

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, 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

Permanent Secretaries. The Vice Chancellor, Rector, Provost The Registrars', Bursars' The DG, MD/CEO, Director The Director of Admin, Academic Planning, Works The HR/Training Managers

Dear Sir/Ma,

1st January, 2025

SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2025/2026 **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

Business Conferences

Seminars Forums

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



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.

2025/2026

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2025/2026 TRY TO ATTEND ANY OF OUR CONFERENCES & SEMINARS



Group Pix Of CASPIN trainees at Accra-Ghana

Group Pix Of CASPIN tra

NERC Secretaries trained by CASPIN

Group photograph of 2024 Inductees @ Abuja

FOREIGN TRAINING WORKSHOP/CONFERENCE

S/N	Int'l Conference Titles	Target Audience	MARCH	APRIL	JUNE	AUG	ОСТ.	NOV	DEC
1	A.I ROLES IN BUILDING ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED Administrators in public service Advanced administrative skills	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries Heads of Parastals in Public Sectors, Ministries,	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (Casablanca) \$8,500	ISLAND OF CAPE VERDE \$8,400
2	ADVANCED ADMINISTRATIVE SKILLS AND OFFICE MANAGEMENT FOR SENIOR EXECUTIVES Fee Covers flight ticket , visa, be	Depatrtments and Agencies of Government & others	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
3.	A.I ROLES EFFECTIVE LEADERSHIP COMPETENCIES AND E-GOVERNANCE STRATEGY	All Permanent Secretaries, Dg's Chairman of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's of Faculties of Education, Business Management.	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (CASABLANCA) \$8,500	ISLAND OF CAPE VERDE \$8,400
4.	INTEGRATED ELECTRONIC RECORDS MANAGEMENT POLICIES AND IMPLEMENTATION USING ARTIFICIAL INTELLIGENCE Fee Covers flight ticket, visa, b	Economics Studies, Engineering Technical Studies Engineering, Technical Studies, Social Science and Humanities, Records and Registry Managers edding and feeding	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
5	A.I ROLES IN DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICA- TORS (KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (CASABLANCA) \$8,500	ISLAND OF CAPE VERDE \$8,400
6	DIRECTORS AND PERMANENT SECRETARIES WORKSHOP ON THE NEW PUBLIC MANAGEMENT (NPM) ADMINISTRATION IN PUBLIC SERVICE: Global Practice and Challenges Fee Covers flight ticket, visa, b	Sectors, Ministries, Departments and Agencies of Government	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
7	A.I ROLES IN EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANIZATION THROUGH DISTINCT QUALITIES, LEADERSHIP	All Directors of Administration, Deputy Directors, Assistant Directors, 40D's Permanent Secretaries.	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (CASABLANCA) \$8,500	ISLAND OF CAPE VERDE \$8,400
8	A.I ROLES AND INTERPRETATION OF F DATA AND ANALYSIS IN ACCOUNTING	leads of Parastatals in Public Sectors, and Accounting Officers	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
	VENUES: GHANA - Novetel Hotel, Accra Central, Opp. the Polytechnic, Accra, Ghana, SINGAPORE Cal, TURKEY - Call DUBAI (UAE): Seaview Hotel Biu Dubai, MOROCCO : Call, ISLAND OF CAPE VERDE : Call KIGALI RWANDA: Marriott, 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 CONTAC

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:





Γ	Conference Titles	Target Audience	Venues	/Dates applie	es to any chos	sen topic
1.	EFFECTIVE DOCUMENT	All Clerical officers,	NASARAWA	ABUJA ASSAM Learning	ENUGU	AKWA-IBOM / CALABAR Gladmann Hoteli I Real Home
	TRACKING, MAIL HANDLING,	,	Royal Dream Hotel, Mararaba	Centre behind	Hotel, Enugu	2B Udouwmen 5 ,Ekong Etta Street
		Secretaries, Typists,	13-17/Jan/2025	Samsung Building by Ebeano		Uyo- Akwa Ibom Cross River State
	RECORD/REGISTRY AND	Registry /Records &	27-31/Jan/2025 10-14/Feb/2025	Supermarket Wuse Zone 4	27-31/Jan/2025	13-17/Jan/2025 27-31/Jan/2025
	ARCHIVING MANAGEMENT	Admin Executive	17-21/Feb/2025	Abuja	03-07/Feb/2025 17-21/Feb/2025	03-07/Feb/2025
_	Course Fee: N99,500	Officers	24-28/Feb/2025 03-07/Mar/2025	13-17/Jan/2025 27-31/Jan/2025	24-28/Feb/2025 17-21/Mar/2025	17-21/Feb/2025 10-14/Mar/2025
2	INCREASING PRODUCTIVITY	All Executive officers,	24-28/Mar/2025	03-07/Feb/2025 10-14/Feb/2025	24-28/Mar/2025	17-21/Mar/2025 24-28/Mar/2025
	THROUGH ATTITUDINAL	Administration officers,	31/Mar-4/Apr/025 21-25/Mar/2025	24-28/Feb/2025	31/Mar-04/Apr/025 14-18/Apr/2025	31/Mar-4/Apr/025
		P.A's, front desk officers, Clerical officers,	28/ Apr-2/may/025 19-23/May/2025	14-18/Mar/2025 17-21/Mar/2025	21-25/Apr/2025	14-18/apr/2025 21-25/Apr/2025
	TRANSFORMATION AND	Supervisors, Registry/	02-06/Jun/2025	24-28/Mar/2025 14-18/Apr/2025	05-09/May/2025 19-23/May/2025	12-16/May/2025 19-23/May/2025
	CHANGE MANAGEMENT	Mail officers and Secretaries	9-13/Jun/2025 23-27/Jun/2025	21-25/Apr/2025 28/Apr-02/May/025	09-13/Jun/2025 16-20/Jun/2025	02-06/Jun/2025
	Course Fee: N99,500	Secretaries	30/Jun-4/Jul/2025	2-06/Jun/2025	23-27/Jun/2025	09-13/Jun/2025 23-27/Jun/2025
3	PERSONAL EFFECTIVENESS &	All Administrators, Admin	7-11/Jul/2025 4-8/Aug/2025	16-20/Jun/2025 23-27/Jun/2025	14-18/Jul/2025 21-25/Jul/2025	07-11/Jul/2025 14-18/Jul/2025
	DYNAMIC SKILLS DEVELOPMENT	Officers, Executive Officers,	18-22/Aug/2025	7-11/Jul/2025 14-18/Jul/2025	28July-1/Aug/2025 04-08/Aug/2025	21-25/Jul/2025
			25-29/Aug/2025 8-12/Sept/2025	21-25/Jul/2025	11-15/Aug/2025	11-15/Aug/2025 18-22/Aug/2025
	FOR OFFICE ADMINISTRATION	P.A's. S.A's, Dep and Asst	15-19/Sept/2025	11-15/Aug/2025 18-22/Aug/2025	18-22/Aug/2025 01-05/Sept/2025	25-29/Aug/2025
	AND OFFICE MANAGEMENT	Registrars, A.D's, D.D's	22-26/Sept/2025 13-17/Oct/2025	01-05/Sept/2025 15-19/Sept/2025	8-12/Sept/2025 15-19/Sept/2025	15-19/Sept/2025 22-26/Sept/2025
		and Others	20-24/Oct/2025 27-31/Oct/2025	22-26/Sept/2025	13-17/Oct/2025	06-10/Oct/2025 13-17/Oct/2025
	Course Fee: N99,500		03-07/Nov/2025	6-10/Oct/2025 13-17/Oct/2025	27-31/Oct/2025 03-07/Nov/2025	20-24/Oct/2025
4.	EFFECTIVE MANAGING OF MEETINGS,	All Admin Officers,	17-21/Nov/2025 01-05/Dec/2025	27-31/Oct/2025 1o-14/Nov/2025	10-14/Nov/2025	03-07/Nov/2025 17-21/Nov/2025
	MINUTE/NOTE TAKING, REPORT AND	HRMgrs, Executive	08-12/Dec/2025	17-21/Nov/2025 24-28/Nov/2025	17-21/Nov/2025 01-05/Dec/2025	24-28/Nov/2025 08-12/Dec/2025
	,	Officers, P.A's, S.A's,	15-19/Dec/2025 05-09/Jan/2026	01-05/Dec/2025	08-12/Dec/2025 15-19/Dec/2025	15-19/Dec/2025
	SPEECH WRITING IN TERTIARY	Ad's, Secretaries &	19-23/Jan/2026	08-12/Dec/2025 05-09/Jan/2026	05-09/Jan/2026	12-16/Jan/2026 19-23/Jan/2026
	INSTITUTIONS & MDA'S	other Mgrs	26-30/Jan/2026 02-06/Feb/2026	12-16/Jan/2026 19-23/Jan/2026	19-23/Jan/2026 02-06/Feb/2026	26-30/jan/2026 16-20/Feb/2026
	Course Fee: N99,500	· · · · · · · · · · · · · · · · · · ·	09-13/Feb/2026	02-06/Feb/2026	09-13/Feb/2026 16-20/Feb/2026	23-27/Feb/2026
5.	DEVELOPING AND BUILDING	All Directors, Deputy	23-27/Feb/2026 02-06/Mar/2026	9-13/Feb/2026 23-27/Feb/2026	02-06/Mar2026	02-06/Mar/2026 09-13/Mar/2026
	LEADERSHIP COMPETENCIES	Directors, Asst.	16-20/Mar/2026 30/Mar-3Apr/2026	09-13/Mar/2026 16-20/Mar/2026	16-20/Mar/2026 23-27/Mar/2026	16-20/Mar/2026 13-17/Apr/2026
	AND E- GOVERNANCE STRATEGY	Directors, Heads of	13-17/Apr/2026	23-27/Mar/2026 06-10/Apr/2026	06-10/Apr/2026 13-17/Apr/2026	20-24/Apr/2026
	IN TERTIARY INSTITUTIONS	Depts/units, Board members,	20-24/Apr/2026 11-15/May/2026	13-17/Apr/2026	20-24/Apr/2026	27/Apr/-1/May/026 04-09/May/2026
	& MDA'S	and others seconded	18-22/May/2026	27/Apr-1/May/026 4-6/may/2026	04-09/May/2026 11-15/May/2026	11-15/May/2026 18-22/May/2026
	Course Fee: N99,500	to this positions	25-29/May/2026	25-29/may/2026	25-29/May/2026	KANO
			- LAGOS	KADUNA	PORT-HARCOURT	
	EFFECTIVE DATA	All Data Entry officers	Excellence	Hamdala Hotal	Quakers Hotels	Haitel Guest Inn
6.	MANAGEMENT AND	All Data Entry officers, Secretaries, Admin	Excellence Hotel, Ogba - Ikeja	Hamdala Hotel Kaduna	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/	No. 5 Madugu Link,off Sardau Crescent by Lamido Crescent
6.	MANAGEMENT AND PAPERLESS OFFICE	Secretaries, Admin officers, P.A's,	Hotel, Ogba - Ikeja 20-24/Jan/2025	Kaduna 13-17/Jan/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH.	N0. 5 Madugu Link,off Sardau Crescent by Lamido Crescent Nasarawa , Kano
6.	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION	Secretaries, Admin officers, P.A's, Clerical officers,	Hotel, Ogba - Ikeja	Kaduna	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610	N0. 5 Madugu Link,off Sardau Crescent by Lamido Crescent
6.	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers,	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025	N0. 5 Madugu Link,off Sardat Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/2025 20-24/Jan/2025 03-07/Feb/2025
6.	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025	N0. 5 Madugu Link,off Sardat Crescent by Lamido Crescen Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025
ъ. 7.	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 12-21/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025	N0. 5 Madugu Link,off Sardat Crescent by Lamido Crescen Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N99,500	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others All HOD's, S.A's	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2021 29/Apr-3/May/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 03-07/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025	N0. 5 Madugu Link,off Sarda Crescent by Lamido Crescen Nasarawa , Kano 30/Dec-03/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N99,500 PRACTICAL APPROACH TO	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others All HOD's, S.A's Administrators,	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 31/Mar-04/Apr/2025 29/Apr-3/May/2025 14-18/Apr/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/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 2524-28/Mar/2025	N0. 5 Madugu Link,off Sardat Crescent by Lamido Crescen Nasarawa , Kano 30/Dec-03/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-4/Apr/2025 07-11/Apr/2025
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N99,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY,	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others All HOD's, S.A's Administrators, Unit heads, Regi-	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 29/Apr-3/May/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/202 09-13/Jun/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/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 07-11/Apr/2025 14-18/Apr/2025	N0. 5 Madugu Link,off Sardat Crescent by Lamido Crescen Nasarawa, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 28/ Apr-2/may/202 05-09/May/2025
	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S COURSE Fee: N99,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS,	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others All HOD's, S.A's Administrators, Unit heads, Regi- trars, Asst registrars,	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 14-18/Apr/2025 12-16/May/2025 12-16/May/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/202 09-13/Jun/2025 23-27/Jun/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 2524-28/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025	N0. 5 Madugu Link,off Sardau Crescent by Lamido Crescen Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 28/ Apr-2/may/2025 19-23/May/2025
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	MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA'S COURSE FEE: N99,500 PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS COURSE FEE: N99,500 EFFECTIVE ROLES	Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others All HOD's, S.A's Administrators, Unit heads, Regi- trars, Asst registrars, principal secretaries	Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 29/Apr-3/May/2025 14-18/Apr/2025 05-09/May/2025 02-06/Jun/2025 02-06/Jun/2025 03-11/Jun/2025 03-11/Jun/2025 14-18/Jul/2025	Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/202 09-13/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 24-18/Jul/2025 24July-1/Aug/2025 04-08/Aug/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 2524-28/Mar/2025 07-11/Apr/2025 12-16/may/2025 2-06/Jun/2025 2-06/Jun/2025 23-27/Jun/2025 7-11/Jul/2025	N0. 5 Madugu Link,off Sardat Crescent by Lamido Crescen Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 10-14/Mar/2025 31/Mar-4/Apr/2025 28/ Apr-2/may/2025 02-09/May/2025 19-23/May/2025 02-06/Jun/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025
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Dr. Fredrick Sunday N anipr, fcpa,cisa (Coordinator): 08037875610, 08059086457,08081282797, 3



	Conference Titles	Target Audience			lies to any cho	sen topic
	E- LIBRARY MANAGEMENT	All Library Executives	NASARAWA Royal Dream	ABUJA ASSAM Learning	<u>ENUGU</u> Modotel	AKWA-IBOM / CALABAR Gladmann Hotei Real Home
		· ·	Hotel, Mararaba	Centre behind Samsung Building	Hotel, Enugu 06-10/Jan/2025	2B Udouwmen Str,off Abak Rd OR 5, Ekong Etta Street Calabar,
12	DIGITILIZATION AND	Librarians and Other	27-31/Jan/2025	by Ebeano Supermarket	13-17/Jan/2025	Uyo- Akwa Ibom Cross River State 13-17/Jan/2025
	CATALOGUING SYSTEM	Library Junior/Middle/	10-14/Feb/2025	Wuse Zone 4	27-31/Jan/2025 03-07/Feb/2025	27-31/Jan/2025
		Senior Officers	24-28/Feb/2025	Abuja 13-17/Jan/2025	17-21/Feb/2025 24-28/Feb/2025	03-07/Feb/2025 17-21/Feb/2025
	Course Fee: N99,500 Accounting & Finance Course	All Directors, Asst Directors,		27-31/Jan/2025 03-07/Feb/2025	17-21/Mar/2025	10-14/Mar/2025 17-21/Mar/2025
13.	EFFECTIVE BUDGETING	Accountants, Auditors,	31/Mar-4/Apr/025	10-14/Feb/2025 24-28/Feb/2025	24-28/Mar/2025 31/Mar-04/Apr/025	24-28/Mar/2025
	(ZBB), TSA, CPO,	Registrars, Bursars,	28/Anr-2/may/025	14-18/Mar/2025	14-18/Apr/2025 21-25/Apr/2025	31/Mar-4/Apr/025 14-18/apr/2025
	E-PAYMENT, SALARY &	Treasurers, Accounting	19-23/May/2025	17-21/Mar/2025 24-28/Mar/2025	05-09/May/2025	21-25/Apr/2025 12-16/May/2025
	WAGES (IPPIS)	Officers, Finance Mgrs in	9-13/Jun/2025	14-18/Apr/2025 21-25/Apr/2025	19-23/May/2025 09-13/Jun/2025	19-23/May/2025
	ADMINISTRATION	MDA's	23-27/Jun/2025 30/Jun-4/Jul/2025	28/Apr-02/May/025 2-06/Jun/2025	516-20/Jun/2025 23-27/Jun/2025	02-06/Jun/2025 09-13/Jun/2025
	Course Fee: N99,500		7-11/Jul/2025	16-20/Jun/2025	14-18/Jul/2025	23-27/Jun/2025 07-11/Jul/2025
	PENSION ADMINISTRATION &	All Pension dept	18-22/Aug/2025	23-27/Jun/2025 7-11/Jul/2025	21-25/Jul/2025 28July-1/Aug/2025	14-18/Jul/2025
14.		staff, Administrators,		14-18/Jul/2025 21-25/Jul/2025	04-08/Aug/2025 11-15/Aug/2025	21-25/Jul/2025 11-15/Aug/2025
	EMPLOYEE COMPENSATION	Supervisors , Officers and managers in	15-19/Sept/2025	11-15/Aug/2025 18-22/Aug/2025	18-22/Aug/2025	18-22/Aug/2025 25-29/Aug/2025
		Public and Private	12 17/Oct /2025	01-05/Sept/2025	01-05/Sept/2025 8-12/Sept/2025	15-19/Sept/2025
	ACT 2011 COURSE	sectors	20-24/Oct/2025	15-19/Sept/2025 22-26/Sept/2025	15-19/Sept/2025 13-17/Oct/2025	22-26/Sept/2025 06-10/Oct/2025
	Course Fee: N99,500			6-10/Oct/2025 13-17/Oct/2025	27-31/Oct/2025	13-17/Oct/2025 20-24/Oct/2025
		All Deafaceland	17-21/Nov/2025	27-31/Oct/2025 10-14/Nov/2025	03-07/Nov/2025 10-14/Nov/2025	03-07/Nov/2025
15	EFFECTIVE ACCIDENT AND ROAD	All Professional	08-12/Dec/2025	17-21/Nov/2025	17-21/Nov/2025 01-05/Dec/2025	17-21/Nov/2025 24-28/Nov/2025
	HAZZARDS MANAGEMENT AND	Drivers in various Private,	05-09/lan/2026	24-28/Nov/2025 01-05/Dec/2025	08-12/Dec/2025 15-19/Dec/2025	08-12/Dec/2025 15-19/Dec/2025
	CONTROL: A Guide for	Public Sectors and	19-23/Jan/2026	08-12/Dec/2025 05-09/Jan/2026	05-09/Jan/2026	12-16/Jan/2026
		Tertiary Institutions		12-16/Jan/2026 19-23/Jan/2026	19-23/Jan/2026 02-06/Feb/2026	19-23/Jan/2026 26-30/jan/2026
	Professional Drivers		09-13/Feb/2026	02-06/Feb/2026	09-13/Feb/2026 16-20/Feb/2026	16-20/Feb/2026 23-27/Feb/2026
	Course Fee: N99,500		02-06/Mar/2026	9-13/Feb/2026 23-27/Feb/2026	02-06/Mar2026	02-06/Mar/2026
	EFFECTIVE PROJECTS	All Project Managers and		09-13/Mar/2026 16-20/Mar/2026	16-20/Mar/2026 23-27/Mar/2026	09-13/Mar/2026 16-20/Mar/2026
16.		Teams, Project Planners,	13-17/Apr/2026	23-27/Mar/2026 06-10/Apr/2026	06-10/Apr/2026 13-17/Apr/2026	13-17/Apr/2026 20-24/Apr/2026
	MANAGEMENT: Effective Design,	Middle/Senior Officers and	20-24/Api/2020	13-17/Apr/2026 27/Apr-1/May/026	20-24/Apr/2026	27/Apr/-1/May/026
	Monitoring and Evaluation		25 20/14- 12026	4-6/may/2026	04-09/May/2026 11-15/May/2026	04-09/May/2026 11-15/May/2026
	Course Fee: N99,500	other line staff .	25 257 May/2020	25-29/may/2026	25-29/May/2026	18-22/May/2026
			LAGOS	KADUNA		KANO
	Accounting & Finance Course on:				PORT-HARCOURT	Haitel Guest Inn
17.	Accounting & Finance Course on: EFFECTIVE	All Accounting, Finance and		Hamdala Hotel	Quakers Hotels Suites. No 1 Airpor	Haitel Guest Inn NO. 5 Madugu Link,off Sardaur
17.		Auditing Staff within Grade	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025	Hamdala Hotel Kaduna 13-17/Jan/2025	Quakers Hotels	Haitel Guest Inn N0. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa , Kano
17.	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS,	Auditing Staff within Grade Level 06-14 in Government	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610	Haitel Guest Inn NO. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025
17.	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments,	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH.	Haitel Guest Inn NO. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025
17.	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS	Auditing Staff within Grade Level 06-14 in Government	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025
	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025	Haitel Guest Inn N0. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025
17.	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 Procurement Course	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 5 14-18/Apr/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025
	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 Procurement Course EFFECTIVE STORES, SUPPLIES,	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 14-18/Apr/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 10-14/Mar/2025 5 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 025 24-28/Mar/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/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-4/Apr/2025 07-11/Apr/2025
	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 Procurement Course EFFECTIVE STORES, SUPPLIES, INVENTORY, PROCUREMENT	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers,	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 5 14-18/Apr/2025 21-25/Apr/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 07-11/Apr/2025 14-18/Apr/2025	Haitel Guest Inn No. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 28/Apr-2/may/2025 05-09/May/2025
	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT:	Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors All Stores Officers, Procurement Personnel	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/2 09-13/Jun/2025 23-27/Jun/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 28/Apr-2/may/2025 05-09/May/2025 19-23/May/2025
	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 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,	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 14-18/Apr/2025 05-09/May/2025 12-16/May/2025 02-06/Jun/2025 09-13/Jun/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/2 09-13/Jun/2025 16-20/Jun/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/may/2025 2-06/Jun/2025	Haitel Guest Inn N0. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 24-28/Feb/2025 10-14/Mar/2025 31/Mar-4/Apr/2025 28/ Apr-2/may/2025 28/ Apr-2/may/2025 19-23/May/2025 9-13/Jun/2025
18.	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT:	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, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 14-18/Apr/2025 05-09/May/2025 12-16/May/2025 02-06/Jun/2025 09-13/Jun/2025 07-11/Jul/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/2 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 21-25/Jul/2025 28July-1/Aug/202	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/may/2025 2-06/Jun/2025 5 16-20/Jun/2025	Haitel Guest Inn No. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa, Kano 30/Dec-03/Jan/2025 20-24/Jan/2025 17-21/Feb/2025 17-21/Feb/2025 17-21/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 28/Apr-2/may/2025 05-09/May/2025 19-23/May/2025 02-06/Jun/2025 9-13/Jun/2025
	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N99,500 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, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 14-18/Apr/2025 05-09/May/2025 02-06/Jun/2025 09-13/Jun/2025 07-11/Jul/2025 14-18/Jul/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/2 09-13/Jun/2025 23-27/Jun/2025 23-27/Jun/2025 21-25/Jul/2025 21-25/Jul/2025 23-27/Jun/2025 21-25/Jul/2025 23-27/Jun/2025 23-27/Jun/2025 21-25/Jul/2025 23-27/Jun/2025 23-27/Jun/2025 21-25/Jul/2025 23-27/Jun/2025 23-27/Jun/2025 23-27/Jun/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 24-28/Feb/2025 03-07/Mar/2025 07-21/Mar/2025 07-21/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 12-16/may/2025 2-06/Jun/2025 5 23-27/Jun/2025 7-11/Jul/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 17-21/Feb/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 31/Mar-4/Apr/2025 28/ Apr-2/may/2025 02-06/Jun/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025
18.	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500 Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N99,500 EFFECTIVE HUMAN 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 Directors Human Resource Managers	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 24-28Feb/2025 24-28Feb/2025 31/Mar-04/Apr/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 12-16/May/2025 05-09/May/2025 12-16/May/2025 09-13/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/2 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 23-27/Jun/2025 24-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 11-15/Aug/2025 18-22/Aug/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 03-07/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 2-06/Jun/2025 2-06/Jun/2025 3 14-18/Jul/2025 14-18/Jul/2025 2-1-25/Jul/2025	Haitel Guest Inn No. 5 Madugu Link,off Sardaur Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 17-21/Feb/2025 17-21/Feb/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 31/Mar-4/Apr/2025 28/ Apr-2/may/2025 05-09/May/2025 19-23/May/2025 19-23/May/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025 4-8/Aug/2025
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18. 19. 20.	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS COURSE Fee: N99,500 Procurement COURSE EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. COURSE Fee: N99,500 EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT : Best Practice and Challenges COURSE Fee: N99,500 DEVELOPING ADMINISTRATIVE SKILLS AND COMPETENCIES FOR EFFECTIVE OFFICE ADMINISTRATION COURSE Fee: N99,500 DIGITAL SKILLS DEVELOPMENT	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	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 31/Mar-04/Apr/202 29/Apr-3/May/2025 14-18/Apr/2025 02-06/Jun/2025 02-06/Jun/2025 02-06/Jun/2025 02-06/Jun/2025 02-06/Jun/2025 02-13/Jun/2025 02-13/Jun/2025 14-18/Jul/2025 14-18/Jul/2025 14-18/Jul/2025 14-18/Jul/2025 15-19/Sept/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 03-07/Nov/2025 03-07/Nov/2025 17-21/Nov/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/2 09-13/Jun/2025 28-27/Jun/2025 23-27/Jun/2025 23-27/Jun/2025 23-27/Jun/2025 23-27/Jun/2025 23-27/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 23-27/Jun/2025 14-18/Jul/2025 23-27/Jun/2025 14-18/Jul/2025 23-27/Jun/2025 13-12/Sept/2025 13-17/Oct/2025 13-17/Oct/2025 13-17/Oct/2025 13-17/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 05-09/Jan/2026	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 07-11/Apr/2025 17-21/Mar/2025 07-11/Apr/2025 24-28/Mar/2025 07-11/Apr/2025 21-25/Apr/2025 14-18/Apr/2025 2-06/Jun/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 16-20/Jun/2025 24-28/Mar/2025 16-20/Jun/2025 23-27/Jun/2025 24-25/Jul/2025 14-18/Jul/2025 24-25/Jul/2025 14-18/Jul/2025 11-15/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 13-17/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 01-05/Dec/2025	Haitel Guest Inn No. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 17-21/Feb/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 31/Mar-4/Apr/2025 07-11/Apr/2025 28/ Apr-2/may/2025 05-09/May/2025 19-23/May/2025 19-23/May/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025 4-8/Aug/2025 18-22/Aug/2025 18-22/Aug/2025 18-22/Aug/2025 15-19/Sept/2025 15-19/Sept/2025 27-31/Oct/2025 27-31/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 08-12/Dec/2025
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Dr. Fredrick Sunday N anipr, fcpa,cisa (Coordinator): 08037875610, 08059086457,08081282797,

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┢	┢	EFFECTIVE PUBLIC RELATIONS.	All P.R. Officers/	NASARAWA		ENUGU	AKWA-IBOM / ÇALABAR
2		PROTOCOL, AND MEDIA	Managers,	Royal Dream	ASSAM Learning Centre behind	Modotel Hotel, Enugu	2B Udouwmen OR 5, Ekong Etta Street
		ADMINISTRATION COURSE	Protocol Officers,		Samsung Building	06-10/Jan/2025	Str,off Abak Rd Uyo- Akwa Ibom Cross River State
	ŀ	IN TERTIARY INSTITUTIONS	Communication,	27-31/Jan/2025	by Ebeano Supermarket	13-17/Jan/2025 27-31/Jan/2025	13-17/Jan/2025
		& MDA [*] s	Administration		Wuse Zone 4 Abuja	03-07/Feb/2025	27-31/Jan/2025 03-07/Feb/2025
		Course Fee: N99,500	Officers, etc.	24-28/Feb/2025	13-17/Jan/2025	17-21/Feb/2025 24-28/Feb/2025	17-21/Feb/2025 10-14/Mar/2025
		PRE-RETIREMENT AND			27-31/Jan/2025 03-07/Feb/2025	17-21/Mar/2025 24-28/Mar/2025	17-21/Mar/2025
2	41		All staff and officers	31/Mar-4/Apr/025 21-25/Mar/2025	10-14/Feb/2025 24-28/Feb/2025	31/Mar-04/Apr/02	5 24-28/Mar/2025 31/Mar-4/Apr/025
		ENTREPRENEURIAL SKILL	getting ready for	28/ Apr-2/may/025	14-18/Mar/2025 17-21/Mar/2025	14-18/Apr/2025 21-25/Apr/2025	14-18/apr/2025 21-25/Apr/2025
		DEVELOPMENT WORKSHOP:		19-23/May/2025 02-06/Jun/2025	24-28/Mar/2025	05-09/May/2025 19-23/May/2025	12-16/May/2025
		Enhancing ILO Standard	retirement	9-13/Jun/2025	14-18/Apr/2025 21-25/Apr/2025	09-13/Jun/2025	19-23/May/2025 02-06/Jun/2025
	Т	Course Fee: N99,500		23-27/Jun/2025 30/Jun-4/Jul/2025	28/Apr-02/May/025 2-06/Jun/2025	; 16-20/Jun/2025 23-27/Jun/2025	09-13/Jun/2025
2	5.	DEVELOPING ADMINISTRATIVE	All Administrative officers,	7-11/Jul/2025	16-20/Jun/2025	14-18/Jul/2025 21-25/Jul/2025	23-27/Jun/2025 07-11/Jul/2025
		OFFICER'S LEADERSHIP	'	4-8/Aug/2025 18-22/Aug/2025	23-27/Jun/2025 7-11/Jul/2025	28July-1/Aug/2025	5 14-18/Jul/2025 21-25/Jul/2025
		& MANAGEMENT	Head of units, P.A's,	25-29/Aug/2025 8-12/Sept/2025	14-18/Jul/2025 21-25/Jul/2025	04-08/Aug/2025 11-15/Aug/2025	11-15/Aug/2025
		COMPETENCIES	Assistant and Deputy	15-19/Sept/2025	11-15/Aug/2025 18-22/Aug/2025	18-22/Aug/2025 01-05/Sept/2025	18-22/Aug/2025 25-29/Aug/2025
		FOR ORGANISATIONAL	Directors, and other line	22-26/Sept/2025 13-17/Oct/2025	01-05/Sept/2025	8-12/Sept/2025	15-19/Sept/2025 22-26/Sept/2025
		GROWTH Course Fee: N99,500	staff in Public sectors	20-24/Oct/2025	15-19/Sept/2025 22-26/Sept/2025	15-19/Sept/2025 13-17/Oct/2025	06-10/Oct/2025
┝		Accounting & Finance Course on:		27-31/Oct/2025 03-07/Nov/2025	6-10/Oct/2025 13-17/Oct/2025	27-31/Oct/2025	13-17/Oct/2025 20-24/Oct/2025
	- 12	-	All Internal Audit officers,	17-21/Nov/2025	27-31/Oct/2025	03-07/Nov/2025 10-14/Nov/2025	03-07/Nov/2025
		EFFECTIVE ADMINISTRATION /	payroll & Accounts officers	01-05/Dec/2025 08-12/Dec/2025	1o-14/Nov/2025 17-21/Nov/2025	17-21/Nov/2025 01-05/Dec/2025	17-21/Nov/2025 24-28/Nov/2025
		DETECTION AND PREVENTION	and Pension Administrators	15-19/Dec/2025 05-09/Jan/2026	24-28/Nov/2025 01-05/Dec/2025	08-12/Dec/2025	08-12/Dec/2025 15-19/Dec/2025
20	6. (OF PAYROLL AND PENSION		10-23/Jan/2026	08-12/Dec/2025 05-09/Jan/2026	15-19/Dec/2025 05-09/Jan/2026	12-16/Jan/2026
	Ь	FRAUD IN THE SYSTEM	in private / public and	26-30/Jan/2026 02-06/Feb/2026	12-16/Jan/2026	19-23/Jan/2026 02-06/Feb/2026	19-23/Jan/2026 26-30/jan/2026
	Ľ	Course Fee: N99,500	MDA's	09-13/Feb/2026	19-23/Jan/2026 02-06/Feb/2026	09-13/Feb/2026	16-20/Feb/2026 23-27/Feb/2026
Γ		UNDERSTANDING FUNCTIONS,	All Architects, Accountants	23-27/Feb/2026 02-06/Mar/2026	9-13/Feb/2026 23-27/Feb/2026	16-20/Feb/2026 02-06/Mar2026	02-06/Mar/2026
		RATIOS AND FORMULAS OF	Statisticians & ICT	16-20/Mar/2026	09-13/Mar/2026	16-20/Mar/2026 23-27/Mar/2026	09-13/Mar/2026 16-20/Mar/2026
2	7.	COMPLEX CALCULATIONS USING	Programmers, Engrs and others	30/Mar-3Apr/2026 13-17/Apr/2026	16-20/Mar/2026 23-27/Mar/2026	06-10/Apr/2026	13-17/Apr/2026
		EXCEL, SPSS, AUTOCAD AND	whose Job delivery involves formulas &	20-24/Apr/2026	06-10/Apr/2026 13-17/Apr/2026	13-17/Apr/2026 20-24/Apr/2026	20-24/Apr/2026 27/Apr/-1/May/026
		OTHER SOFTWARE FOR EFFECTIVE	Calculations	11-15/May/2026 18-22/May/2026	27/Apr-1/May/026 4-6/may/2026	04-09/May/2026 11-15/May/2026	04-09/May/2026 11-15/May/2026
		WORK DELIVERY Course Fee: N99,500	of budget	25-29/May/2026	25-29/may/2026	25-29/May/2026	18-22/May/2026
H							
		Accounting & Finance Course on:	All Accounts officers Coobiers	LAGOS	KADUNA	PORT-HARCOURT	KANO Haitel Guest Inn
2		Accounting & Finance Course on:	All Accounts officers, Cashiers,	Excellence	Hamdala Hotel	Quakers Hotels Suites. No 1 Airpor	Haitel Guest Inn N0. 5 Madugu Link,off Sardaun
2	B	Accounting & Finance Course on: EFFECTIVE CASHIERING,		Excellence Hotel, Ogba - Ikeja	Hamdala Hotel Kaduna	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent
2	B	Accounting & Finance Course on: EFFECTIVE CASHIERING,	treasury Officers and CPO	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025
2	B	Accounting & Finance Course on: EFFECTIVE CASHIERING, TREASURY , TSA & CENTRAL	treasury Officers and CPO officers in MDA's, Private /	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025
2	B	Accounting & Finance Course on: EFFECTIVE CASHIERING, TREASURY , TSA & CENTRAL PAY OFFICE WORKSHOP	treasury Officers and CPO officers in MDA's, Private /	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025
2	B	Accounting & Finance Course on: EFFECTIVE CASHIERING, IREASURY , TSA & CENTRAL PAY OFFICE WORKSHOP Course Fee: N99,500	treasury Officers and CPO officers in MDA's,Private / Public Sectors	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025
2	B	Accounting & Finance Course on: EFFECTIVE CASHIERING, IREASURY , TSA & CENTRAL PAY OFFICE WORKSHOP Course Fee: N99,500 Accounting & Finance Course	treasury Officers and CPO officers in MDA's,Private / Public Sectors All Accounting &	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025	Haitel Guest Inn NO. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/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
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2	8 9.	Accounting & Finance Course on: EFFECTIVE CASHIERING, IREASURY , TSA & CENTRAL PAY OFFICE WORKSHOP Course Fee: N99,500 Accounting & Finance Course EFFECTIVE GOVERNMENT ACCOUNTING & FINANCE MGT.	treasury Officers and CPO officers in MDA's,Private / Public Sectors All Accounting & Finance office with the responsibilities of dealing	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 31/Mar/04/Apr/2025 29/Apr-3/May/2025 14-18/Apr/2025 21-25/Apr/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025	Quakers Hotels Suites. No 1 Airpor Close.off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/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 24-28/Mar/2025 07-11/Apr/2025	Haitel Guest Inn N0. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa , Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 07-11/Apr/2025 28/ Apr-2/may/2025
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31		Accounting & Finance Course on: EFFECTIVE CASHIERING, IREASURY, TSA & CENTRAL PAY OFFICE WORKSHOP Course Fee: N99,500 Accounting & Finance Course EFFECTIVE GOVERNMENT ACCOUNTING & FINANCE MGT. PRINCIPLES & PRACTICES FOR ACCOUNTING EXECUTIVES COURSE Fee: N95,500 EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDA'S AND TERTIARY INSTITUTIONS DEVELOPMENT COURSE Fee: N99,500 ACCOUNTING & FINANCE ON: FORENSIC ACCOUNTING & AUDIT SKILLS DEVELOPMENT AND DUE PROCESS COURSE Fee: N99,500 EFFECTIVE PUBLIC RELATIONS, DIGITALIZATION & SOCIAL WEDIA ADMINISTRATIONS FOR ORGANIZATIONAL GROWTH COURSE FEE: N99,500 EFFECTIVE USE OF COMMITTEE SYSTEM IN ADMINISTRATIVE	treasury Officers and CPO officers in MDA's, Private / Public Sectors All Accounting & Finance office with the responsibilities of dealing with public finance and management All clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and other Auxiliary staffs All Accountants, Audit staff and investigation officers the Public Sectors All Public Relations/ Protocol Officers, Public Affairs officers, Information officers and Admin. Officers All serving Heads of Dept and committee members of various	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 13/Jmr-04/Apr/2025 14-18/Apr/2025 14-18/Apr/2025 05-09/May/2025 02-06/Jun/2025 03-07/May/2025 03-03/Jun/2025 03-03/Jun/2025 03-11/Jul/2025 03-11/Jul/2025 13-12/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Joct/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2025 13-13/Jun/2026 13-23/Jan/2026 16-20/Feb/2026 03-07/Mar/2026 03-13/Mar/2026 03-13/Mar/2026 13-17/Apr/2026	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 21-25/Apr/2025 28/Apr-02/May/25 09-13/Jun/2025 23-27/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 23-27/Jun/2025 24-08/Aug/2025 11-15/Aug/2025 11-15/Aug/2025 11-15/Aug/2025 13-17/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 10-14/Nov/2025 15-19/Sept/2025 03-07/Nov/2025 10-14/Nov/2025 15-19/Dec/2025 03-07/Nov/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 19-23/Jan/2026 19-23/Jan/2026 19-20/Feb/2026 16-20/Feb/2026 16-20/Feb/2026 16-20/Mar/2026 16-20/Mar/2026 13-17/Apr/2026	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 13-17/Jan/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 24-28/Mar/2025 24-28/Mar/2025 24-28/Mar/2025 21-25/Apr/2025 12-16/may/2025 23-27/Jun/2025 14-18/Jul/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 14-18/Jul/2025 14-18/Jul/2025 14-18/Jul/2025 14-18/Jul/2025 13-12/Aug/2025 13-12/Sept/2025 13-19/Sept/2025 13-17/Oct/2025 13-17/Oct/2025 13-17/Oct/2025 13-17/Oct/2025 13-17/Oct/2025 13-17/Oct/2025 13-12/Dec/2025 01-05/Dec/2025 01-05/Dec/2025 01-05/Dec/2025 01-05/Dec/2025 01-05/Dec/2025 01-05/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-12/Dec/2025 03-13/Feb/2026 02-13/Mar/2026 16-20/Mar/2026	Haitel Guest Inn N0. 5 Madugu Link,off Sardaun Crescent by Lamido Crescent Nasarawa, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 17-21/Feb/2025 17-21/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 31/Mar-4/Apr/2025 28/Apr-2/may/2025 05-09/May/2025 9-13/Jun/2025 23-27/Jun/2025 23-27/Nov/2025 15-19/Sept/2025 23-26/Sept/2025 23-27/Nov/2025 15-19/Dec/2025 03-07/Nov/2025 03-07/Nov/2025 03-07/Nov/2025 03-07/Nov/2025 03-07/Nov/

Dr. Fredrick Sunday N anipr, fcpa, cisa (Coordinator): 08037875610, 08059086457,08081282797, 5



	Conference Titles Target Audience	venue/d	ate applies f	to any chose	n topic
Γ	EMBRACING ENERGING EDENDS IN All Confidential, Principal secretaries,	NASARAWA Royal Dream	ABUJA ASSAM Learning	<u>ENUGU</u> Modotel	AKWA-IBOM / CALABAR Gladmann Hotel Real Home
	EWERGING TRENDS IN	Hotel, Mararaba	Centre behind	Hotel, Enugu	2B Udouwmen Str,off Abak Rd OR 5 ,Ekong Etta Street Calabar,
3		13-17/Jan/2025 27-31/Jan/2025	Samsung Building by Ebeano	06-10/Jan/2025 13-17/Jan/2025	Uyo- Akwa Ibom Cross River State
	TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE Compare Secretaries, Typists,	10-14/Feb/2025	Supermarket Wuse Zone 4	27-31/Jan/2025	13-17/Jan/2025 27-31/Jan/2025
	ADMINISTRATION. Senior typists, front desk secretaries,	17-21/Feb/2025 24-28/Feb/2025	Abuja	03-07/Feb/2025 17-21/Feb/2025	03-07/Feb/2025 17-21/Feb/2025
	Course Fee: N99,500 and others	03-07/Mar/2025	13-17/Jan/2025 27-31/Jan/2025	24-28/Feb/2025 17-21/Mar/2025	10-14/Mar/2025
34		24-28/Mar/2025 31/Mar-4/Apr/025	03-07/Feb/2025 10-14/Feb/2025	24-28/Mar/2025	17-21/Mar/2025 24-28/Mar/2025
	DOCIMENTS AND DECISTRY	21-25/Mar/2025 28/ Apr-2/may/025	24-28/Feb/2025 14-18/Mar/2025	31/Mar-04/Apr/02 14-18/Apr/2025	⁵ 31/Mar-4/Apr/025 14-18/apr/2025
	MANAGEMENT REQUIRED OF officers, Secretaries and Registry	19-23/May/2025	17-21/Mar/2025	21-25/Apr/2025 05-09/May/2025	21-25/Apr/2025
	CLERICAL DUTIES IN officers in Public and Private	02-06/Jun/2025 9-13/Jun/2025	24-28/Mar/2025 14-18/Apr/2025	19-23/May/2025	12-16/May/2025 19-23/May/2025
		23-27/Jun/2025	21-25/Apr/2025 28/Apr-02/May/025	09-13/Jun/2025 ; 16-20/Jun/2025	02-06/Jun/2025 09-13/Jun/2025
	ORGANISATIONS Course Fee: N99,500	30/Jun-4/Jul/2025 7-11/Jul/2025	2-06/Jun/2025 16-20/Jun/2025	23-27/Jun/2025 14-18/Jul/2025	23-27/Jun/2025
F		4-8/Aug/2025 18-22/Aug/2025	23-27/Jun/2025	21-25/Jul/2025	07-11/Jul/2025 14-18/Jul/2025
	VELINIVAE ETIQUETTE: Tuniste Recontioniste	25-29/Aug/2025	7-11/Jul/2025 14-18/Jul/2025	28July-1/Aug/2025 04-08/Aug/2025	21-25/Jul/2025 11-15/Aug/2025
	SECKE AKIAL UVIES ANV Account clarks telephone	8-12/Sept/2025 15-19/Sept/2025	21-25/Jul/2025 11-15/Aug/2025	11-15/Aug/2025 18-22/Aug/2025	18-22/Aug/2025
3	COMPUTING SKILLS operators, front office staff,	22-26/Sept/2025	18-22/Aug/2025 01-05/Sept/2025	01-05/Sept/2025	25-29/Aug/2025 15-19/Sept/2025
		13-17/Oct/2025 20-24/Oct/2025	15-19/Sept/2025	8-12/Sept/2025 15-19/Sept/2025	22-26/Sept/2025 06-10/Oct/2025
	VEVELVEINENT anomatore Massangare and others	27-31/Oct/2025	22-26/Sept/2025 6-10/Oct/2025	13-17/Oct/2025 27-31/Oct/2025	13-17/Oct/2025
┢	Course ree: N99,500	03-07/Nov/2025 17-21/Nov/2025	13-17/Oct/2025 27-31/Oct/2025	03-07/Nov/2025	20-24/Oct/2025 03-07/Nov/2025
	ENHANCING THE COMPETENCE All Admin/Personnel Officers,	01-05/Dec/2025	1o-14/Nov/2025	10-14/Nov/2025 17-21/Nov/2025	17-21/Nov/2025
3	6 OF SECRETARIES, EXE. ASST's., Secretarias Clarical	08-12/Dec/2025 15-19/Dec/2025	17-21/Nov/2025 24-28/Nov/2025	01-05/Dec/2025 08-12/Dec/2025	24-28/Nov/2025 08-12/Dec/2025
	I GLERICAL OFFICERS, LYPISTS I	05-09/Jan/2026 19-23/Jan/2026	01-05/Dec/2025 08-12/Dec/2025	15-19/Dec/2025	15-19/Dec/2025 12-16/Jan/2026
	AND OTHER FRONT DESK Officers, Typist, and other	26-30/Jan/2026	05-09/Jan/2026 12-16/Jan/2026	05-09/Jan/2026 19-23/Jan/2026	19-23/Jan/2026
	OFFICERS front Desk officers	02-06/Feb/2026 09-13/Feb/2026	19-23/Jan/2026	02-06/Feb/2026	26-30/jan/2026 16-20/Feb/2026
	Course Fee: N99,500	23-27/Feb/2026	02-06/Feb/2026 9-13/Feb/2026	09-13/Feb/2026 16-20/Feb/2026	23-27/Feb/2026 02-06/Mar/2026
	LEADERSHIP AND All Professionals,	02-06/Mar/2026 16-20/Mar/2026	23-27/Feb/2026 09-13/Mar/2026	02-06/Mar2026 16-20/Mar/2026	09-13/Mar/2026
37	TEAM WORK FOR Directors, H.O.D's,	30/Mar-3Apr/2026	16-20/Mar/2026	23-27/Mar/2026	16-20/Mar/2026 13-17/Apr/2026
	EFFECTIVE and Operational	13-17/Apr/2026 20-24/Apr/2026	23-27/Mar/2026 06-10/Apr/2026	06-10/Apr/2026 13-17/Apr/2026	20-24/Apr/2026 27/Apr/-1/May/026
	MANAGERIAL Heads in Leadership	11-15/May/2026 18-22/May/2026	13-17/Apr/2026 27/Apr-1/May/026	20-24/Apr/2026 04-09/May/2026	04-09/May/2026
	SUCCESS position and Leading	25-29/May/2026	4-6/may/2026 25-29/may/2026	11-15/May/2026	11-15/May/2026 18-22/May/2026
	Course Fee: N99,500 a Team	LAGOS	KADUNA	25-29/May/2026 PORT-HARCOURT	KANO
38		Excellence Hotel, Ogba - Ikeja	Hamdala Hotel	Quakers Hotels Suites. No 1 Airpor	Haitel Guest Inn NO. 5 Madugu Link,off Sardauna
	KEEPING, RETRIEVAL All Secretaries	20-24/Jan/2025	Kaduna 13-17/Jan/2025	Close,off Aba Rd/ Arochukwu Str Rumuomas PH.	Crescent by Lamido Crescent Nasarawa , Kano
	SYSTEMS AND ARCHIVAL and Admin Officers and	27-31/Jan/2025	20-24/Jan/2025	CALL: 08037875610	30/Dec-03/Jan/ 2025
		10-14/Feb/2025 17-21/Feb/2025	03-07/Feb/2025 24-28/Feb2025	06-10/Jan/2025 13-17/Jan/2025	20-24/Jan/2025 03-07/Feb/2025
	SECRETARIES AND Executive Officers in	24-28Feb/2025	03-07/Mar/2025	10-14/Feb/2025	17-21/Feb/2025
	Course Fee: N99,500 MDA's	03-07/Mar/2025 10-14/Mar/2025	10-14/Mar/2025 17-21/Mar/2025	17-21/Feb/2025 24-28/Feb/2025	24-28/Feb/2025 10-14/Mar/2025
F		31/Mar-04/Apr/2025 29/Apr-3/May/2025	14-18/Apr/2025	03-07/Mar/2025	17-21/Mar/2025 31/Mar-4/Apr/2025
3	9 CHALLENGES OF	14-18/Apr/2025	21-25/Apr/2025 28/Apr-02/May/25	17-21/Mar/2025 24-28/Mar/2025	07-11/Apr/2025
	MANAGING OTHERS All Staff in leadership,	21-25/Apr/2025 05-09/May/2025	09-13/Jun/2025	07-11/Apr/2025 14-18/Apr/2025	28/ Apr-2/may/2025 05-09/May/2025
	AND SELF FOR Supervisory and Managing	12-16/May/2025	16-20/Jun/2025 23-27/Jun/2025	21-25/Apr/2025	19-23/May/2025
	OUTSTANDING BEBEORMANCE IN teams for effective	02-06/Jun/2025 09-13/Jun/2025	14-18/Jul/2025	12-16/may/2025 2-06/Jun/2025	02-06/Jun/2025 9-13/Jun/2025
	PERFORMANCE IN	23-27/Jun/2025	21-25/Jul/2025 28July-1/Aug/025	16-20/Jun/2025	23-27/Jun/2025
		07-11/Jul/2025 14-18/Jul/2025	04-08/Aug/2025	23-27/Jun/2025 7-11/Jul/2025	30/Jun-4/Jul/2025 7-11/Jul/2025
╇	Course Fee: N99,500	21-25/Jul/2025	11-15/Aug/2025 18-22/Aug/2025	14-18/Jul/2025	4-8/Aug/2025
4	0 FOR ALL TYPISTS, FRONT DESK Sectors typists, front	11-15/Aug/2025 18-22/Aug/2025	01-05/Sept/2025	21-25/Jul/2025 11-15/Aug/2025	18-22/Aug/2025 25-29/Aug/2025
 ⁻	OFFICERS, RECEPTIONISTS, desk officers,	25-29/Aug/2025	8-12/Sept/2025 15-19/Sept/2025	18-22/Aug/2025 01-05/Sept/2025	8-12/Sept/2025
	SECRETARIES, ADMIN ASSTS, receptionists, In TERTIARY INSTITUTIONS secretaries, Admin	15-19/Sept/2025 22-26/Sept/2025	13-17/Oct/2025	15-19/Sept/2025	15-19/Sept/2025 22-26/Sept/2025
	& MDA's Course Fee: N99,500 Assistants and officers	06-10/Oct/2025 13-17/Oct/2025	27-31/Oct/2025 03-07/Nov/2025	22-26/Sept/2025 6-10/Oct/2025	13-17/Oct/2025
Γ	DATA ENTRY AND All Data entry staff and	20-24/Oct/2025	10-14/Nov/2025	13-17/Oct/2025	20-24/Oct/2025 27-31/Oct/2025
	INFORMATION MANAGEMENT Information Custodians	03-07/Nov/2025 17-21/Nov/2025	17-21/Nov/2025	27-31/Oct/2025 1o-14/Nov/2025	03-07/Nov/2025
4	COURSE(Mastering Excel	24-28/Nov/2025	01-05/Dec/2025 08-12/Dec/2025	17-21/Nov/2025 24-28/Nov/2025	17-21/Nov/2025 01-05/Dec/2025
	Spreausneet and other Database	08-12/Dec/2025 15-19/Dec/2025	15-19/Dec/2025	01-05/Dec/2025	08-12/Dec/2025
	SKILLS) Fee: N99,500 Sectors	12-16/Jan/2026	05-09/Jan/2026 19-23/Jan/2026	08-12/Dec/2025 05-09/Jan/2026	15-19/Dec/2025 05-09/Jan/2026
	EFFECTIVE e-LIBRARY All Library Officers,	19-23/Jan/2026 26-30/jan/2026	02-06/Feb/2026	12-16/Jan/2026	19-23/Jan/2026 26-30/Jan/2026
	& INFORMATION MGT. Information Managers	16-20/Feb/2026	09-13/Feb/2026 16-20/Feb/2026	19-23/Jan/2026 02-06/Feb/2026	02-06/Feb/2026
ſ	AND DIGITALIZATION and Data Mangers	23-27/Feb/2026 02-06/Mar/2026	02-06/Mar2026	9-13/Feb/2026	09-13/Feb/2026 23-27/Feb/2026
	IN MDA's Course Fee: N99,500 in Tertiary Institutions	09-13/Mar/2026	16-20/Mar/2026 23-27/Mar/2026	23-27/Feb/2026 09-13/Mar/2026	02-06/Mar/2026
┢		16-20/Mar/2026 13-17/Apr/2026	06-10/Apr/2026	16-20/Mar/2026 23-27/Mar/2026	16-20/Mar/2026 30/Mar-3Apr/2026
	WORKSHOP FOR All P.AS, Admin Unicers,	20-24/Apr/2026	13-17/Apr/2026 20-24/Apr/2026	06-10/Apr/2026	13-17/Apr/2026
	Administrative officers and Executive Officers, Professional Secretariae Company Secretariae	27/Apr/-1/May/2026 04-09/May/2026	04-09/May/2026	13-17/Apr/2026 27/Apr-1/May/2026	20-24/Apr/2026 11-15/May/2026
	Perspectives of New Government Secretaries, Company Secretaries,	11-15/May/2026	11-15/May/2026	4-6/may/2026	18-22/May/2026
	New Reforms and the Way Forward Course Fee: N99,500	18-22/May/2026	25-29/May/2026	25-29/may/2026	25-29/May/2026

Dr. Fredrick Sunday N anipr, fcpa,cisa (Coordinator): 08037875610, 08059086457,08081282797, 6

	Conference Titles	Target Audience	venu	ue/date applie		
	EFFECTIVE DRIVERS	All Company to Dubuan	NASARAWA Royal Dream	ABUJA ASSAM Learning	ENUGU Modotel	AKWA-IBOM / CALABAR Gladmann Hotei Real Home
	COURSE ON SAFETY &	All Corporate Drivers	Hotel, Mararaba	Centre behind	Hotel, Enugu	2B Udouwmen Str.off Abak Rd OR 5 ,Ekong Etta Street Calabar,
46	ACCIDENT PREVENTION	and Mechanics in Public	13-17/Jan/2025 27-31/Jan/2025	Samsung Building by Ebeano	06-10/Jan/2025 13-17/Jan/2025	Uyo-Akwa Ibom Cross River State 13-17/Jan/2025
			10-14/Feb/2025	Supermarket Wuse Zone 4	27-31/Jan/2025	27-31/Jan/2025
	DEFENSIVE DRIVING SKILLS Course East N99 500	and Private Sectors	17-21/Feb/2025 24-28/Feb/2025	Abuja	03-07/Feb/2025 17-21/Feb/2025	03-07/Feb/2025 17-21/Feb/2025
	course ree. 105,500		03-07/Mar/2025	13-17/Jan/2025 27-31/Jan/2025	24-28/Feb/2025 17-21/Mar/2025	10-14/Mar/2025
	MANAGEMENT WORKSHOP ON	All Officers, Managers and	24-28/Mar/2025 31/Mar-4/Apr/025	03-07/Feb/2025 10-14/Feb/2025	24-28/Mar/2025	17-21/Mar/2025 24-28/Mar/2025
	FACILITY MANAGEMENT,	Supervisors in charge of	21-25/Mar/2025	24-28/Feb/2025 14-18/Mar/2025	31/Mar-04/Apr/025 14-18/Apr/2025	31/Mar-4/Apr/025 14-18/apr/2025
47	OPERATIONS AND MAINTENANCE	Facilities, Operations and	28/ Apr-2/may/025 19-23/May/2025	17-21/Mar/2025	21-25/Apr/2025 05-09/May/2025	21-25/Apr/2025
	PERFORMANCE IN PUBLIC SECTORS	Maintenance in Public Sectors	02-06/Jun/2025 9-13/Jun/2025	24-28/Mar/2025 14-18/Apr/2025	19-23/May/2025	12-16/May/2025 19-23/May/2025
	AND TERTIARY INSTITUTIONS	and Tertiary Institutions	23-27/Jun/2025	21-25/Apr/2025 28/Apr-02/May/025	09-13/Jun/2025 16-20/Jun/2025	02-06/Jun/2025
	& MDA'S Course Fee: N99,500		30/Jun-4/Jul/2025 7-11/Jul/2025	2-06/Jun/2025	23-27/Jun/2025 14-18/Jul/2025	09-13/Jun/2025 23-27/Jun/2025
	MANAGEMENT WORKSHOP ON	All Calanaa Taaahana	4-8/Aug/2025	16-20/Jun/2025 23-27/Jun/2025	21-25/Jul/2025	07-11/Jul/2025 14-18/Jul/2025
	SCIENCE TEACHERS &	All Science Teachers,	18-22/Aug/2025 25-29/Aug/2025	7-11/Jul/2025 14-18/Jul/2025	28July-1/Aug/2025 04-08/Aug/2025	21-25/Jul/2025
48	EDUCATION STUDIES AND	Education course teachers,	8-12/Sept/2025	21-25/Jul/2025 11-15/Aug/2025	11-15/Aug/2025 18-22/Aug/2025	11-15/Aug/2025 18-22/Aug/2025
	MANAGEMENT IN TERTIARY	in Colleges of Educatior.	15-19/Sept/2025 22-26/Sept/2025	18-22/Aug/2025	01-05/Sept/2025	25-29/Aug/2025
	INSTITUTIONS & MDA'S	· · ·	13-17/Oct/2025	01-05/Sept/2025 15-19/Sept/2025	8-12/Sept/2025 15-19/Sept/2025	15-19/Sept/2025 22-26/Sept/2025
	Course Fee: N99,500	and Polytechnics	20-24/Oct/2025 27-31/Oct/2025	22-26/Sept/2025 6-10/Oct/2025	13-17/Oct/2025 27-31/Oct/2025	06-10/Oct/2025 13-17/Oct/2025
			03-07/Nov/2025 17-21/Nov/2025	13-17/Oct/2025	03-07/Nov/2025	20-24/Oct/2025
	SHARPENING SECRETARIES	All Categories of	01-05/Dec/2025	27-31/Oct/2025 10-14/Nov/2025	10-14/Nov/2025 17-21/Nov/2025	03-07/Nov/2025 17-21/Nov/2025
	TO BECOME E-GENERATION	Secretories	08-12/Dec/2025 15-19/Dec/2025	17-21/Nov/2025 24-28/Nov/2025	01-05/Dec/2025 08-12/Dec/2025	24-28/Nov/2025
49	SECRETARIES, BI-LINGUAL	in Private, Public Sectors	05-09/Jan/2026	01-05/Dec/2025 08-12/Dec/2025	15-19/Dec/2025	08-12/Dec/2025 15-19/Dec/2025
	SECRETARIES AND OFFICE	and Tertiary Institutions	19-23/Jan/2026 26-30/Jan/2026	05-09/Jan/2026	05-09/Jan/2026 19-23/Jan/2026	12-16/Jan/2026 19-23/Jan/2026
		of higher Learning and	02-06/Feb/2026	12-16/Jan/2026 19-23/Jan/2026	02-06/Feb/2026	26-30/jan/2026
	TECHNOLOGY PROFESSIONAL	MDA's and Corporations	09-13/Feb/2026 23-27/Feb/2026	02-06/Feb/2026 9-13/Feb/2026	09-13/Feb/2026 16-20/Feb/2026	16-20/Feb/2026 23-27/Feb/2026
	Course Fee: N99,500		02-06/Mar/2026 16-20/Mar/2026	23-27/Feb/2026	02-06/Mar2026 16-20/Mar/2026	02-06/Mar/2026 09-13/Mar/2026
		All Clerical Assistants, Clerical officers,	30/Mar-3Apr/2026	09-13/Mar/2026 16-20/Mar/2026	23-27/Mar/2026	16-20/Mar/2026
	STAFF AND TYPIST	Admin Clerks,	13-17/Apr/2026 20-24/Apr/2026	23-27/Mar/2026 06-10/Apr/2026	06-10/Apr/2026 13-17/Apr/2026	13-17/Apr/2026 20-24/Apr/2026
50	DUTIES IN MDA'S AND	Secretaries, Copy	11-15/May/2026	13-17/Apr/2026 27/Apr-1/May/026	20-24/Apr/2026 04-09/May/2026	27/Apr/-1/May/026
	TERTIARY	typists, Messengers, Receptionists, Mail	18-22/May/2026 25-29/May/2026	4-6/may/2026	11-15/May/2026	04-09/May/2026 11-15/May/2026
	INSTITUTIONS Course Fee: N99,500	Clerks etc	LAGOS	25-29/may/2026	25-29/May/2026	18-22/May/2026
					PORT-HARCOURT	ΚΔΝΟ
		All those whose jobs requires	Excellence	<u>KADUNA</u> Hamdala Hotel	PORT-HARCOURT Quakers Hotels Suites, No 1 Airpor	<u>KANO</u> Ni imah Hotel
	EFFECTIVE SPEECH, EMAIL AND	All those whose jobs requires report writings and	Excellence Hotel, Ogba - Ikeja	Hamdala Hotel Kaduna		Ni imah Hotel Nasarawa GRA, Kano
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS	report writings and presentation and meeting	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025	Hamdala Hotel	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH.	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025
51	EFFECTIVE SPEECH, EMAIL AND	report writings and presentation and meeting representations ,Information	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING	report writings and presentation and meeting	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV.	report writings and presentation and meeting representations, Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV. Course Fee: N99,500	report writings and presentation and meeting representations Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary Institutions	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/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-4/Apr/2025
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV.	report writings and presentation and meeting representations ,Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary Institutions All Staff in Public and	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 29/Apr-3/May/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 14-18/Apr/2025 21-25/Apr/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 10-14/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/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-4/Apr/2025 07-11/Apr/2025
_	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV. Course Fee: N99,500 EFFECTIVE OFFICE MANAGEMENT : Managing	report writings and presentation and meeting representations ,Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary Institutions All Staff in Public and Private sectors with the	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 31/Mar/04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025	Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/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 524-28/Mar/2025 07-11/Apr/2025	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 07-11/Apr/2025 28/Apr-2/may/2025 05-09/May/2025
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV. Course Fee: N99,500 EFFECTIVE OFFICE MANAGEMENT : Managing Multi-Tasks, Priorities &	report writings and presentation and meeting representations ,Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary Institutions All Staff in Public and	Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 03-07/Mar/2025 31/Mar-04/Apr/2025 29/Apr-3/May/2025 14-18/Apr/2025	Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb2025 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 09-13/Jun/2025 16-20/Jun/2025	Quakers Hotels Suites. No 1 Airpor Close.off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 524-28/Mar/2025 07-11/Apr/2025 14-18/Apr/2025	Ni imah Hotel Nasarawa GRA, Kano 30/Dec-03/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-4/Apr/2025 07-11/Apr/2025 28/ Apr-2/may/2025 19-23/May/2025
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