



CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

(CASPIN, Nigeria)

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

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

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

E-mail: info@corporateadministratorsinstitute.org
canigerianist@yahoo.com

Website: www.corporateadministratorsinstitute.org

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

1st January, 2025

Dear Sir/Ma,

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

FULLY ACCREDITED INSTITUTION

- Academic Conferences
- Workshops
- Professional Membership/Induction Award for (Fellows, Full Membership, Associate and Student/Graduate)
- Call for Conference Papers
- Business Conferences
- Seminars Forums
- Academic Journal Publication



2025/2026 TRAINING CALENDAR



All courses listed in this brochure will hold as scheduled and can be run in-house at an agreed date and venue irrespective of public holidays.

Website: www.corporateadministratorsinstitute.org

ENQUIRIES:

Tel: +234-08037875610, 08081282797, 08094691761, 08059086457, 09-7831109

E-mails: info@corporateadministratorsinstitute.org OR canigerianist@yahoo.com

Co-ordinating District Office: Suite 25 Bataiya Plaza, No. 3, Rahama Close Off Dunukofia Street Behind Southern Fried Chicken, Area 11 Garki, P. O. Box 5291 Area 10 Post Office, FCT, Abuja.

2025/2026

TRY TO ATTEND ANY OF OUR CONFERENCES & SEMINARS



Group Pix Of CASPIN trainees at Accra- Ghana



NERC Secretaries trained by CASPIN



Group photograph of 2024 Inductees @ Abuja



Group Pix Of CASPIN trainees at UAE

FOREIGN TRAINING WORKSHOP/CONFERENCE

S/N	Int'l Conference Titles	Target Audience	MARCH	APRIL	JUNE	AUG	OCT.	NOV	DEC
1	A.I ROLES IN BUILDING ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC SERVICE	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries Heads of Parastatals 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
2	ADVANCED ADMINISTRATIVE SKILLS AND OFFICE MANAGEMENT FOR SENIOR EXECUTIVES Fee Covers flight ticket , visa, bedding and feeding	Sectors, Ministries, Departments 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, Economics Studies, Engineering	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, bedding and feeding	Technical Studies Engineering, Technical Studies, Social Science and Humanities, Records and Registry Managers	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 INDICATORS (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, bedding and feeding	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 STYLE, AND TEAM BUILDING	All Directors of Administration, Deputy Directors, Assistant Directors, HOD'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 DATA AND ANALYSIS IN ACCOUNTING PRINCIPLES: Filling the Knowledge Gaps Fee Covers flight ticket , visa, bedding and feeding	Heads 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
<p>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</p> <p>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</p>									

ENQUIRIES CONTACT:

National Coordinator

Tel: 08037875610, 08081282797,08059086457

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

website: www.corporateadministratorsinstitute.org

We look forward to welcoming your nominees at the venue

FOR: Corporate Administrators & Secretaries Professional Institute of Nigeria

Fredrick Sunday N. fcasl, cisa, mnim

National Coordinator/Chief Learning Officer

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

* Office Technology & Management (OTM) Master Conversion Class

* Secretarial Studies enhancement Course

* Public Speaking

* Web Design

* Speech Writing

* Accounting Software Dev.

* Speech Delivery

* Software Development

* Report Writing

* Excel Spreadsheet Master Class

* Speed Typing

* Database creation & Management etc

Holds Live at our Abuja Centre. Call : 08037875610

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



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2025/2026 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles		Target Audience	Venues/Dates applies to any chosen topic			
12	E- LIBRARY MANAGEMENT DIGITALIZATION AND CATALOGUING SYSTEM Course Fee: N99,500	All Library Executives Librarians and Other Library Junior/Middle/ Senior Officers	NASARAWA Royal Dream Hotel, Mararaba 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025	ABUJA ASSAM Learning Centre behind Samsung Building by Ebeano Supermarket Wuse Zone 4 Abuja 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 4-8/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	ENUGU Modotel Hotel, Enugu 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumen Str,off Abak Rd Uyo- Akwa Ibom Real Home 5, Ekong Etta Street Calabar, Cross River State 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 12-16/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026
			Accounting & Finance Course	All Directors, Asst Directors, Accountants, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDA's		
14	PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE Course Fee: N99,500	All Pension dept staff, Administrators, Supervisors, Officers and managers in Public and Private sectors	21-25/Mar/2025 28/ Apr-2/may/025 19-23/May/2025 02-06/Jun/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 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	
			Accounting & Finance Course on:	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors		
15	EFFECTIVE ACCIDENT AND RAO HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers Course Fee: N99,500	All Professional Drivers in various Private, Public Sectors and Tertiary Institutions	01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/may/2026	13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	
			Accounting & Finance Course on:	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff.		
16	EFFECTIVE PROJECTS MANAGEMENT: Effective Design, Monitoring and Evaluation Course Fee: N99,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff.	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 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/may/2026	13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	
			Accounting & Finance Course on:	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors		
17	EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors	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 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	
			Accounting & Finance Course on:	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors		
18	EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N99,500	All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants	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 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09			



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2025/2026 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles	Target Audience	Venues/Dates applies to any chosen topic			
EFFECTIVE PUBLIC RELATIONS, PROTOCOL, AND MEDIA ADMINISTRATION COURSE IN TERTIARY INSTITUTIONS & MDA's Course Fee: N99,500	All P.R. Officers/ Managers, Protocol Officers, Communication, Administration Officers, etc.	NASARAWA Royal Dream Hotel, Mararaba 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/025 21-25/Mar/2025 28/ Apr-2/may/025 19-23/May/2025 02-06/Jun/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 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	ABUJA ASSAM Learning Centre behind Samsung Building by Ebeano Supermarket Wuse Zone 4 Abuja 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/2025 14-18/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	ENUGU Modotel Hotel, Enugu 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumen Str/off Abak Rd Uyo- Akwa Ibom Real Home 5, Ekong Etta Street Calabar, Cross River State 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 12-16/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/026 04-09/May/2026 11-15/May/2026 18-22/May/2026
PRE-RETIREMENT AND ENTREPRENEURIAL SKILL DEVELOPMENT WORKSHOP: Enhancing ILO Standard Course Fee: N99,500	All staff and officers getting ready for retirement	LAGOS 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 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 12-16/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026	KADUNA 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/25 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/25 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	PORT-HARCOURT Quakers Hotels Suites, No 1 Airpor Close, off Aba Rd/ Arochukuwa Str Rumuokwu 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 14-18/Apr/2025 21-25/Apr/2025 12-16/may/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 4-6/May/2026 25-29/May/2026	
EFFECTIVE ADMINISTRATION / DETECTION AND PREVENTION OF PAYROLL AND PENSION FRAUD IN THE SYSTEM Course Fee: N99,500	All Internal Audit officers, payroll & Accounts officers and Pension Administrators in private / public and MDA's	KANO Haitel Guest Inn NO. 5 Madugu Link, off Sardaura 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 28/ Apr-2/may/2025 05-09/May/2025 19-23/May/2025 02-06/Jun/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 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026			
UNDERSTANDING FUNCTIONS, RATIOS AND FORMULAS OF COMPLEX CALCULATIONS USING EXCEL, SPSS, AUTOCAD AND OTHER SOFTWARE FOR EFFECTIVE WORK DELIVERY Course Fee: N99,500	All Architects, Accountants Statisticians & ICT Programmers, Engrs and others whose Job delivery involves formulas & Calculations of budget	ACCOUNTING & FINANCE COURSE ON: EFFECTIVE CASHIERING, TREASURY , TSA & CENTRAL PAY OFFICE WORKSHOP Course Fee: N99,500	All Accounts officers, Cashiers, treasury Officers and CPO officers in MDA's, Private / Public Sectors		
ACCOUNTING & FINANCE COURSE ON: EFFECTIVE GOVERNMENT ACCOUNTING & FINANCE MGT. PRINCIPLES & PRACTICES FOR ACCOUNTING EXECUTIVES Course Fee: N95,500	All Accounting & Finance office with the responsibilities of dealing with public finance and management	ACCOUNTING & FINANCE COURSE ON: EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDA'S AND TERTIARY INSTITUTIONS DEVELOPMENT Course Fee: N99,500	All clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and other Auxiliary staffs		
ACCOUNTING & FINANCE COURSE ON: FORENSIC ACCOUNTING & AUDIT SKILLS DEVELOPMENT AND DUE PROCESS Course Fee: N99,500	All Accountants, Audit staff and investigation officers the Public Sectors	ACCOUNTING & FINANCE COURSE ON: EFFECTIVE PUBLIC RELATIONS, DIGITALIZATION & SOCIAL MEDIA ADMINISTRATIONS FOR ORGANIZATIONAL GROWTH Course Fee: N99,500	All Public Relations/ Protocol Officers, Public Affairs officers, Information officers, Chief Press Secretaries and Admin. Officers		
ACCOUNTING & FINANCE COURSE ON: EFFECTIVE USE OF COMMITTEE SYSTEM IN ADMINISTRATIVE DUTIES IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N99,500	All serving Heads of Dept and committee members of various committees set up in MDA's and tertiary institutions				



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA 2025/2026 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles	Target Audience	venue/date applies to any chosen topic			
33	EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION. Course Fee: N99,500	NASARAWA Royal Dream Hotel, Mararaba 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Mar/2025 28/ Apr-2/may/025 19-23/May/2025 02-06/Jun/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 25-29/Aug/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	ABUJA ASSAM Learning Centre behind Samsung Building by Ebeano Supermarket Wuse Zone 4 Abuja 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 14-18/Mar/2025 21-25/Apr/2025 28/Apr-02/May/025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/026 4-6/May/2026 25-29/may/2026	ENUGU Modotel Hotel, Enugu 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	AKWA-IBOM / CALABAR Gladmann Hotel OR Real Home 28 Udoumnen Str.off Abak Rd Uyo- Akwa Ibom 5 Ekokong Etta Street Calabar, Cross River State 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/025 14-18/apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 12-16/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/026 04-09/May/2026 11-15/May/2026 18-22/May/2026
		34	EFFECTIVE FILING OF DOCUMENTS AND REGISTRY MANAGEMENT REQUIRED OF CLERICAL DUTIES IN ORGANISATIONS Course Fee: N99,500	All Clerical officers, senior clerical officers, Secretaries and Registry officers in Public and Private Sectors	
35	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS DEVELOPMENT Course Fee: N99,500	All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others	LAGOS 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 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 02-06/Jan/2026 09-13/Jan/2026 16-20/Jan/2026 23-27/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	KADUNA 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/25 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 03-07/Oct/2025 10-14/Oct/2025 17-21/Oct/2025 24-28/Oct/2025 01-05/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	PORT-HARCOURT Quakers Hotels Suites. No 1 Airpor Close,off Aba Rd/ Arochukuw 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 14-18/Apr/2025 21-25/Apr/2025 12-16/may/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026
		36	ENHANCING THE COMPETENCE OF SECRETARIES, EXE. ASST's., CLERICAL OFFICERS, TYPISTS AND OTHER FRONT DESK OFFICERS Course Fee: N99,500	All Admin/Personnel Officers, Secretaries Clerical Officers, Typist, and other front Desk officers	
37	LEADERSHIP AND TEAM WORK FOR EFFECTIVE MANAGERIAL SUCCESS Course Fee: N99,500	All Professionals, Directors, H.O.D's, and Operational Heads in Leadership position and Leading a Team	KANO Haitel Guest Inn No. 5 Madugu Link,off Sardauna 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 28/ Apr-2/may/2025 05-09/May/2025 19-23/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025 4-8/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026		
		38	ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES AND ADMIN OFFICERS Course Fee: N99,500	All Secretaries and Admin Officers and Exececutive Officers in MDA's	
39	CHALLENGES OF MANAGING OTHERS AND SELF FOR OUTSTANDING PERFORMANCE IN TIMES OF REFOMS Course Fee: N99,500	All Staff in leadership, Supervisory and Managing teams for effective Performance	PORT-HARCOURT 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 14-18/Apr/2025 21-25/Apr/2025 12-16/may/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026		
		40	EFFECTIVE CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTs, IN TERTIARY INSTITUTIONS & MDA's Course Fee: N99,500	All Private and Public sectors typists, front desk officers, receptionists, secretaries, Admin Assistants and officers	
41	DATA ENTRY AND INFORMATION MANAGEMENT COURSE(Mastering Excel Spreadsheet and other Database SKILLS) Fee: N99,500	All Data entry staff and Information Custodians in Private and Public Sectors	PORT-HARCOURT 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026		
		41	EFFECTIVE e-LIBRARY & INFORMATION MGT. AND DIGITALIZATION IN MDA's Course Fee: N99,500	All Library Officers, Information Managers and Data Mangers in Tertiary Institutions	
41	EFFECTIVE OPTIMUM SERVICE WORKSHOP FOR ADMINISTRATIVE OFFICERS AND PERSONAL ASSISTANTS ON Perspectives of New Government New Reforms and the Way Forward Course Fee: N99,500	All P.A.s, Admin Officers, Executive Officers, Professional Secretaries, Company Secretaries, Administrators, Managers, Supervisors etc.	PORT-HARCOURT 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026		



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