb/2024 26/Feb-01/Mar/2024	Ebeano Supermarket 01-05/Jan/2024	05-09/Feb/2024 19-23/Feb/2024	29/Jan-02/Feb/2024 26/Feb-01/Mar/2024
IL	L	Course Fee: N95,500	Senior Officers	11-15/Mar/2024 18-22/March/2024	22-26/Jan/2024	04-08/Mar/2024 11-15/Mar/2024	04-08/Mar/2024
13	3.	Accounting & Finance Course EFFECTIVE BUDGETING	All Directors, Asst Directors,	15-19/Apr/2024	05-09/Feb/2024 19-23/Feb/2024	01-05/Apr/2024	25-29/Mar/2024 15-19/Apr/2024
	Ι'	(ZBB), TSA, CPO,	Accountants, Auditors, Registrars, Bursars,	22-26/Apr/2024 06-10/May/2024	04-08/Mar/2024 11-15/Mar/2024	29/Apr-03/May/2024 20-24/May/2024	22-26/Apr/2024 13-17/May/2024
		E-PAYMENT, SALARY &	Treasurers, Accounting	13-17/May/2024 27-31/May/2024	08-12/Apr/2024 29/Apr-03/May/2024	27-31/May/2024 03-07/Jun/2024	20-24/May/2024 27-31/May/2024
		WAGES (IPPIS) ADMINISTRATION	Officers, Finance Mgrs in	03-07/Jun/2024 17-21/Jun/2024	06-10/May/2024	10-14/Jun/2024 24-28/Jun/2024	03-07/Jun/2024 10-14/Jun/2024
		Course Fee: N95,500	MDA's	24-28/Jun/2024	13-17/May/2024 10-14/Jun/2024	01-05/Jul/2024	24-28/Jun/2024
		PENSION ADMINISTRATION &	All Pension dept	08-12/Jul/2024 15-19/Jul/2024	17-21/Jun/2024 24-28/Jun/2024	15-19/Jul/2024 22-26/Jul/2024	08-12/Jul/2024 22-26/Jul/2024
14	7.		staff, Administrators, Supervisors, Officers	22-26/Jul/2024 05-09/Aug/2024	15-19/Jul/2024 22-26/Jul/2024	05-09/Aug/2024 19-23/Aug/2024	29/Jul-02/Aug/2024 05-09/Aug/2024
		EMPLOYEE COMPENSATION	and managers in	12-16/Aug/2024 26-30/Aug/2024	29/Jul-02/Aug/2024	26-30/Aug/2024 02-06/Sept/2024	26-30/Aug/2024 16-20/Sept/2024
		ACT 2011 COURSE	Public and Private	09-13/Sept/2024	05-09/Aug/2024 19-23/Aug/2024	16-20/Sept/2024	23-27/Sept/2024
		Course Fee: N95,500	sectors	16-20/Sept/2024 23-27/Sept/2024	02-06/Sept/2024 23-27/Sept/2024	23-27/Sept/2024 07-11/Oct/2024	30/Sep-04/Oct/2024 07-11/Oct/2024
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1	ગ.	EFFECTIVE ACCIDENT AND ROAD	All Professional	28/Oct-01/Nov/2024 11-15/Nov/2024	28/Oct-1/Nov/2024	11-15/Nov/2024 25-29/Nov/2024	18-22/Nov/2024 25-29/Nov/2024
		HAZZARDS MANAGEMENT AND	Drivers in various Private,	18-22/Nov/2024	11-15/Nov/2024 18-22/Nov/2024	02-06/Dec/2024	02-06/Dec/2024
		CONTROL: A Guide for	Public Sectors and	02-06/Dec/2024 09-13/Dec/2024	02-06/Dec/2024 09-13/Dec/2024	09-13/Dec/2024 06-10/Jan/2025	16-20/Dec/2024 13-17/Jan/2025
		Professional Drivers	Tertiary Institutions	13-17/Jan/2025 27-31/Jan/2025	16-20/Dec/2024 13-17/Jan/2025	13-17/Jan/2025 27-31/Jan/2025	27-31/Jan/2025 03-07/Feb/2025
		Course Fee: N95,500		10-14/Feb/2025 17-21/Feb/2025	27-31/Jan/2025	03-07/Feb/2025 17-21/Feb/2025	17-21/Feb/2025 10-14/Mar/2025
		EFFECTIVE PROJECTS	All Project Managers and	24-28/Feb/2025	03-07/Feb/2025 10-14/Feb/2025	24-28/Feb/2025	24-28/Mar/2025
16	0.		Teams, Project Planners,	03-07/Mar/2025 24-28/Mar/2025	24-28/Feb/2025 10-14/Mar/2025	17-21/Mar/2025 24-28/Mar2025	31/Mar-04/Apr/2025 14-18/Apr/2025
		MANAGEMENT: Effective Design,	Middle/Senior Officers and	31/Mar-4/Apr/2025 21-25/Apr/2025	17-21/Mar/2025 24-28/Mar/2025	31/Mar-04/Apr/2025 14-18/Apr/2025	21-25/Apr/2025 12-16/May/2025
		Monitoring and Evaluation	other line staff .	28/Apr-02/May/2025 19-23/May/2025	14-18/Apr/2025 21-25/Apr/2025	21-25/Apr/2025 05-09/May/2025	19-23/May/2025
		Course Fee: N95,500					
				LAGOS	28/Apr-02/May/2025	19-23/May/2025	KANO Ni imah Hotel
17.		Accounting & Finance Course on:	All Accounting, Finance and	<u>LAGOS</u> Excellence	28/Apr-02/May/2025 KADUNA	19-23/May/2025 PORT-HARCOURT	Ni imah Hotel Nasarawa GRA, Kano
17.		Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF	Auditing Staff within Grade	Excellence Hotel, Ikeja	28/Apr-02/May/2025	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor	Ni imah Hotel Nasarawa GRA, Kano 15-19/Jan/2024
17	٠.	Accounting & Finance Course on:	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments,	Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024	28/Apr-02/May/2025 KADUNA Hamdala Hotel Kaduna 08-12/Jan/2024	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH.	Ni imah Hotel Nasarawa GRA, Kano 15-19/Jan/2024 29/Jan-02/Feb/2024 04-08/Mar/2024
17	`. 	Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS,	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public	Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024	28/Apr-02/May/2025 KADUNA Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/	Ni imah Hotel Nasarawa GRA, Kano 15-19/Jan/2024 29/Jan-02/Feb/2024
17.	. [Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments,	Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024	28/Apr-02/May/2025 KADUNA Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024	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
18.		Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500 Procurement Course	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public	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	28/Apr-02/May/2025 KADUNA 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	19-23/May/2025 PORT-HARCOURT 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	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
		Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500 Procurement Course EFFECTIVE STORES, SUPPLIES,	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel	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	28/Apr-02/May/2025 KADUNA 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	19-23/May/2025 PORT-HARCOURT 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	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
		Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500 Procurement Course	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel Inventory Managers,	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 27-31/May/2024 10-14/Jun/2024	28/Apr-02/May/2025 KADUNA 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	19-23/May/2025 PORT-HARCOURT 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 29/Apr-03/May/2024	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 29/Apr-03/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024
		Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500 Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices.	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors	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	28/Apr-02/May/2025 KADUNA 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	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024 15-19/Jan/2024 05-09/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 29/Apr-03/May/2024 29/Apr-03/May/2024 13-17/May/2024 20-24/May/2024	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 20-24/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 17-21/Jun/2024
18.		Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500 Procurement Course EFFECTIVE STORES, SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N95,500	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants Directors,	Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 22-25/Apr/2024 29/Apr-03/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024	28/Apr-02/May/2025 KADUNA Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 25-29/Mar/2024 25-29/Mar/2024 25-29/Mar/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	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024 15-19/Jan/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 25-29/Mar/2024 29/Apr-03/May/2024 13-17/May/2024	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 01-05/Jul/2024 22-26/Jul/2024
	9.	Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500 Procurement Course EFFECTIVE STORES, SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N95,500 EFFECTIVE HUMAN	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants Directors, Deputy & Asst	Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 2-25/Apr/2024 22-25/Apr/2024 29/Apr-03/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	28/Apr-02/May/2025 KADUNA 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	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024 15-19/Jan/2024 12-16/Feb/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 29/Apr-03/May/2024 29/Apr-03/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 24-28/Jun/2024	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 01-05/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024
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18.). I	ACCOUNTING & FINANCE COURSE ON: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N95,500 Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N95,500 EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT: Best Practice and Challenges Course Fee: N95,500 DEVELOPING ADMINISTRATIVE SKILLS AND COMPETENCIES FOR EFFECTIVE OFFICE ADMINISTRATION COURSE Fee: N95,500 DIGITAL SKILLS DEVELOPMENT AND INSTITUTIONALIZATION FOR EFFECTIVE WORKING AND WORK PROCESS COURSE Fee: N95,500	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants Directors, Deputy & Asst Directors Human Resource Managers HOD's, Admin Officers in Public & Private Sectors All Administrative officers, Secretaries, Executive Assistants and Office Professionals All Registry Officers, Data Officers, Secretaries, ICT Officers All Mail handling officers	Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 2-25/Apr/2024 22-25/Apr/2024 29/Apr-03/May/2024 27-31/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 29/Jul-02/Aug/2024 29/Jul-02/Aug/2024 19-23/Aug/2024 19-23/Aug/2024 12-16/Aug/2024 29-31/Sept/2024 02-06/Sept/2024 03-13/Sept/2024 14-18/Oct/2024 14-18/Oct/2024 18-22/Nov/2024 18-22/Nov/2024 18-22/Nov/2024 18-22/Nov/2024 18-22/Nov/2024 18-22/Nov/2024 18-22/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 25-29/Nov/2024 25-29/Jan/2025 27-31/Jan/2025 17-21/Feb/2025	28/Apr-02/May/2025 KADUNA Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 25-29/Mar/2024 25-29/Mar/2024 25-29/Mar/2024 22-26/Apr/2024 22-26/Apr/2024 29/Apr-3/May/2024 29/Jun/2024 29/Jun/2024 13-17/May/2024 20-24/May/2024 13-17/Jan/2024 24-28/Jun/2024 10-14/Jun/2024 24-28/Jun/2024 21-16/Aug/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 23-27/Sept/2024 23-27/Sept/2024 23-27/Sept/2024 23-27/Sept/2024 24-08/Nov/2024 28/Oct-01/Nov/2024 48-02/Nov/2024 18-22/Nov/2024 18-22/Nov/2024 18-17/Jan/2025 20-24/Jan/2025	19-23/May/2025 PORT-HARCOURT 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 29/Apr-03/May/2024 29/Apr-03/May/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 15-19/Jul/2024 29/Jul-02/Aug/2024 15-19/Jul/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 12-16/Aug/2024 12-25/Oct/2024 23-27/Sept/2024 24-28/Jun/2024 21-25/Oct/2024 21-25/Oct/2024 21-15/Nov/2024 04-08/Nov/2024 04-08/Nov/2024 01-15/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 17-21/Feb/2025 24-28/Feb/2025	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 29/Apr-03/May/2024 20-24/May/2024 01-014/Jun/2024 17-21/Jun/2024 17-21/Jun/2024 22-26/Jul/2024 29/Jul-02/Aug/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 21-25/Oct/2024 28/Oct-01/Nov/2024 28/Oct-01/Nov/2024 04-08/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
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18.		ACCOUNTING & FINANCE COURSE ON: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS COURSE FEE: N95,500 PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. COURSE FEE: N95,500 EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT: Best Practice and Challenges COURSE FEE: N95,500 DEVELOPING ADMINISTRATIVE SKILLS AND COMPETENCIES FOR EFFECTIVE OFFICE ADMINISTRATION COURSE FEE: N95,500 DIGITAL SKILLS DEVELOPMENT AND INSTITUTIONALIZATION FOR EFFECTIVE WORKING AND WORK PROCESS COURSE FEE: N95,500 MANAGING THE BOSS, SELF AND THE DEPARTMENT FOR	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants Directors, Deputy & Asst Directors Human Resource Managers HOD's, Admin Officers in Public & Private Sectors All Administrative officers, Secretaries, Executive Assistants and Office Professionals All Registry Officers, Data Officers, Secretaries, ICT Officers All Mail handling officers All Secretaries, Personal Assistants, Admin. Officers,	Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 2-25/Apr/2024 22-25/Apr/2024 22-25/Apr/2024 29/Apr-03/May/2024 27-31/May/2024 10-14/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 29/Jul-02/Aug/2024 29/Jul-02/Aug/2024 19-23/Aug/2024 19-23/Aug/2024 19-23/Aug/2024 12-16/Aug/2024 29-13/Sept/2024 09-13/Sept/2024 14-18/Oct/2024 21-25/Oct/2024 04-08/Nov/2024 18-22/Nov/2024 25-29/Nov/2024 25-29/Nov/2025 10-14/Feb/2025 17-21/Feb/2025 17-21/Feb/2025 11-18/Apr/2025 11-18/Apr/2025 11-18/Apr/2025 11-18/Apr/2025 11-18/Apr/2025 11-18/Apr/2025 11-18/Apr/2025	28/Apr-02/May/2025 KADUNA Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 24-28/Apr/2024 25-29/Mar/2024 25-29/Mar/2024 29/Apr-3/May/2024 29/Apr-3/May/2024 29/Jun/2024 29/Jun/2024 20-24/May/2024 20-24/May/2024 20-14/Jun/2024 24-28/Jun/2024 29/Jul-02/Aug/2024 21-16/Aug/2024 29/Jul-02/Aug/2024 23-27/Sept/2024 23-27/Sept/2025 23-07/Mar/2025 20-24/Jan/2025 20-24/Jan/2025 20-24/Jan/2025 21-14/Mar/2025 17-21/Mar/2025	19-23/May/2025 PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close, off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024 15-19/Jan/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 29/Apr-03/May/2024 29/Apr-03/May/2024 29/Apr-03/May/2024 13-17/May/2024 20-24/May/2024 20-24/May/2024 10-14/Jun/2024 24-28/Jun/2024 15-19/Jul/2024 15-19/Jul/2024 15-19/Jul/2024 12-16/Aug/2024 12-16/Aug/2024 12-16/Aug/2024 12-16/Aug/2024 12-25/Oct/2024 23-27/Sept/2024 23-27/Sept/2024 21-25/Oct/2024 21-25/Oct/2024 21-15/Nov/2024 04-08/Nov/2024 04-08/Nov/2024 01-15/Nov/2024 01-15/Nov/2024 02-06/Dec/2024 03-17/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 17-21/Feb/2025 24-28/Feb/2025 24-28/Feb/2025 24-28/Mar/2025 24-28/Mar/2025 24-28/Mar/2025 24-28/Mar/2025	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 20-24/May/2024 20-24/May/2024 10-14/Jun/2024 10-14/Jun/2024 17-21/Jun/2024 20-26/Jul/2024 29/Jul-02/Aug/2024 29/Jul-02/Aug/2024 29/Jul-02/Aug/2024 12-16/Aug/2024 29-30/Aug/2024 10-13/Sept/2024 20-30/Aug/2024 16-20/Sept/2024 23-27/Sept/2024 24-18/Oct/2024 24-18/Oct/2024 24-18/Oct/2024 28/Oct-01/Nov/2024 04-08/Nov/2024 18-22/Nov/2024 02-06/Dec/2024 30/Dec-3/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 17-21/Feb/2025 17-21/Mar/2025 31/Mar-04/Apr/2025 31/Mar-04/Apr/2025
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Dr. Fredrick Sunday N anipr, fcpa,cisa (Coordinator): 08037875610, 08059086457,08081282797,



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

	CASPIN ZUZ4 ZU	25 TRAINING TOP	ICS WITH COURS	e feed, dated 8	: VENUES : Call ut	03/8/5610
	Conference Titles	Target Audience		Venues/Date		
23	EFFECTIVE PUBLIC RELATIONS,	All P.R. Officers/ Managers, Protocol Officers, Communication, Administration Officers, etc.	NASARAWA 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	ABUJA ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 01-05/Jan/2024	ENUGU Western Bricks Hotel 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024	AKWA-IBOM 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
24	PRE-RETIREMENT AND ENTREPRENEURIAL SKILL DEVELOPMENT WORKSHOP: Enhancing ILO Standard Course Fee: N95,500	All staff and officers getting ready for retirement	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	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	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	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
25	OFFICER'S LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANISATIONAL GROWTH Course Fee: N95,500	All Administrative officers, Head of units, P.A's, Assistant and Deputy Directors, and other line staff in Public sectors	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	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	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	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
26	FRAUD IN THE SYSTEM Course Fee: N95,500	payroll & Accounts officers and Pension Administrators in private / public and	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	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	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	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
27	EXCEL, SPSS, AUTOCAD AND OTHER SOFTWARE FOR EFFECTIVE WORK DELIVERY Course Fee: N95,500	All Architects, Accountants Statisticians & ICT Programmers,Engrs and others whose Job delivery involves formulas & Calculations of budget	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	27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025	03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/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
28	Accounting & Finance Course on:	All Accounts officers, Cashiers, treasury Officers and CPO	LAGOS Excellence	28/Apr-02/May/2025 KADUNA	19-23/May/2025 PORT-HARCOURT	KANO Ni imah Hotel Nasarawa GRA, Kano
29	TREASURY, TSA & CENTRAL PAY OFFICE WORKSHOP Course Fee: N95,500 Accounting & Finance Course EFFECTIVE GOVERNMENT ACCOUNTING & FINANCE MGT. PRINCIPLES & PRACTICES FOR ACCOUNTING EXECUTIVES Course Fee: N95,500	officers in MDA's, Private / Public Sectors All Accounting & Finance office with the responsibilities of dealing with public finance and management	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	22-26/Apr/2024 29/Apr-3/May/2024 13-17/May/2024 20-24/May/2024	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 25-29/Mar/2024 29/Apr-03/May/2024 13-17/May/2024 20-24/May/2024	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
29	PRODUCTIVITY SERVICE DELIVERY FOR MDA'S AND TERTIARY INSTITUTIONS DEVELOPMENT Course Fee: N95,500 Accounting & Finance Course on:		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	02-00/3ept/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	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
30	AUDIT SKILLS DEVELOPMENT AND DUE PROCESS Course Fee: N95,500	All Accountants, Audit staff and investigation officers the 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	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	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	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
3.	EFFECTIVE PUBLIC RELATIONS, DIGITALIZATION & SOCIAL MEDIA ADMINISTRATIONS FOR ORGANIZATIONAL GROWTH Course Fee: N95,500	All Public Relations/ Protocol Officers, Public Affairs officers, Information officers, Chief Press Secretaries and Admin. Officers	20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025	02-06/Dec/2024 16-20/Dec/2024 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb/2025 03-07/Mar/2025	09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025	20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025
32	EFFECTIVE USE OF COMMITTEE SYSTEM IN ADMINISTRATIVE DUTIES IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N95,500	All serving Heads of Dept and committee members of various committees set up in MDA's and tertiary institutions	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	03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	17-21/Mar/2025 24-28/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/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

Dr. Fredrick Sunday N anipr, fcpa,cisa (Coordinator): 08037875610, 08059086457,08081282797,



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

	CASPIN ZUZ4/ZU	UZS TRAINING IC	PICS WITH COUR	DE FEED, DATES	& VENUES : Call (01001010010
	Conference Titles 1	Target Audience		Venue/Date		
33	SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION.	all Confidential , Principal secretaries, supervisory secretaries, corporate Secretaries, Typists, senior typists, front desk secretaries, and others	NASARAWA 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	ABUJA ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 01-05/Jan/2024 22-26/Jan/2024	ENUGU Western Bricks Hotel 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024	AKWA-IBOM 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
34	MANAGEMENT REQUIRED OF CLERICAL DUTIES IN	Il Clerical officers, senior clerical fficers, Secretaries and Registry fficers in Public and Private Sectors	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	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	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	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
38	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS DEVELOPMENT Course Fee: N95,500	All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others	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	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	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	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
36	OF SECRETARIES, EXE. ASST'S., CLERICAL OFFICERS, TYPISTS AND OTHER FRONT DESK	All Admin/Personnel Officers, Secretaries Clerical Officers, Typist, and other ront Desk officers	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	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	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	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
37	TEAM WORK FOR DEFFECTIVE MANAGERIAL SUCCESS	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	2/-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/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	03-0//Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/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
38	KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES AND ADMIN OFFICERS	All Secretaries and Admin Officers and Execeutive Officers in MDA's	LAGOS Excellence Hotel, Ikeja 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024	KADUNA Hamdala Hotel Kaduna 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024	PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024	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
3:	MANAGING OTHERS AND SELF FOR OUTSTANDING PERFORMANCE IN	All Staff in leadership, Supervisory and Managing teams for effective Performance	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	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	05-09/Feb/2024 12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/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	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 01-05/Jul/2024 22-26/Jul/2024 29/Jul-02/Aug/2024
40	OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTS, IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N95,500 AS	Il Private and Public ectors typists, front esk officers, eceptionists, ecretaries, Admin ssistants and officers	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	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	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	12-16/Aug/2024 26-30/Aug/2024 09-13/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 14-18/Oct/2024
4	INFORMATION MANAGEMENT COURSE(Mastering Excel Spreadsheet and other Database SKILLS) 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	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 02-06/Dec/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	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
4	AND DIGITALIZATION IN IN MDA'S Course Fee: N95,500	III Library Officers, nformation Managers nd Data Mangers n Tertiary Institutions	27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025	16-20/Dec/2024 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb/2025 03-07/Mar/2025	09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/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
4	FFECTIVE OPTIMUM SERVICE WORKSHOP FOR ADMINISTRATIVE OFFICERS AND PERSONAL ASSISTANTS ON Perspectives of New Government Sec	P.A's, Admin Officers, recutive Officers, Professional ecretaries, Company Secretaries, Iministrators, Managers, Supervisors etc.	31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	17-21/Mar/2025 24-28/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025	31/Mar-04/Apr/2025 07-11/Apr/2025 28/Apr-02/May/2025 05-09/May/2025 19-23/May/2025



CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

	CASPIN 2021 2025	IKAINING TUP	ICS WITH COOK	de feed, valed a	<u>s venues : Gail u</u>	0106101600	
	Conference Titles	Target Audience		Venue/Date)		
46	EFFECTIVE DRIVERS COURSE ON SAFETY & ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS Course Fee: N95,500	All Corporate Drivers and Mechanics in Public and Private Sectors	NASARAWA 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	ABUJA ASSAM,3rd floor Samsung Building 16 Gwani Street Wuse Zone 4 by Ebeano Supermarket 01-05/Jan/2024 22-26/Jan/2024	ENUGU Western Bricks Hotel 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024	AKWA-IBOM 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	
47	MANAGEMENT WORKSHOP ON FACILITY MANAGEMENT, OPERATIONS AND MAINTENANCE PERFORMANCE IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S Course Fee: N95,500	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions	18-22/March/2024 15-19/Apr/2024 22-26/Apr/2024 06-10/May/2024 13-17/May/2024 13-17/May/2024 17-21/Jun/2024 24-28/Jun/2024 17-21/Jun/2024 24-28/Jun/2024 15-19/Jul/2024 25-26/Jul/2024 05-09/Aug/2024 12-16/Aug/2024 26-30/Aug/2024 12-16/Aug/2024 23-27/Sept/2024 16-20/Sept/2024 23-27/Sept/2024 23-27/Sept/2024 21-25/Oct/2024 21-25/Oct/2024 21-15/Nov/2024 11-15/Nov/2024 13-17/Jan/2025 27-31/Jan/2025 27-31/Jan/2025 21-25/Apr/2025 24-28/Feb/2025 33-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Apr/2025 21-25/Apr/2024 22-26/Jan/2024 22-26/Jan/2024 22-26/Jan/2024 22-26/Jul/2024 22-25/Apr-03/May/2024 19-23/Feb/2024 19-23/Feb/2024 29-731/May/2024 21-16/Aug/2024 22-26/Jul/2024 22-26/Jul/2024 22-26/Jul/2024 23-31/May/2024 10-14/Jun/2024 12-16/Aug/2024 21-25/Oct/2024 24-28/Jun/2024 24-28/Jun/2024 25-29/Nov/2024 25-29/Nov/2025 27-31/Jan/2025 20-30/Mar/2025 20-30/Mar/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 25-26/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	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	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	
48	MANAGEMENT WORKSHOP ON SCIENCE TEACHERS & EDUCATION STUDIES AND MANAGEMENT IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N95,500	All Science Teachers, Education course teachers, in Colleges of Education and Polytechnics			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 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025	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	
49	SHARPENING SECRETARIES TO BECOME E-GENERATION SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE TECHNOLOGY PROFESSIONAL Course Fee: N95,500	All Categories of Secretories in Private, Public Sectors and Tertiary Institutions of higher Learning and MDA's and Corporations				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	
50	ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N95,500	All Clerical Assistants, Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc		03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/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	17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/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	
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV. 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		KADUNA 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 4 01-05/Apr/2024 22-26/Apr/2024 29/Apr-3/May/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 29/Jul-02/Aug/2024 12-16/Aug/2024	PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 08-12/Jan/2024 15-19/Jan/2024	Ni imah Hotel Nasarawa GRA, Kand 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	
52	EFFECTIVE OFFICE MANAGEMENT : Managing Multi-Tasks, Priorities & Deadlines in tertiary institutions & MDA'S 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			12-16/Feb/2024 04-08/Mar/2024 25-29/Mar/2024 25-29/Mar/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 19-23/Aug/2024 19-23/Aug/2024 12-26/OSept/2024 14-18/Oct/2024 21-25/Oct/2024 21-25/Oct/2024 28/Oct-1/Nov/2024 04-08/Nov/2024 01-15/Nov/2024 02-06/Dec/2024 09-13/Dec/2024 06-10/Jan/2025	29/Apr-03/May/202 13-17/May/2024 20-24/May/2024 03-07/Jun/2024 10-14/Jun/2024 17-21/Jun/2024 01-05/Jul/2024 22-26/Jul/2024	
53	OFFICE MANAGEMENT , RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N95,500	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers				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	
54	EMERGENCY RESPONSE MANAGEMENT COURSE FOR HEALTH AND NEMA WORKERS IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S Course Fee: N95,500 AUDIT ROLES IN	All Nurses and relevant Health workers in times of emergencies and Crises Periods				28/Oct-01/Nov/202- 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	
55	PREVENTION, DETECTION AND INVESTIGATION OF FRAUDCourse Fee: N95,500	All Audit Personnel's in MDA's and Tertiary Institutions		17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025	17-21/Feb/2025 20-24/Ja 24-28/Feb/2025 03-07/Fe 03-07/Mar/2025 24-28/Fe 10-14/Mar/2025 03-07/M	20-24/Jan/2025 03-07/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025	13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025
56	EFFECTIVE LEADERSHIP AND TEAM BUILDING FOR MANAGERIAL SUCCESS Course Fee: N95,500	All Directors, Deputy Directors Asst Directors, HOD's Operational Heads in Leadership Positions	14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	17-21/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	24-28/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025	31/Mar-04/Apr/202 07-11/Apr/2025 28/Apr-02/May/202 05-09/May/2025 19-23/May/2025	

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