



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, Chief of Defense Staff, Chief of Army Staff, Chief of Naval Staff, Chief of Air Staff
The Vice Chancellor, Rector, Provost
The Registrars, Bursars
The DG, MD/CEO, Director
The Director of Admin, Director Academic Planning,
The Director of Works
The HR/Training Managers

Dear Sir/Ma,

1st January, 2026

SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2026/2027 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. Abdullahi Mohammed fcasi
Regional Vice President

Dr. Fredrick Sunday N. FCASI, CISA, ANIPR
National Coordinator/Chief Learning Officer(CLO)
CASPIN, Nigeria (08037875610)

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



2026/2027 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.

2026/2027

TRY TO ATTEND ANY OF OUR CONFERENCES & SEMINARS



Group Pix Of CASPIN trainees at Accra- Ghana



NERC Secretaries trained by CASPIN



Group photograph of 2023 Inductees @ Abuja



Group Pix Of CASPIN trainees at UAE

FOREIGN TRAINING WORKSHOP/CONFERENCE

S/N	Int'l Conference Titles	Target Audience	MAY	JUNE	AUG	OCT.	NOV	DEC
1	INTERNATIONAL TRAINING ON: ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC SERVICE Fee covers 1 laptop bag, feeding + certificate	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors , Ministries, Departments and Agencies of Government & others	GHANA \$3,000 EAST AFRICA KIGALI - RWANDA \$3,500	TANZANIA \$3,500 UNITED KINGDOM \$4,000	UNITED KINGDOM \$4,000 KENYA \$3,500	KENYA \$3,500 GHANA \$3,000	GHANA \$3,000 TANZANIA \$3,500	DUBAI \$4,000 GHANA \$3,000
2	INTERNATIONAL TRAINING ON EFFECTIVE LEADERSHIP COMPETENCIES AND E-GOVERNANCE STRATEGY Fee covers 1 laptop bag, feeding + certificate	All Permanent Secretaries, DG's, Chairmen of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's of Faculties of Education, Business Management, Economics Studies, Health and Medicine Studies, Engineering, Technical Studies, Social Science and Humanities,	EAST AFRICA KIGALI - RWANDA \$3,500 22nd - 26th GHANA \$3,000	TANZANIA \$3,500 26th - 29th UNITED KINGDOM \$4,000	UNITED KINGDOM \$4,000 21st - 25th KENYA \$3,500	KENYA \$3,500 23rd - 28th GHANA \$3,000	GHANA \$3,000 13th - 18th TANZANIA \$3,500	DUBAI \$4,000 18th - 22th GHANA \$3,000
3	INTERNATIONAL CONFERENCE ON: DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS (KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS Fee covers 1 laptop bag, feeding + certificate	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public Sectors , Ministries, Departments and Agencies of Government	EAST AFRICA KIGALI - RWANDA \$3,500 TANZANIA \$3,500	KENYA \$3,500 UNITED KINGDOM \$4,000	FINLAND \$4,000 GHANA \$3,000	TANZANIA \$3,500 KENYA \$3,500	GHANA \$3,000 FINLAND \$4,000	DUBAI \$4,000 GHANA \$3,000
4	INTERNATIONAL CONFERENCE ON: EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANISATION THROUGH DISTINCT QUALITIES, LEADERSHIP STYLE, AND TEAM BUILDING Fee covers 1 laptop bag, feeding + certificate	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's , Permanent Secretaries, Heads of Parastatals in Public Sectors , and other MDA's .	EAST AFRICA KIGALI - RWANDA GHANA \$3,000	KENYA \$4,000 FINLAND \$3,500	FINLAND \$4,000 KENYA \$3,000	TANZANIA \$3,000 GHANA \$4,000	GHANA \$4,000 UNITED KINGDOM \$3,500	UNITED KINGDOM \$3,500 TANZANIA \$3,500
VENUES: GHANA - Novetel Hotel, Accra Central , Opp. the Polytechnic , Accra Ghana, UNITED KINGDOM : Hillside Building(GF), Beeston Rd. Holbec Leeds (+447776746111) , FINLAND - Call DUBAI (UAE) : Seaview Hotel Biu Dubai, Call TANZANIA : Call KENYA EAST AFRICA KIGALI RWANDA : Marriott Hotel, kilgali , Rwanda HOW TO REGISTER FOR LOCAL OR INTERNATIONAL WORKSHOPS: Send list of nominee(s) with course fee payable to the institute account as follows: BANK: Access bank , ACCOUNT NO.: 0024676488, ACCOUNT NAME: Corporate Administrators & Secretaries Professional Institute of Nigeria								

ENQUIRIES CONTACT:

National Coordinator

Tel: 08037875610, 08081282797, 08059086457

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

website: www.corporateadministratorsinstitute.org

We look forward to welcoming your nominees at the venue

FOR: Corporate Administrators & Secretaries Professional Institute of Nigeria

Fredrick Sunday N. fcasl, cisa, mnim

National Coordinator/Chief Learning Officer

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

* Office Technology & Management (OTM) Master Conversion Class

* Secretarial Studies enhancement Course

* Public Speaking

* Speech Writing

* Speech Delivery

* Report Writing

* Speed Typing

* Web Design

* Accounting Software Dev.

* Software Development

* Excel Spreadsheet Master Class

* Database creation & Management etc

Holds Live at our Abuja Centre. Call : 08037875610

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



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2026/2027 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles	Target Audience	Venues/Dates applies to any chosen topic			
1. EFFECTIVE DOCUMENT TRACKING, MAIL HANDLING, RECORD/REGISTRY AND ARCHIVING MANAGEMENT Course Fee: N135,600	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 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 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 31May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 28 Udoumnen Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
2. INCREASING PRODUCTIVITY THROUGH ATTITUDINAL TRANSFORMATION AND CHANGE MANAGEMENT Course Fee: N135,600	All Executive officers, Administration officers, P.A's, front desk officers, Clerical officers, Supervisors, Registry/ Mail officers and Secretaries	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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	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 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 31May-04Jun/027	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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027
3. PERSONAL EFFECTIVENESS & DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND OFFICE MANAGEMENT Course Fee: N135,600	All Administrators, Admin Officers, Executive Officers, P.A's, S.A's, Dep and Asst Registrars, A.D's, D.D's and Others	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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	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 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 31May-04Jun/027	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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027
4. EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N135,600	All Admin Officers, HRMgns, Executive Officers, P.A's, S.A's, Ad's, Secretaries & other Mgrs	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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	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 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 31May-04Jun/027	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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027
5. DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES AND E- GOVERNANCE STRATEGY IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N135,600	All Directors, Deputy Directors, Asst. Directors, Heads of Depts/units, Board members, and others seconded to this positions	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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	05-09/Jan/2026 12-16/Jan/2026		



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2026/2027 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

Conference Titles		Target Audience	Venues/Dates applies to any chosen topic			
12	E- LIBRARY MANAGEMENT DIGITILIZATION AND CATALOGUING SYSTEM Course Fee: N135,600	All Library Executives Librarians and Other Library Junior/Middle/ Senior Officers	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 05-09/Jan/2026 12-16/Jan/2026 19-23/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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/26 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 02-06/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 31May-04Jun/027	ENUGU Western Bricks Hotel 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 30/Mar-3Apr/26 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 01-05/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 28 Udoumnen Str.off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 25-29/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
	Accounting & Finance Course	All Directors, Asst Directors, Accountants, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDA's				
13.	EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY & WAGES (IPPI) ADMINISTRATION Course Fee: N135,600	All Pension dept staff, Administrators, Supervisors , Officers and managers in Public and Private sectors				
14.	PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE Course Fee: N135,600	All Professional Drivers in various Private, Public Sectors and Tertiary Institutions				
15.	EFFECTIVE ACCIDENT AND ROAD HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers Course Fee: N135,600	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: N135,600	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors				
17.	Accounting & Finance Course on: EFFECTIVE MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N135,600	All Stores Officers, Procurement Personnel Inventory Managers, Supervisors, Auditors and Accountants				
18.	Procurement Course EFFECTIVE STORES,SUPPLIES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices. Course Fee: N135,600	Directors, Deputy & Asst Directors Human Resource Managers, HOD's, Admin Officers in Public & Private Sectors				
19.	EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT : Best Practice and Challenges Course Fee: N135,600	All Administrative officers, Secretaries, Executive Assistants and Office Professionals				
20.	DEVELOPING ADMINISTRATIVE SKILLS AND COMPETENCIES FOR EFFECTIVE OFFICE ADMINISTRATION Course Fee: N135,600	All Registry Officers, Data Officers, Secretaries, ICT Officers All Mail handling officers				
21.	DIGITAL SKILLS DEVELOPMENT AND INSTITUTIONALIZATION FOR EFFECTIVE WORKING AND WORK PROCESS Course Fee: N135,600	All Secretaries, Personal Assistants, Admin. Officers, Exec. Officers, Personnel officers				
22.	MANAGING THE BOSS, SELF AND THE DEPARTMENT FOR PEAK PERFORMANCE Course Fee: N135,600					

Dr. Fredrick Sunday N. fcpa, cisa, anipr, fcasi Registrar/National Coordinator 08037875610, 08059086457



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2026/2027 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	Venues/Dates applies to any chosen topic			
23	EFFECTIVE PUBLIC RELATIONS, PROTOCOL, AND MEDIA ADMINISTRATION COURSE IN TERTIARY INSTITUTIONS & MDA's Course Fee: N135,600	All P.R. Officers/ Managers, Protocol Officers, Communication, Administration Officers, etc.	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27-Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumen Str off Abak Rd Uyo-Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
24	PRE-RETIREMENT AND ENTREPRENEURIAL SKILL DEVELOPMENT WORKSHOP: Enhancing ILO Standard Course Fee: N135,600	All staff and officers getting ready for retirement				
25	DEVELOPING ADMINISTRATIVE OFFICER'S LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANISATIONAL GROWTH Course Fee: N135,600	All Administrative officers, Head of units, P.A's, Assistant and Deputy Directors, and other line staff in Public sectors				
26	Accounting & Finance Course on: EFFECTIVE ADMINISTRATION / DETECTION AND PREVENTION OF PAYROLL AND PENSION FRAUD IN THE SYSTEM Course Fee: N135,600	All Internal Audit officers, payroll & Accounts officers and Pension Administrators in private / public and MDA's				
27	UNDERSTANDING FUNCTIONS, RATIOS AND FORMULAS OF COMPLEX CALCULATIONS USING EXCEL, SPSS, AUTOCAD AND OTHER SOFTWARE FOR EFFECTIVE WORK DELIVERY Course Fee: N135,600	All Architects, Accountants Statisticians & ICT Programmers, Engngs and others whose Job delivery involves formulas & Calculations of budget				
28	Accounting & Finance Course on: EFFECTIVE CASHIERING, TREASURY, TSA & CENTRAL PAY OFFICE WORKSHOP Course Fee: N135,600	All Accounts officers, Cashiers, treasury Officers and CPO officers in MDA's, Private / Public Sectors	LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites, No 1 Airport Close, off Aba Rd/ Arochukwu Str. Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 04-06/may/2026 25-29/May/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	KANO Haitel Guest Inn No. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa, Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 19-23/Apr/2027 26-30/Apr/2027
29	Accounting & Finance Course EFFECTIVE GOVERNMENT ACCOUNTING & FINANCE MGT. PRINCIPLES & PRACTICES FOR ACCOUNTING EXECUTIVES Course Fee: N135,600	All Accounting & Finance office with the responsibilities of dealing with public finance and management				
29	EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDA'S AND TERTIARY INSTITUTIONS DEVELOPMENT Course Fee: N135,600	All clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and other Auxiliary staffs				
30	Accounting & Finance Course on: FORENSIC ACCOUNTING & AUDIT SKILLS DEVELOPMENT AND DUE PROCESS Course Fee: N135,600	All Accountants, Audit staff and investigation officers the Public Sectors				
31	EFFECTIVE PUBLIC RELATIONS, DIGITALIZATION & SOCIAL MEDIA ADMINISTRATIONS FOR ORGANIZATIONAL GROWTH Course Fee: N135,600	All Public Relations/ Protocol Officers, Public Affairs officers, Information officers, Chief Press Secretaries and Admin. Officers				
32	EFFECTIVE USE OF COMMITTEE SYSTEM IN ADMINISTRATIVE DUTIES IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N135,600	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

2026/2027 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: N135,600	All Confidential, Principal secretaries, Supervisory secretaries, Corporate Secretaries, Typists, Senior typists, front desk secretaries, and others	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 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 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/26 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 10-14/May/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumwen Str off Abak Rd Uyo-Akwa Ibom OR Real Home 5. Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 25-29/May/2026 01-05/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
34	EFFECTIVE FILING OF DOCUMENTS AND REGISTRY MANAGEMENT REQUIRED OF CLERICAL DUTIES IN ORGANISATIONS Course Fee: N135,600	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: N135,600	All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others				
36	ENHANCING THE COMPETENCE OF SECRETARIES, EXE. ASST's, CLERICAL OFFICERS, TYPISTS AND OTHER FRONT DESK OFFICERS Course Fee: N135,600	All Admin/Personnel Officers, Secretaries Clerical Officers, Typist, and other front Desk officers				
37	LEADERSHIP AND TEAM WORK FOR EFFECTIVE MANAGERIAL SUCCESS Course Fee: N135,600	All Professionals, Directors, H.O.D's, and Operational Heads in Leadership position and Leading a Team				
38	ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES AND ADMIN OFFICERS Course Fee: N135,600	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: N135,600	All Staff in leadership, Supervisory and Managing teams for effective Performance				
40	EFFECTIVE CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTs, IN TERTIARY INSTITUTIONS & MDA's Course Fee: N135,600	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: N135,600	All Data entry staff and Information Custodians in Private and Public Sectors				
41	EFFECTIVE e-LIBRARY & INFORMATION MGT. AND DIGITALIZATION IN MDA's Course Fee: N135,600	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: N135,600	All P.A's, Admin Officers, Executive Officers, Professional Secretaries, Company Secretaries, Administrators, Managers, Supervisors etc.				
			LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 25-29/Jan/2027 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites, No 1 Airport Close,off Aba Rd/ Arochukwu Str Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 04-09/May/2026 11-15/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	KANO Haitel Guest Inn NO. 5 Madugu Link,off Sardauna Crescent by Lamido Crescent Nasarawa, Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 19-23/Apr/2027 26-30/Apr/2027



LOCAL CONFERENCES/WORKSHOPS

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

2026/2027 TRAINING TOPICS WITH COURSE FEES, DATES & VENUES : Call 08037875610

	Conference Titles	Target Audience	venue/date applies to any chosen topic			
46	EFFECTIVE DRIVERS COURSE ON SAFETY & ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS Course Fee: N135,600	All Corporate Drivers and Mechanics in Public and Private Sectors	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 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 23-27/Mar/2026 09-13/Apr/2026 23-27/Apr/2026 27-Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 23-28/Aug/2026 31 Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 10-14/May/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 28 Udoumwen Str off Abak Rd Uyo-Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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 23-27/Mar/2026 27-Apr-1/may26 04-09/May/2026 11-15/May/2026 25-29/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
47	MANAGEMENT WORKSHOP ON FACILITY MANAGEMENT, OPERATIONS AND MAINTENANCE PERFORMANCE IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S Course Fee: N135,600	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions				
48	MANAGEMENT WORKSHOP ON SCIENCE TEACHERS & EDUCATION STUDIES AND MANAGEMENT IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N135,600	All Science Teachers, Education course teachers, in Colleges of Education, and Polytechnics				
49	SHARPENING SECRETARIES TO BECOME E-GENERATION SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE TECHNOLOGY PROFESSIONAL Course Fee: N135,600	All Categories of Secretaries in Private, Public Sectors and Tertiary Institutions of higher Learning and MDA's and Corporations				
50	ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N135,600	All Clerical Assistants, Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc	LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites. No 1 Airport Close, off Aba Rd/ Arochukuw Str Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 04-09/May/2026 11-15/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	KANO Haitel Guest Inn NO. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa, Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/2027 19-23/Apr/2027 26-30/Apr/2027
51	EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S DEV. Course Fee: N135,600	All those whose jobs requires report writings and presentation and meeting representations. Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary Institutions				
52	EFFECTIVE OFFICE MANAGEMENT : Managing Multi-Tasks, Priorities & Deadlines in tertiary institutions & MDA'S Course Fee: N135,600	All Staff in Public and Private sectors with the responsibility of office management and deals with essential task that is important and deadline bound				
53	OFFICE MANAGEMENT , RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N135,600	All Clerical officers, Secretaries, Typists, Registry /Records & Admin Executive Officers				
54	EMERGENCY RESPONSE MANAGEMENT COURSE FOR HEALTH AND NEMA WORKERS IN PUBLIC SECTORS AND TERTIARY INSTITUTIONS & MDA'S Course Fee: N135,600	All Nurses and relevant Health workers in times of emergencies and Crises Periods				
55	AUDIT ROLES IN PREVENTION, DETECTION AND INVESTIGATION OF FRAUD Course Fee: N135,600	All Audit Personnel's in MDA's and Tertiary Institutions				
56	EFFECTIVE LEADERSHIP AND TEAM BUILDING FOR MANAGERIAL SUCCESS Course Fee: N135,600	All Professionals, Directors, H.O.D's, and Operational Heads in leadership position and leading a team				



APPLICATION FOR PROFESSIONAL MEMBERSHIP INDUCTION/INVESTITURE

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA

Call 08037875610 OR REGISTER ONLINE THROUGH <https://corporateadministratorsinstitute.org/register/>



Enrich your Professional Profile

CORPORATE ADMINISTRATORS & SECRETARIES PROFESSIONAL INSTITUTE OF NIGERIA (CASPIN, Nigeria)

Established by CAM Act No. 1 CAP 59 of 1990 & Accredited by Nigeria Council of Management Development

Announces **DIRECT MEMBERSHIP** *Admission*

(By Qualification, Job Experience and MCPD Exam)

The Council of the Institute is offering Direct Professional Membership into the Associate, Full Membership and Fellowship grades of the Institution

BENEFITS:

- *Get CASPIN Certification
- *Get Recognized
- *Get Chartered
- *Boost your Career
- *Get Trained
- *Get job placement and promotion with ease

GRADES	ACRONYM	QUALIFICATION
FELLOW	FCASI	To be conferred on Men and Women who have contributed to development of society. Industry Captains and Executives with excellent track records.
FULL MEMBER	MCASI	NCE, OND, HND, B.Sc, PGD, MBA, M.sc, MPA, PhD or any professional qualification such as MNI, ICAN, ACMA, NIM, ACA, ANAN, CIBN, ACIS, CIPM etc. with minimum of 4yrs experience with at least 2yrs at Supervisory Level.
ASSOCIATE MEMBER	ACASI	NCE, OND, HND, B.Sc, PGD, MPA, MBA, M.sc, PhD in any discipline or any Professional Qualification such as MNI, NIM, ACMA, ACA, ANAN, etc with minimum of 2yrs post qualification experience.
GRADUATE MEMBER	AFFILIATE	Undergraduate & Fresh Graduate with NCE, OND, HND, B.Sc and University Advance Diploma.
DOCTORAL MEMBER	Drfm	This roll of Honour would be conferred on distinguished Administrators & Stakeholders in the Society.

Membership Registration form can be obtained from Institute's Secretariat, or download from website. Properly fill the form, scan and return to us through our e-mail addresses:

or info@corporateadministratorsinstitute.org

For Further Information Contact:
The Registrar, Membership Services
Corporate Administrators & Secretaries Professional Institute of Nigeria.
FCT District: Suite 25, Bataiya Plaza,
Plot 3, Rahama Close, Off Dunukofia Street,
Behind Southern Fried Chicken, Area 11, Garki, FCT - Abuja, Nigeria.
Tel: 08037875610, 08081282797, 08059086457, 08180751658
E-mail: info@corporateadministratorsinstitute.org or canigeriainst@yahoo.com
Website: www.corporateadministratorsinstitute.org

Enroll into the Association of Professional Corporate Administrators and Office Technology & Management today.

CONTACT STATE COORDINATORS

LAGOS: 08062353133, ZAMFARA: 08065932620, KADUNA: 09022001133, EDO: 08036447443,
ANAMBRA II: 08039561184, DELTA: 09030665770, OYO: 08034658687, ANAMBRA II: 08034443700,
NASARAWA: 08037867095, NIGER: 07039104615, CROSS-RIVERS: 08160383330,
ENUGU II: 08023802336, EKITI: 07030962915, PHC: 08080569717, ENUGU 1: 08069138782,
ABUJA: 08037875610, KABBA (KOGI): 07063428730, FCT ZUBA: 08077464791, BAYELSA: 08037421034
JOS PLATEAU: 08036218950, OKENE (KOGI): 08088949973, 08032908900, LOKOJA (KOGI): 08062345130,
KANO/ZARIA: 08035991619, GHANA (ACCRA): +233244668848, ABUJA (VON): 08058491701, KANO: 08067087192

Powered by Nigerian Institute of Professional Administrators and Office Technology & Management