

(Established by CAM Decree No 1 of 1990 and Accredited by Nigerian Council for Management Development)

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

Tel: 08037875610, 08059086457, 08081282797.

e-mail: info@nipasnig.org e-mail: nipasregistrar@gmail.com Website: www.nipasnig.org

Dear Sir/Ma.

1st January, 2022

SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2022 TRAINING WORKSHOPS/CONFERENCES

Nigerian Institute of Professional Administrators and Office Technology & Management is pleased to invite you to nominate your Staff to attend our Local and foreign training for 2022.

The training Workshops/Conferences are geared toward enhancing the Skills,

Knowledge and Competence of your workforce to enable them cope with the day - to - day Job 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 08059086457, 08081282797. Participants can register online@ www.nipasnig.org

Thank you once again and accept our warm regards Yours faithfully,

for: Nigerian Institute of Professional Administrators and Office Technology & Management

Fredrick Sunday N. FCASI, CISA, ANIPR National Coordinator/Chief Learning Officer (CLO) NIPAS (08059086457)

Dr. Abdullahi Mohammed fcasi Regional Vice President

*Tetfund Sponsors of Tertiary Institution *MDA's of Federal & State Government *L.G.A's *Private & Public Corporations

Academic Conferences

Business Conferences

Workshops

Seminars

Professional Membership/Induction Award for (Fellows, Full Membership, **Associate and Student/Graduate)**

Academic Journal Publication

Call for Conference Papers



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

Website: www.nipasnig.org

Tel: +234-08037875610, 08081282797, 08094691761, 08059086457, 09-7831109 E-mails: info@nipasnig.org OR nipasregistrar@gmail.com Co-ordinating District Office: No. 3 Rahama Close , Suite 25 Bataiya Plaza, Off Dunukofia Street Behind Southern Fried Chicken, Area 11 Garki, P. O. Box 5291 Area 10 Post Office, FCT, Abuja.

TRY TO ATTEN



Group photograph of 2021 Inductees @ Abuja



NERC Secretaries trained by NIPAS



Group Pix Of NIPAS trainees at Kaduna





S,	/N Int'l (Conference Titles	Target Audience	MARCH	MAY	JUNE	AUG	ост.	NOV
	FOR LEAD	VATIONAL TRAINING ON: AL MANAGEMENT TOOLS D AND SEASONED TRATORS IN PUBLIC SERVICE	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors, Ministries, Departments and Agencies of Government & others	7th - 11th GHANA \$2,500 21st -25th EAST AFRICA	2nd - 6th EUROPE INSTERBURG \$3,000 9th - 13th	13th - 17th DUBAI \$2,500 27th - 1st JULY	1st - 6th DUBAI \$2,500 22nd - 26th GHANA	3rd -7th GHANA \$2,000 24th -28th DUBAI	7th - 11th DUBAI \$2,500 21st -25th GHANA
L		overs 1 laptop bag, feedi	ng + certificate	KIGALI - RWANDA \$3,000	\$2,500	\$2,000	\$2,500	\$2,500	\$2,000
2	EFFE(ERNATIONAL NING ON CTIVE LEADERSHIP	All Permanent Secretaries, DG's, Chairmen of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's	21st -25th EAST AFRICA KIGALI • RWANDA \$3,000	2nd - 6th EUROPE INSTERBURG \$3,000	13th - 17th DUBAI \$2,500	1st - 6th DUBAI \$2,500	3rd -7th GHANA \$2,000	7th - 11th DUBAI \$2,500
l	E-GOV STRA	ETENCIES AND /ERNANCE /EGY ers 1 laptop bag, feeding +	of Faculties of Education, Business Management, Economics Studies, Health and Medicine Studies, Engineering, Technical Studies, Social Science and Humanities, contificate	7th - 11th GHANA \$2,000	9th - 13th DUBAI \$2,500	27th - 1st JULY GHANA \$2,000	22nd - 26th GHANA \$2,500	24th -28th DUBAI \$2,500	21st -25th GHANA \$2,000
3	INTERN DEVEL MANA	ATIONAL CONFERENCE ON:	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public	21st -25th EAST AFRICA KIGALI-RWANDA \$3,000	2nd - 6th EUROPE INSTERBURG \$3,000	13th - 17th DUBAI \$2,500	1st - 6th DUBAI \$2,500	3rd -7th GHANA \$2,000	7th - 11th DUBAI \$2,500
	PEAK TIME	(KPI'S) FOR PERFORMANCE IN OF REFORMS overs 1 laptop bag, feeding +	Sectors , Ministries, Departments and Agencies of Government	7th - 11th GHANA \$2,000	9th - 13th DUBAI \$2,000	27th - 1st JULY GHANA \$2,000	22nd - 26th GHANA \$2,500	24th -28th DUBAI \$2,500	21st -25th GHANA \$2,000
4	EXECU MANAG PROFIL	ATIONAL CONFERENCE ON: ITIVE RETREAT ON GING HIGH LE ORGANISATION	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's , Permanent Secretaries.	21st -25th EAST AFRICA KIGALI - RWANDA \$3,000	2nd - 6th EUROPE INSTERBURG \$3,000	13th - 17th DUBAI \$2,500	1st - 6th DUBAI \$2,500	3rd -7th GHANA \$2,000	7th - 11th DUBAI \$2,500
	QUALI'	JGH DISTINCT TIES, LEADERSHIP , AND TEAM BUILDING overs 1 laptop bag, feeding	Heads of Parastatals in Public Sectors , and other MDA's . + certificate	7th - 11th GHANA \$2,000	9th - 13th DUBAI \$2,500	27th - 1st JULY GHANA \$2,000	22nd - 26th GHANA \$2,500	24th -28th DUBAI \$2,500	21st -25th GHANA \$2,000

VENUES: GHANA- Novetel Hotel, Accra Central, Opp. the Polytechnic, Accra Ghana,

DUBAI (UAE) : Seaview Hotel Biu Dubai, **EUROPE: Call,** 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.: 1476727475, ACCOUNT NAME: Nigerian

Institute of Professional Administrators and Office Technology & Management

ENQUIRIES CONTACT:

National Coordinator

Tel: 08037875610, 08081282797,08059086457

E-mail: nipasregistrar@gmail.com, AND info@nipasnig.org

website: www.nipasnig.org

We look forward to welcoming your nominees at the venue

FOR: NIGERIAN INSTITUTE OF PROFESSIONAL ADMINISTRATORS AND OFFICE TECHNOLOGY & MANAGEMENT (NIPAS)

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

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

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

* Speed Typing

* Database creation & Management etc

Holds Live at our Abuja Centre. Call: 08037875610

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



Tel: 08037875610,08059086457,08081282797

TNIPAS)* July	T	Tel: 08037875610,08059086457,08081282797											
Conference Titles Tard	get Audience J	ΙΔΝ	FFR	MAR	A DD	MAY	ILINI		ALIG	SED	ОСТ	NOV	DEC
INCREASING PRODUCTIVITY				28th Feb-4th									
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Course Fee: N85,500	В	en/PH	Den/AD)	Keffi/Ben	Nau/PH	ADJ/Kau	ADJ/Kemi	LOS/PH	ADJ/Nau	Den/PH	LOS/Nem	HIU/Naid	Den/Nau

VENUE CLASSIFICATION: ENUGU(ENU): Western Brick Hotel by Enugu Sports Club, LAGOS I (LOS): Excellence Hotel Ogba Ikeja
LAGOS II (LOS): De-Dons Event Centre, Oppposite Jomal College, Omonile, Abuleado, Festac Side, Lagos
KADUNA (KAD): Hamdala Hotel, ABUJA(ABJ): Royal Dream Hotel Mararaba Abuja, KEFFI: Crystal Hotel, Keffi - Nasarawa State
BENIN (BEN): Piret Motel, Etete GRA, before Etete Police-Station, Benin PORT HARCOURT (PH): Executive Lounge of NIM, University of Port Harcourt (07035261122)



Tel: 08037875610,08059086457,08081282797

Conference Titles Target Audience JAN FEB. MAR. APRIL MAY JUNE JULY AUG. SEPT. OCT. NOV. DEC ### PH/Abj	Oth bj Yth
MANAGEMENT & Library DEVELOPMENT COURSE Course Fee: N85,500 MANAGEMENT &	bj th
## Accountants, Auditors, ## Accountants, Audit	th
E-LIBRARY DEVELOPMENT COURSE COURSE Senior Officers Course Fee: N85,500 Course Fee: N8	
COURSE Course Fee: N85,500 Co	
EFFECTIVE BUDGETING 17th - 21st 14th - 18th 28th Feb - 4th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 1st - 5th 19th - 23rd 17th - 21st 7th - 11th 19th - 28th 19th - 28th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 2nd - 6th 20th - 24th 2nd - 6th 20th - 24th 2nd - 6th 2	
11. EFFECTIVE BUDGETING Accountants, Auditors, Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/K	
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SALARY & WAGES (IPPS) & Treasurers, Accounting Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/Abj Enu/Abj/PH Ben/PH PH/Abj Enu/Abj/PH Ben/PH PH/Abj/PH Ben/PH PH/Abj/PH Ben/PH PH/Abj/PH Ben/PH PH/Abj/PH Ben/PH PH/Abj/PH Ben/PH PH/PH PH/P	
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12 staff, Administrators, Abj/Enu Keffi/Enu PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Abj Administrators, Abj/Enu Keffi/Enu PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Enu Refi/Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Enu Refi/Enu/PH Enu/Ben Abj/Kad Abj/Kad	
& EMPLOYEE COMPENSATION Supervisors, Officers and managers in 17th - 21st 14th - 18th 28th - 1st April 18th - 22nd 18th - 22nd 18th - 24th 18th - 22nd 18th - 22nd 19th - 23rd 17th - 21st 13ts Oct - 4th 18th - 22rd 18th - 22rd 18th - 21st 18th - 22rd 18th - 22rd 18th - 21st 18th - 22rd 18th - 22rd 18th - 21st	10 ad
ACT 2011 COURSE Public and Private 24th - 28th 21st - 25th 28th 21st - 25th 28th Feb - 4th 25th - 29th 2nd - 6th 27th - 1st July 25th - 29th 1st - 5th 26th - 30th 24th - 28th 7th - 11th 26th - 30th 26th - 30th 24th - 28th 7th - 11th 26th - 30th 25th - 28th 21st - 25th 28th 25th - 29th 25th - 20th 25th 25th - 20th 25t	
Course Fee: N85,500 Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/A	
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MANAGEMENT AND Drivers in various Private, 10th - 14th 7th - 11th 14th - 18th 11th - 15th 16th - 20th 13th - 17th 11th - 15th 15th - 19th 12th - 16th 10th - 14th 121st - 25th 12th - 1	òth
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PROJECT MANAGEMENT All Project Managers and 24th - 28th 21st - 25th 28th - 1st April 25th - 29th 80th - 3rd Jun 27th - 1st July 25th - 29th 28th - 28th 26th - 30th 24th - 28th 31st Oct - 4th 26th - 30th 26th - 30th 24th - 28th 31st Oct - 4th 26th - 30th 26th - 30th 26th - 30th 24th - 28th 31st Oct - 4th 26th - 30th 26th	
14. COURSE: Effective Design Tomo Divine Div	
Monitoring and Evaluation Middle Series	
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Accounting & Finance Course on: All Accounting, Finance and PROPER MAINTENANCE All Accounting Finance All Accounting Finan	
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Accounting & Finance Course on: All Storag Officers 10th - 14th 7th - 11th 28th Feb - 4th 11th - 15th 2nd - 6th 13th - 17th 11th - 15th 1st - 5th 12th - 16th 10th - 14th 7th - 11th 12th - 1	
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AND CONTRACT MANAGEMENT: Inventory Managers, Process in Territory Managers, Process in Territ	rd
Global Practices in Tertiary Institutions and MDAs Supervisors, Auditors	
Course Fee: N85,500 I and Accountants Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/A	bi
17. EFFECTIVE HUMAN Directors, Deputy & Asst September 2.5 Asst Deputy & Asst September 2.5 Deputy & Asst Deputy & Asst Deputy & Asst September 2.5 Deputy & Asst Septembe	
RESOURCE & PERSONNEL Directors Human Directors Human 124 145 124 145 126 126 126 126 126 126 126 126 126 126	
MANAGEMENT IN MDAs Resource Managers, Abj/Enu/Keffi/Enu/PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/A	bj
AND TERTIARY INSTITUTIONS Officers in Public & 17th - 21st 14th - 18th 28th Feb - 4th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 1st - 5th 19th - 23rd 17th - 21st 7th - 11th 19th - 2	3rd
Course Fee: N85,500 Private Sectors Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/Kad Ben/	
ERITATION A Pink on Pulceton Kad/Los/Los/KadAbi/EnulPH/Abi/Los/BerlAbi/KeffiBen/Abi/PH/Abi/Enu/Abi/Abi/PH/Ben/PH/PH/A	
AND OFFICE TECHNOLOGY typisis, Computer users 3rd - 7th 31st Jan - 4th 14th - 18th 4th - 8th 16th - 20th 6th - 10th 4th - 8th 15th - 19th 5th - 9th 3rd - 7th 21st - 25th 5th -	_
AND MANAGEMENT Secretaries and front Secret	
SECRETARIES 300 control of the con	6th
Course Fee: N85,500 dex segretation Abj/Enu Keffi/Enu PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Abj/Los Enu/Abj/Lo	b

VENUE CLASSIFICATION: ENUGU(ENU): Western Brick Hotel by Enugu Sports Club LAGOS I (LOS): Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel ABUJA (ABJ): Royal_Dream Hotel Mararaba Abuja KEFFI: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin PORT HARCOURT (PH): Executive Lounge of NIM, University of Port Harcourt (07035261122)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797



Tel: 08037875610,08059086457,08081282797

NIPAS)**	lei: 08037875610,08059086457,08081282797								
Conference Titles Target Audience	JAN FEB. MAR. APRIL MAY JUNE JULY AUG. SEPT. OCT. NOV. DEC.								
EFFECTIVE PUBLIC All P.R. Officers									
¹⁹ RELATIONS, PROTOCOL Managers,	Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/Kad								
AND MEDIA ADMINISTRATION Protocol Office	s 24th - 28th 21st - 25th 28th Feb - 4th 25th - 29th 2nd - 6th 27th 1st July 25th - 29th 1st - 5th 26th - 30th 24th - 28th 7th - 11th 26th - 30th								
COURSE IN TERTIARY Communication INSTITUTIONS & MDAs Administration	n, Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/Abj 3rd - 7th 3tst Jan-4th 7th - 11th 4th - 8th 9th - 13th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 5th - 9th 3rd - 7th 14th - 18th 14th -								
Course Fee: N85,500 Officers, etc.	Kad/PH Abj/PH Los/Enu Enu/Keffi Abj/Keffi Los/PH Enu/Keffi Los/Keffi Abj/Kad Ben/Kad Keffi/PH Los/Kef								
DDE DETIDEMENT AND	140th 44th 7th 44th 14th 40th 14th 45th 14th 45th 14th 47th 14th 45th 14th 40th 14th 14th 14th 14th 14th 14th 14th 14								
Polentpedeneridiai skii i	Abj/Enu Keffi/Enu Minna/Kad Los/Abj Enu/Minna Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Ab								
I I defind teady for	17th - 21st 14th - 18th 21st - 25th 18th - 22nd 23rd - 27th 20th - 24th 18th - 22nd 22nd - 26th 19th - 23rd 17th - 21st 28th 2nd Dec 19th - 23rd								
DEVELOPMENT WORKSHOP: retirement	Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/Kad								
Developing ILO Standard	24th - 28th 21st - 25th 28th - 1st April 25th - 29th 30th - 3rd Jun 27th - 1st July 25th - 29th 28th - 20th 26th - 30th 24th - 28th 31st Oct - 4th 26th - 30th 24th - 28th 31st Oct - 4th 26th - 30th 28th - 20th								
Course Fee: N85,500	Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH/PH/Ab								
21 DEVELOPING ADMINISTRATIVE All Administrative office	rs 3rd - 7th 3ts Jan -4th 28th Feb -4th 4th - 8th 2nd - 6th 6th - 10th 4th - 8th 1st - 5th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 7th - 11th 5th - 9th 3rd - 7th 3rd								
OFFICERS' LEADERSHIP & Head of units, P.A's,	** Kad/PH Abj/PH Los/Enu Enu/Keffi Abj/Keffi Los/PH Enu/Keffi Los/Keffi Abj/Kad Ben/Kad Keffi/PH Los/Kef								
MANAGEMENT COMPETENCIES Assistant and Deputy	10th - 14th 7th - 11th 7th - 11th 11th - 15th 9th - 13th 13th - 17th 11th - 15th 8th - 12th 12th - 16th 10th - 14th 14th - 18th 12th - 16th 10th - 14th 10th - 18th 10th -								
Directors, and other line	Abj/Enu Keffi/Enu PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Abj 17th - 21st 14th - 18th 14th - 18th 18th - 22nd 16th - 20th 20th - 24th 18th - 22nd 15th - 19th 19th - 23rd 17th - 21st 21st - 25th 19th - 23rd								
Course Fee: N85,500	Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/Ka								
Accounting & Finance Course on:	24th - 28th 21st - 25th 21st - 25th 25th - 29th 23rd - 27th 27th - 1st July 25th - 29th 22nd - 26th 26th - 30th 24th - 28th 28th - 2nd Dec 26th - 30th								
EFFECTIVE ADMINISTRATION/ All Internal Audit officers,	Kad/Los/Los/Kad/Abi/Fnu/Ben/Abi/Los/Ben/Abi/Keffi/Ben/Abi/PH/Abi/Fnu/Abi/Abi/PH/Ben/PH/Abi/Abi/PH/Ben/PH/Abi/Abi/PH/Ben/PH/Abi/Ph/Abi/PH/Abi/Ph/Abi/P								
payroll & Accounts officer	2 2 74 24 24 10 14 10 14 1 20 1 4 1 20 1 4 1 20 1 4 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								
22. and i choloit Administrate	Kad/PH Abj/PH Los/Enu Enu/Keffi Abj/Keffi Los/FH Enu/Keffi Los/Keffi Abj/Kad Ben/Kad Keffi/PH Los/Kef								
OF PAYROLL AND PENSION in private / public and	10th - 14th 7th - 11th 28th Feb - 4th 11th - 15th 2nd - 6th 13th - 17th 11th - 15th 8th - 12th 12th - 16th 10th - 14th 7th - 11th 12th - 16th								
FRAUD IN THE SYSTEM	Abj/Enu Keffi/Enu PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Ab								
Accounting & Finance Course on: All Accountants &	17th - 21st 14th - 18th 7th - 11th 18th - 22nd 9th - 13th 20th - 24th 18th - 22nd 15th - 19th 19th - 23rd 17th - 21st 14th - 18th 19th - 23rd								
CORPORATE PLANNING, Account Officers with	Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad PH/Kad								
BUDGETING AND BUDGET the responsibilities of corporate planning	24th - 28th 21st - 25th 14th - 18th 25th - 29th 16th - 20th 27th - 1st July 25th - 29th 22nd - 26th 26th - 30th 24th - 28th 21st - 25th 26th - 30th 24th - 28th 21st - 25th 26th - 30th 22th - 28th 21st - 25th 26th - 30th 22th - 28th 21st - 25th 26th - 30th 22th - 28th 21st - 25th 26th - 30th 22th - 28th 21st - 25th 26th - 30th 22th - 28th 21st - 28th 21								
Budgeting and monitoring	Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/Abj								
INSTITUTIONS AND MDAs of budget	⁹ 3rd - 7th 31st - 4th 21st - 25th 4th - 8th 23rd - 27th 6th - 10th 4th - 8th 25th - 26th 25th - 9th 3rd - 7th 25th - 2nd Dec 5th - 9th Kad/PH Abj/PH Los/Enu Enu/Keffi Abj/Keffi Abj/Kad Ben/Kad Keffi/PH Los/Kef								
Course Fee: N85,500 Accounting & Finance Course on:	10th - 14th 7th - 11th 28th - 1st April 11th - 15th 30th - 3rd Jun 13th - 17th 11th - 15th 8th - 12th 12th - 16th 10th - 14th 31st Oct - 4th 12th - 16th								
24 EFFECTIVE CASHIERING. All Accounts officers, Cashi	Abj/Enu Keffi/Enu PH/Kad Los/Abj/Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Ab								
TREASURY, TSA & treasury Officers and CPO	17th - 21st 14th - 18th 28th Feb - 4th 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 15th - 19th 19th - 23rd 17th - 21st 7th - 11th 19th - 23rd								
CENTRAL PAY OFFICE Officers in MDA's, Private /	Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/Ka								
WORKSHOP Public Sectors	24th - 28th 21st - 25th 7th - 11th 25th - 29th 9th - 13th 27th - 1st July 25th - 29th 22nd - 26th 26th - 30th 24th - 28th 14th - 18th 26th - 30th								
	Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/Ab								
Accounting & Finance Course on: All Accounting &	3rd - 7th 3tst Jan-4th 14th - 18th 4th - 8th 16th - 20th 6th - 10th 4th - 8th 2th - 2th 5th - 9th 3rd - 7th 21st - 25th 5th - 11th Kad/PH Abj/PH Los/Enu Enu/Keffi Abj/Keffi Los/PH Enu/Keffi Los/Keffi Abj/Kad Ben/Kad Keffi/PH Los/Kef								
ACCOUNTING & FINANCE FINANCE FINANCE OFFICE WITH THE	10th - 14th 7th - 14th 21ct - 25th 14th - 15th 20th - 2rd lun 12th - 17th 14th - 15th 2th - 12th 12th - 16th 10th - 14th 20th - 2rd 2rd 2rd - 16th 10th - 14th 20th - 2rd								
MGT., PRINCIPLES & responsibilities of deal	^{ng} Abj/Enu Keffi/Enu PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Ab								
PRACTICES FOR with public finance	17th - 21st 14th - 18th 28th - 1st April 18th - 22nd 2nd - 6th 20th - 24th 18th - 22nd 15th - 19th 19th - 23rd 17th - 21st 31st 0ct - 4th 19th - 23rd								
Course Fee: N85,500	Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/Ka								
26 EFFECTIVE CONDUCT AND PRODUCTIVITY All clerks, Messengers,	24th - 28th 21st - 25th 28th Feb - 4th 25th - 29th 9th - 13th 27th - 1st July 25th - 29th 22nd - 26th 26th - 30th 24th - 28th 7th - 11th 26th - 30th								
SERVICE DELIVERY And PRODUCTIVITY SERVICE DELIVERY Cleaners, Security Men,	Kad/Los Los/Kad Abj/Enu Ben/Abj Los/Ben Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/Ab								
FOR MDAs AND Drivers, Receptionists, Wa	3rd - 7th 31st Jan - 4th 7th - 11th 4th - 8th 16th - 20th 6th - 10th 4th - 8th 29th 2nd Sept 5th - 9th 3rd - 7th 14th - 18th 3rd - 7th 14th								
TERTIARY INSTITUTIONS' Attenders and other	Radit HABJI TI LOS/End End/Kem LOS/I TI End/Kem LOS/Kem ABJ/Kad Ben/Kad Kem/i Ti Los/Kem								
DEVELOPMENT Auxiliary atoffs	10th - 14th 7th - 11th 14th - 18th 11th - 15th 30th - 3rd Jun 13th - 17th 11th - 15th 8th - 12th 12th - 16th 10th - 14th 21st - 25th 12th - 16th Abj/Enu Keffi/Enu PH/Kad Los/Abj Enu/PH Enu/Ben Abj/Kad Enu/Ben Los/Keffi Enu/Abj Abj/Los Enu/Ab								
Accounting & Finance Course on:	1/7th - 21st 1/4th - 18th 121st - 25th 18th - 22nd 12nd - 6th 120th - 24th/18th - 22nd/15th - 19th/19th - 23rd 1/7th - 21st 12th - 2nd 17th - 23rd 17th - 21st 12th - 2nd 12th - 23rd 17th - 21st 12th - 22nd 17th - 23rd 17th - 23rd 17th - 21st 12th - 22nd 17th - 23rd 17th - 23rd 17th - 21st 12th - 23rd 17th - 23rd								
27 FORENSIC ACCOUNTING All Accountants, Audit s	Ben/PH Ben/Abj Keffi/Ben Kad/PH Abj/Kad Abj/Keffi Los/PH Abj/Kad Ben/PH Los/Keffi Enu/Kad Ben/Ka								
& AUDIT SKILLS DEVELOPMENT and investigation officer	Kad/Los Los/Kad Abj/Enu Ben/Abj Los/PH Abj/Keffi Ben/Abj PH/Abj Enu/Abj Abj/PH Ben/PH PH/Ab								
AND DUE PROCESS the Public Sectors	3rd - 7th 31st Jan - 4th 26th Feb - 4th 4th - 8th 16th - 20th 6th - 10th 4th - 8th 29th - 2nd Sept 5th - 9th 3rd - 7th 7th - 11th 5th - 9th								
Course Fee: N85,500	Kad/PH Abj/PH Los/Enu Enu/Keffi Abj/Keffi Los/PH Enu/Keffi Los/Keffi Abj/Kad Ben/Kad Keffi/PH Los/Kef								

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	MIPAS					0,000		, , ,						
Γ	Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	ост.	NOV.	DEC.
Γ	EMBRACING EMERGING TRENDS IN SECRETARIAL	All Confidential , Principal secretaries,	10th - 14th Abi/Enu	31st Jan - 4th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abi	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abi/Kad	1st - 5th Fnu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abi	14th - 18th Abi/Los	12th - 16th Fnu/Abi
28	DUTIES/OFFICE TECHNOLOGY	Supervisory secretaries,	17th - 21st											
	& MANAGEMENT (OTM) FOR EFFECTIVE OFFICE	Corporate Secretaries, Typists, Senior typists, front desk secretaries,						Abj/Keffi						
	ADMINISTRATION Course Fee: N85,500	and others	24th - 28th Kad/Los					27th - 1st July Abj/Keffi						
29	EMBRACING GOVERNMENT NEW TRENDS IN OFFICE	All Clerical officers, senior clerical						6th - 10th Los/PH						
	MANAGEMENT & CURRENT	officers, Accounts & Finance						13th - 17th						
	FINANCIAL REFORMS IN TERTIARY INSTITUTIONS	clerks, Stores clerks, Admin	Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
	AND MDAs Course Fee: N85,500	Assistants, and others	17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th-22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
ſ	CLERICAL ETIQUETTE,	All clerical officers, Secretaries,	24th - 28th Kad/Los	14th - 18th	14th - 18th	25th - 29th	30th - 3rd Jun	27th - 1st July	25th - 29th	8th - 12th	26th - 30th	24th - 28th	21st - 25th	26th - 30th
3	SECRETARIAL DUTIES	Typists, Receptionists, Account clerks, telephone						6th - 10th						
ľ	AND COMPUTING SKILLS EMERGING TRENDS	operators, front office staff, office Assistants, Computer	Kad/PH	_			_				_			
	Course Fee: N85,500	operators, Messengers and others						13th - 17th Enu/Ben						
	ENHANCING THE COMPETENCE OF	All Admin/Personnel Officers,						20th - 24th						
31	SECRETARIES, EXE. ASSTS.,	Secretaries Clerical						Abj/Keffi 27th - 1st July						
	CLERICAL OFFICERS, TYPISTS AND OTHER FRONT	Officers, Typist, and other	Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
	DESK OFFICERS Course Fee: N85,500	front Desk officers						6th - 10th Los/PH						
32	BUILDING TERTIARY	All Professionals, Directors, H.O.D's,	10th - 14th	31st Jan - 4th	21st - 25th	11th - 15th	2nd - 6th	13th - 17th	11th - 15th	15th - 19th	12th - 16th	10th - 14th	28th - 2nd Dec	12th - 16th
	INSTITUTIONS' LEADERSHIP AND TEAM WORK FOR		Abj/Enu 17th - 21st			•			•			•		-
	EFFECTIVE MANAGERIAL	Heads in Leadership position and Leading	Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
	SUCCESS Course Fee: N85,500	a Team						27th - 1st July Abj/Keffi						
3	Accounting & Finance Course on: FORECASTING TECHNIQUES	All Personal Assistants						6th - 10th Los/PH						
	FOR EFFECTIVE BUDGETING	and Executive Secretaries	404L 444L					13th - 17th						
	AND MAINTAINING ROLLING	in Tertiary Institutions	Abjicilu					Enu/Ben	_					
	BUDGET Course Fee: N85,500	III IGIUAIY IIISUUUUUIS	17th - 21st Ben/PH	7th - 11th Ben/Abi	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th-22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
3	CHALLENGES OF		24th - 28th	14th - 18th	28th - 1st April	25th - 29th	9th - 13th	27th - 1st July	25th - 29th	22nd - 26th	26th - 30th	24th - 28th	21st - 25th	26th - 30th
	MANAGING OTHERS	All Staff in leadership,	Kad/Los											
	AND SELF FOR OUTSTANDING	Supervisory and Managing teams for effective	3rd - /th Kad/PH	21st - 25th Abi/PH	28th Feb - 4th Los/Enu	4th - 8th Fnu/Keffi	16th - 20th Ahi/Keffi	oth - 10th	4th - 8th Fnu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Δhi/Kad	3rd - /th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th
	PERFORMANCE	Performance	10th - 14th	31st Jan - 4th	7th - 11th	11th - 15th	23rd - 27th	13th - 17th	11th - 15th	1st - 5th	12th - 16th	10th - 14th	31st Oct - 4th	12th - 16th
L	Course Fee: N85,500		Abj/Enu											
38	EFFECTIVE OFFICE MGT /CLERICAL DUTIES FOR ALL TYPISTS,	All Private and Public sectors typists, front	Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	20th - 24th Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
	FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES,	desk officers, receptionists, K	24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abi/Enu	25th - 29th Ben/Abi	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abi	15th - 19th PHAbi	26th - 30th Enu/Abi	24th - 28th Abi/PH	14th - 18th Ben/PH	26th - 30th PH/Abi
	ADMIN ASSTS. IN TERTIARY INSTITUTIONS COURSE Fee: N85,500		3rd - 7th Kad/PH	21st - 25th Abi/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abi/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abi/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
	EFFECTIVE DATA ENTRY	All Data entry staff and	10th - 14th Abj/Enu	31st Jan - 4th	28th Feb - 4th	11th - 15th	16th - 20th	13th - 17th	11th - 15th	29th - 2nd Sept	12th - 16th	10th - 14th	28th - 2nd Dec	12th - 16th
3	AND INFORMATION	INFORMATION Information Custodians in Private and Public	17th - 21st	7th - 11th	7th - 11th	18th - 22nd	23rd - 27th	20th - 24th	18th- 22nd	1st - 5th	19th - 23rd	17th - 21st	31st Oct - 4th	19th - 23rd
	MANAGEMENT COURSE		Ben/PH 24th - 28th	Ben/Abj 14th - 18th	Ketti/Ben 14th - 18th	Kad/PH 25th - 29th	Abj/Kad 30th • 3rd Jun	Abj/Keffi 27th - 1st July	Los/PH 25th - 29th	Abj/Kad 8th - 12th	Ben/PH 26th - 30th	Los/Keffi 24th - 28th	Enu/Kad 7th - 11th	Ben/Kad 26th - 30th
			Kad/Los	Los/Kad	Abj/Enu	PH/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj

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0.2	Conference Titles	Target Audience	JAN					JUNEJ						
3′	EFFECTIVE PROJECT MANAGEMENT AND	All Project Managers	3rd - /th Kad/PH	21st - 25th Abi/PH	121st - 25th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abi/Keffi	6th - 10th 4t Los/PH Er	:h - 8thr nu/Keffil	15th - 19th Los/Keffi	5th - 9th Abi/Kad	3rd - /th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
	URBAN PLANNING COURSE: Effective	and Teams, project	10th - 14th	31st Jan - 4th	28th - 1st April	11th - 15th	9th - 13th	13th - 17th 11	th - 15th	22nd - 26th	12th - 16th	10th - 14th	21st - 25th	12th - 16th
	Design, Monitoring	Planners, Middle/Senior	Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben Al	bj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
	and Evaluation Course Fee: N85,500	Officers and other line Staff						20th - 24th 18 Abj/Keffi Lo						
	MAINTENANCE OF	All Technical Staff, Officers,	24th - 28th	14th - 18th	7th - 11th	25th - 29th	23rd - 27th	27th - 1st July 25	th - 29th	1st - 5th	26th - 30th	24th - 28th	31st Oct - 4th	26th - 30th
	GOVERNMENT FACILITIES	Managers and Supervisors	Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/PH	Abj/Keffi Bo	en/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
38	AND EQUIPMENT FOR	in Technical and Maintenance	3rd - /th Kad/PH	21st - 25th Abj/P H	114th - 18th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th 4t Los/PH Er	h - 8th lu/Keffi	8th - 12th Los/Keffi	5th - 9th Abi/Kad	3rd - 7th Ben/Kad	/th - 11th Keffi/PH	5th - 9th Los/Keffi
	OPTIMUM UTILIZATION	works of government	10th - 14th	31st Jan - 4th	21st - 25th	11th - 15th	2nd - 6th	13th - 17th 111	th - 15th/	15th - 19th	12th - 16th	10th - 14th	14th - 18th	12th - 16th
	Course Fee: N85,500	Properties and Equipment						Enu/Ben A	•				•	-
39	SECURITY AND GUARDS COURSE ON SECURITY	All Security Officers, Guards,						20th - 24th 18 Abj/Keffi Lo						
	ALERTNESS, PROTECTION	Vigilantes and other with the						27th - 1st July 25						
	OF PROPERTIES, COMMUNICATION AND CRIME REPORTING IN	esponsibilities of Security Mgt. n Private and Private Institution	Kad/Los	Los/Kad	Abj/Enu	PH/Abj	Los/Ben	Abj/Keffi B	en/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
	TERTIARY INSTITUTIONS & MDA's	Supervisors etc.	3rd - 7th	21st - 25th	7th - <u>1</u> 1th	4th - 8th	23rd - 27th	6th - 10th 4t	h - 8th	lst - 5th	5th - 9th	3rd - 7th	31st Oct - 4th	5th - 9th
40	Course Fee: N85,500							Los/PH Er						
40	TECHNICAL AND	All staff involved in						13th - 17th 11th Enu/Ben Al						
	FINANCIAL BID EVALUATION AND	Procurement and				•		20th - 24th 18	,					
	PROCEDURES FOR	MDA's and Tertiary						Abj/Keffi L						
	GOODS/SERVICES							27th - 1st July 25						
	Course Fee: N85,500							Abj/Keffi Bo						
	MANAGEMENT WORKSHOP	Managers, Supervisors,	3rd - 7th	21st - 25th	28th Feb - 4th	4th - 8th	9th - 13th	6th - 10th 4t	h - 8th	29th - 2nd Sept	5th - 9th	3rd - 7th	28th - 2nd Dec	5th - 9th
	ON MECHANICAL ENGINEERING		Kad/PH	ADJ/PH	LOS/ENU	ENU/Kemi	ADJ/KETTI 1645 - 2045	Los/PH Er 13th - 17th 111	NU/NETTI	LOS/Nemi	ADJ/Nau 19th - 16th	10th - 1.4th	NemyPH	LOS/Netti
41	SERVICES IN TERTIARY	Artisans in charge of facilities						Enu/Ben A						
T1	INSTITUTIONS & MDAs	Management in Tertiary						20th - 24th 18						
	Course Fee: N85,500	Institutions	Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi Lo	os/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	PH/Kad
42	MANAGEMENT WORKSHOP AND OPTIMUM SERVICE	All Technical Officers, Civil	24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abi/Enu	25th - 29th PH/Abi	30th - 3rd Jun Los/Ben	27th - 1st July 25 Abj/Keffi Bo	th - 29th) en/Abill	15th - 19th PH/Abi	26th - 30th Enu/Abil	24th - 28th Abi/PH	14th - 18th Ben/PH	26th - 30th PH/Abi
	DELIVERY ON CIVIL ENGINEERING IN	Engineers, Managers, Supervisors, Artisans in	3rd - 7th	21st - 25th	28th - 1st April	4th - 8th	2nd - 6th	6th - 10th 4t	h - 8th	22nd - 26th	5th - 9th	3rd - 7th	21st - 25th	5th - 9th
	TERTIARY INSTITUTIONS	charge of facilities						Los/PH Er 13th - 17th 11th						
	& MDAs Course Fee: N85,500	Mgt. in Tertiary Institutions	Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben Al	bj/Kad l	Enu/PĤ	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
43	MANAGEMENT WORKSHOP	All Staff working under the	17th - 21st	7th - 11th	7th - 11th	18th - 22nd	16th - 20th	20th - 24th 18 Abj/Keffi L	th-22nd	1st - 5th	19th - 23rd Bon/DH	17th - 21st	31st Oct - 4th	19th - 23rd
	ON ELECTRICAL ENGINEERING SERVICES IN	umbrella of Electrical	24th - 28th	14th - 18th	14th - 18th	25th - 29th	23rd - 27th	27th - 1st July 25	th - 29th	8th - 12th	26th - 30th	24th - 28th	7th - 11th	26th - 30th
	TERTIARY INSTITUTIONS	Engineering dept. in	Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/PH	Abj/Keffi B	en/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
	AND MDAs	Tertiary Institutions & MDA's	3rd - 7th	21st - 25th	21st - 25th	4th - 8th	30th - 3rd Jun	6th - 10th 4t Los/PHEr	h - 8th	15th - 19th	5th - 9th	3rd - 7th	14th - 18th	5th - 9th
44	Course Fee: N85,500 WORKSHOP ON	•						13th - 17th 11th						
	EFFECTIVE CLOUD	7 111 0 1011 1111 111 111 111	Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben Al	bj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
	COMPUTING AND							20th - 24th 18						
	SOCIAL MEDIA MANAGEMENT	information Mgt .						Abj/Keffi Lo						
	STRATEGIES	and PR/Advert Mgt All Clinical Laboratory Assistants and Officers, Clinical Mgrs, Health Administrators and others Seconded to these Position in Tertiary Institutions/Clinics 24th Kad Art Tertiary Institutions/Clinics	124tn - 28th 1Kad/I os	14th - 18th I os/Kad	/tn - 11th ∆hi/Fn::	25tn • 29th PH/∆h i	10th - 20th I os/Ren	27th - 1st July 25 Abj/Keffi B o	tn • 29th ' en/∆hil	ıst- 5th PH/∆hi	Zoth - 30th Enu/∆hil	24tn • 28th ∆hi/PH	เรารถ Uct -4th Ben/PH	26tn - 30th PH/Ahi
AE	Course Fee: N85,500 MANAGEMENT WORKSHOP							6th - 10th 4t						
40	ON CLINICAL LABORATORY							Los/PH Er						
	ANALYSIS FOR IMPROVED							13th - 17th 11						
	HEALTH CARE IN TERTIARY		Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben A	bj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
	INSTITUTIONS & MDAs		17th - 21st	7th - 11th	28th - 1st April	18th - 22nd	2nd - 6th	20th - 24th 18	th- 22nd	22nd - 26th	19th - 23rd	17th - 21st	21st - 25th	19th - 23rd
	Course Fee: N85,500		Ben/PH	Ben/Ab	kem/Ben	Nad/PH	ADJ/Kad	Abj/Keffi Lo	os/PH	ADJ/Kad	Ben/PH	LOS/Kent	Enu/Kad	Ben/Kad

VENUE CLASSIFICATION: ENUGU(ENU): Western Brick Hotel by Enugu Sports Club LAGOS I (LOS): Excellence Hotel Ogba Ikeja

LAGOS II (LOS): De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side, Lagos

KADUNA (KAD): Hamdala Hotel ABUJA(ABJ): Royal Dream Hotel Mararaba Abuja KEFFI: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin PORT HARCOURT (PH): Executive Lounge of NIM, University of Port Harcourt (07035261122)



Tel: 08037875610,08059086457,08081282797

		Target Audience		FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	ост.	NOV.	DEC.
	EFFECTIVE DRIVERS COURSE ON SAFETY&	All Corporate Drivers	24th - 28th Kad/Los	14th - 18th	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abi	9th - 13th I os/Ben	27th - 1st July A bi/K offi	25th - 29th Ben/Abi	29th - 2nd Sept DH/Abi	26th - 30th Enu/Abi	24th - 28th Abi/PH	28th - 2nd Dec Ben/DH	26th - 30th PH/Abi
46	ACCIDENT PREVENTION	and Mechanics in Public	3rd - 7th	21st - 25th	7th - 11th	4th - 8th	16th - 20th	6th - 10th	4th - 8th	1st - 5th	5th - 9th	3rd - 7th	31st Oct - 4th	5th - 9th
	TECHNIQUES AND	and Private Sectors			Los/Enu									
	DEFENSIVE DRIVING SKILLS Course Fee: N85,500	and i made occurs	110tn - 14tn Abi/Enu	31st Jan - 4tn Keffi/Enu	14th - 18th PH/Kad	11tn - 15tn Los/Abi	23rg - 2/tn Enu/PH	13tn - 1/tn Enu/Ben	11tn - 15tn Abi/Kad	ötn - 12tn Enu/Ben	12tn - 16th Los/Keffi	1vtn - 14tn Enu/Abi	/tn - 11tn Abi/Los	12tn - 16tn Enu/Abi
Г	MANAGEMENT COURSE	All Officers, Managers and			21st - 25th									
	ON FACILITY MANAGEMENT, OPERATIONS AND	Supervisors in charge of			Keffi/Ben									
47	MAINTENANCE PERFORMANCE	Facilities, Operations and			28th - 1st April Abj/Enu									
	IN PUBLIC SECTORS, TERTIARY INSTITUTIONS AND MDAs	Maintenance in Public Sectors and Tertiary Institutions			28th Feb - 4th							_		-
L	Course Fee: N85,500	anu itiliary moduliono	Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
	ELECTRONIC RECORDS KEEPING, RETRIEVAL		10th - 14th	31st Jan - 4th	7th - 11th	11th - 15th	16th - 20th	13th - 17th	11th - 15th	1st - 5th	12th - 16th	10th - 14th	31st Oct - 4th	12th - 16th
48	SYSTEMS AND ARCHIVAL	All Secretaries,			PH/Kad 14th - 18th									
	MANAGEMENT FOR	Admin Officers and office Managers			Keffi/Ben									
	SENIOR SECRETARIES AND ADMIN OFFICERS	una omoo managore	24th - 28th	14th - 18th	21st - 25th	25th - 29th	30th - 3rd Jun	27th - 1st July	25th - 29th	15th - 19th	26th - 30th	24th - 28th	14th - 18th	26th - 30th
	Course Fee: N85,500		Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/PH	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
		All Categories of			28th - 1 <u>st</u> April									
10		Secretories in Private, Public Sectors			Los/Enu		•							
43	SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE	and Tertiary Institutions			28th Feb - 4th PH/Kad									
	TECHNOLOGY MANAGERS	of higher Learning and			7th - 11th	_							,	-
	Course Fee: N85,500	MDA's and Corporations			Keffi/Ben									
Ì	ENHANCING CLERICAL	All Clerical Assistants	24th - 28th	14th - 18th	14th - 18th Abj/Enu	25th - 29th	23rd - 27th	27th - 1st July	25th - 29th	8th - 12th	26th - 30th	24th - 28th	7th - 11th	26th - 30th
	STAFF AND TYPIST	Clerical officers, Admin Clerks,			21st - 25th									
50	DUTIES IN TERTIARY	Secretaries, Copy typists, Messengers,	Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
	INSTITUTIONS & MDAs	Receptionists, Mail Clerks etc	10th - 14th	31st Jan - 4th	28th - 1st April	11th - 15th	2nd - 6th	13th - 17th	11th - 15th	22nd - 26th	12th - 16th	10th - 14th	21st - 25th	12th - 16th
	Course Fee: N85,500 EFFECTIVE SPEECH,	All those whose jobs requires			PH/Kad									
	EMAIL AND REPORT	report writings and	Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
51	WRITING SKILLS THROUGH MASTERING GRAMMAR FOR	presentation and meeting representations ,Information	24th - 28th	14th -18th	7th - 11th	25th - 29th	16th - 20th	27th - 1st July	25th - 29th	1st - 5th	26th - 30th	24th - 28th	31st Oct - 4th	26th - 30th
	PUBLIC SECTORS, TERTIARY INSTITUTIONS &	Officers and Chief Press Secretaries in MDA's,	Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
	MDAs Course Fee: N85,500	Public sectors and Tertiary Institutions	3rd - /th Kad/PH	21st - 25th Abi/PH	14th - 18th Los/Enu	4th - 8th Fnu/Keffi	23rd - 2/th Abi/Keffi	loth - 10th Los/PH	4tn - 8th Fnu/Keffi	8th - 12th Los/Keffi	5th - 9th ∆hi/Kad	3rd - /th Ben/Kad	/tn - 11th Keffi/PH	5th - 9th Los/Keffi
	EFFECTIVE OFFICE	All Staff in Public and			21st - 25th PH/Kad									
	MANAGEMENT: Managing	Private sectors with the responsibility of office												
52	Multi-Tasks, Priorities & Deadlines in Tertiary	management and deals with			28th - 1st April Keffi/Ben									
	Institutions & MDAs	essential task that is important and deadline bound	24th - 28th	14th - 18th	28th Feb - 4th	25th - 29th	9th - 13th	27th - 1st July	25th - 29th	29th - 2nd Sept	26th - 30th	24th - 28th	28th - 2nd Dec	26th - 30th
	Course Fee: N85,500 ENHANCING OFFICE DUTIES OF	ura cocamio boana			Abj/Enu									
	CLERICAL ASSISTANTS,	All Clerical officers,	Kad/PH	lAbi/PHl	7th - 11th Los/Enu	Enu/Keffil	Abi/Keffi	lLos/PH	lEnu/Keffil	Los/Keffil	Abi/Kad	Ben/Kad	Keffi/PH	Los/Keffil
53	OFFICE ASSTS, MESSENGERS, TYPISTS AND MAIL CLERKS	occiciancs, Typisis	1 10th - 1Δth	131st .lan = 4th1	114th - 18thi	11th - 15thi	123rd - 27thl	l13th - 17th	111th - 15thi	8th = 12th	117th - 16th	110th - 14th	17th - 11thi	12th - 16th I
	FOR MODERN OFFICE	region y meddiad a	Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
	ADMINISTRATION IN TERTIARY INSTITUTIONS & MDAs	Officers 17t	17th - 21st	7th - 11th	21st - 25th	18th - 22nd	30th - 3rd Jun	20th - 24th	18th- 22nd	15th - 19th	19th - 23rd	17th - 21st	14th - 18th	19th - 23rd
	Course Fee: N85,500				Keffi/Ben		•							
	EMERGENCY RESPONSE MANAGEMENT COURSE	All Nurses and relevant	Kad/Los	14th - 18th Los/Kad	28th - 1st April Abj/Enu	zətin - 29tin Ben/Abj	zna - otn Los/Ben	Zitii - 1st July Abj/K <u>effi</u>	Zotn - Zotn Ben/Abj	22na - 26th PH/Ab j	Zoun - 30th Enu/Abi	24tn - 28tn Abj/PH	Ben/PH	PH/Abj
54	· OK MOROLO III I ODLIO	ARY in times of emergencies Kampas and Crises Periods 100	3rd - 7th	21st - 25th	28th Feb - 4th	4th - 8th	9th - 13th	6th - 10th	4th - 8th	29th - 2nd Sept	5th - 9th	3rd - 7th	28th - 2nd Dec	5th - 9th
	SECTORS, TERTIARY INSTITUTIONS & MDAs				Los/Enu 7th - 11th									
	Course Fee: N85,500		Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/PH	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj

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KADUNA (KAD): Hamdala Hotel ABUJA (ABJ): Royal Dream Hotel Mararaba Abuja KEFFI: Crystal Hotel, Keffi - Nasarawa State

BENIN (BEN): Piret Motel, Etete GRA, before Etete Police Station, Benin PORT HARCOURT (PH): Executive Lounge of NIM, University of Port Harcourt (07035261122)



Tel: 08037875610,08059086457,08081282797

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L	Conference Titles	Target Audience	JAN	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
	TARGET SETTING AND WORK PROCESS	All Admin Officers,	11/tn - 21st Ben/PH	/tn - 11tn Ben/Abi	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	zsra - z/m Abi/Kad	20tn - 24th Abi/Keffi	18tn-22na Los/PH	otn - 12th Abi/Kad	19th - 23rd Ben/PH	1/tn - 21st Los/Keffi	/tn - 11th Enu/Kad	19th - 23rd Ben/Kad
5	IMPROVEMENT	Secretaries,	24th - 28th	14th - 18th	21st - 25th	25th - 29th	30th - 3rd Jun	27th - 1st July	25th - 29th	15th - 19th	26th - 30th	24th - 28th	14th - 18th	26th - 30th
	TECHNIQUES FOR ACHIEVING CORPORATE	Principal Officers			Abj/Enu									
	STRATEGIC OBJECTIVES	and Managers	3rd - 7th Kad/PH	21st - 25th	28th - 1st April	4th - 8th	2nd - 6th	6th - 10th	4th - 8th	22nd - 26th	5th - 9th	3rd - 7th	21st - 25th	5th - 9th
۲	Course Fee: N85,500 FINANCIAL MANAGEMENT		10th - 14th	31st Jan - 4th	28th Feb - 4th	11th - 15th	9th - 13th	13th - 17th	11th - 15th	29th - 2nd Sept	12th - 16th	10th - 14th	28th - 2nd Dec	12th - 16th
5	AND EXPENDITURE CONTROL	All Admin Officers,			PH/Kad									
	IN MDAs AND TERTIARY	Secretaries, Principal Officers	17th - 21st Ben/PH	7th - 11th Ben/Abi	/tn - 11th Keffi/Ben									19th - 23rd Ben/Kad
١	INSTITUTIONS	and Managers	24th - 28th	14th - 18th	14th - 18th	25th - 29th	23rd - 27th	27th - 1st July	25th - 29th	8th - 12th	26th - 30th	24th - 28th	7th - 11th	26th - 30th
L	Course Fee: N85,500				Abj/Enu									
	SPECIALIZED COURSE ON INTERPERSONAL SKILL,	All Administrators, Secretaries,	3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4tn - 8th Enu/Keffi	Abj/Keffi	otn - 10th Los/PH	4tn - 8tn Enu/Keffi	15th - 19th Los/Keffi	Abj/Kad	Ben/Kad	14th - 18th Keffi/PH	Los/Keffi
5	PUBLIC SPEAKING, COMMUNICATION SKILL,	officers , Managers, Head of Units	10th - 14th	31st Jan - 4th	28th - 1st April	11th - 15th	2nd - 6th	13th - 17th	11th - 15th	22nd - 26th	12th - 16th	10th - 14th	21st - 25th	12th - 16th
	PRESENTATION SKILL AND	and Adhoc representatives to Dg's, Directors ,S.A's to an	Abj/Enu											
	SPEECH DELIVERY	Occasion	Ben/PH	/m - 11m Ben/Abi	28th Feb - 4th Keffi/Ben	16til - 22110 Kad/PH	om - 15th Abi/Kad	20th - 24th Abi/Keffi	18tn-22na Los/PH	۵m • 2nd sept Abi/Kad	1901 - 2300 Ben/PH	1/m - 21st Los/Keffi	Zoon - Zno Dec Enu/Kad	Ben/Kad
T	Course Fee: N85,500 DEVELOPING KEY		24th - 28th	14th - 18th	7th - 11th	25th - 29th	16th - 20th	27th - 1st July	25th - 29th	1st - 5th	26th - 30th	24th - 28th	31st Oct - 4th	26th - 30th
5	PERFORMANCE	All Unit heads, Asst Directors, Deputy Directors, Managers	Kad/Los											
١	INDICATORS (KPIs)	Officers, Admin Mgrs	3rd - 7th Kad/PH											
١	FOR ORGANIZATIONAL GROWTH	and others	10th - 14th	_										
١	Course Fee: N85,500		Abj/Enu											
	EXCEL SPREADSHEET SKILLS		17th - 21st Ben/PH	7th - 11th	28th - 1st April	18th - 22nd	2nd - 6th	20th - 24th	18th- 22nd	22nd - 26th	19th - 23rd	17th - 21st	21st - 25th	19th - 23rd
5	FOR IFRS, PLANNING, FORECASTING, BUDGETING	develop unequaled use of Excel spread sheet to handle	24th - 28th	14th - 18th	28th Feb - 4th	25th - 29th	9th - 13th	27th - 1st July	25th - 29th	29th - 2nd Sept	26th - 30th	24th - 28th	28th - 2nd Dec	26th - 30th
	AND COMPLEX FINANCIAL	Planning, Forecasting, Budgeting	24th - 28th Kad/Los											
	CALCULATIONS	and Financial calculations in any sector.	3rd - 7th											
ŀ	Course Fee: N85,500 EFFECTIVE LEADERSHIP	All Desfeccionals Disasters	10th - 14th											Los/Keffi
e	AND TEAM BUILDING	All Professionals, Directors, H.O.D's, and Operational	Abj/Enu											
	FOR MANAGERIAL	Heads in leadership position	17th - 21st											
	SUCCESS	and leading a team	Ben/PH											
	Course Fee: N85,500		24th - 28th Kad/Los	Los/Kad	Abj/Enu	PH/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
	MANAGING THE		3rd - 7th	7th - 11th	28th Feb - 4th	4th - 8th	9th - 13th	6th - 10th	4th - 8th	29th - 2nd Sept	5th - 9th	3rd - 7th	28th - 2nd Dec	5th - 9th
6	EXPANDING ROLES OF	All secretaries, Executive Officers	Kad/PH											
		and Clerical Staff	10th - 14th	14th - 18th	7th - 11th	11th - 15th	16th - 20th	13th - 17th	11th - 15th	1st - 5th	12th - 16th	10th - 14th	31st Oct - 4th	12th - 16th
		of MDA's and	Abj/Enu											
	AND CLERICAL STAFF	Tertiary Institutions	17th - 21st Ben/PH											
Ī	Course Fee: N85,500 EFFECTIVE OPTIMUM	All Private and Public sectors	24th - 28th											
6	SERVICE WORKSHOP FOR TYPISTS, FRONT	typists, front desk	Kad/Los											
	DESK OFFICERS, RECEPTIONISTS, SECRETARIES , ADMIN	officers, receptionists, secretaries, Admin Assist-	3rd - 7th Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
	OFFICERS, ADMIN ASSTS.		10th - 14th Abj/Enu	21st - 25th	28th Feb - 4th	11th - 15th	9th - 13th	13th - 17th	12th - 16th	29th - 2nd Sept	12th - 16th	10th - 14th	28th - 2nd Dec	12th - 16th
b	Course Fee: N85,500 EFFECTIVE APPROACHES	All Accounting Officers	17th - 21st Ben/PH	7th - 11th	7th - 11th	18th - 22nd	16th - 20th	20th - 24th	19th- <u>23rd</u>	1st - 5th	19th - <u>23</u> rd	17th - 21st	31st Oct - 4th	19th - 23rd
6	TO DEFENDING AUDIT QUERIES BEFORE THE	and defending Audit Queries from Federal And State Houses of 24th Kac And State Houses of	Ben/PH 24th - 28th	Ben/Abj 14th - 18th	Keffi/Ben 14th - 18th	Kad/PH 25th - 29th	Abj/Kad 23rd - 27th	Abj/Keffi 27th - 1st July	Los/PH 26th - 30th	Abj/Kad 8th - 12th	Ben/PH 27th - 30th	Los/Keffi 24th - 28th	Enu/Kad 7th - 11th	Ben/Kad 26th - 30th
۰	PAC OF FEDERAL AND STATE HOUSES		24th - 28th Kad/Los	Los/Kad	Abj/Enu	Ben/Ab	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
	OF ASSEMBLY Course Fee: N85,500		3rd - 7th Kad/PH	Abj/PH	Los/Enu	un - our Enu/K <u>effi</u>	Abj/Keffi	Los/PH	Enu/K <u>effi</u>	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi

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\prod	Conference Titles	Target Audience	JAN			APRIL				AUG.			NOV.	DEC.
64	PUBLIC - PRIVATE PARTNERSHIP INFRASTRUCTURE AND PROJECT	infrastructure , project	Abj/Enu 17th - 21st	Keffi/Enu 7th - 11th	PH/Kad 28th Feb - 4th	Los/Abj 18th - 22nd	Enu/PH 9th - 13th	Enu/Ben 21st - 25th	Abj/Kad 19th- 23rd	9th - 13th Enu/Ben 16th - 20th Abi/Kad	_os/Keffi 20th - 24th	Enu/Abj 18th - 22nd	Abj/Los 15th - 19th	Enu/Abj 20th - 24th
	FINANCE AND MANAGEMENT Course Fee: N85,500		Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/Ben	Abj/Keffi	Ben/Abj	Abj/Kad 23rd - 27th PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
65	OF OFFICE/DEPT AND ADMINISTRATION OF ORGANIZATION FOR	sector whose job responsibi-	Kad/PH 10th - 14th	Abj/PH 31st Jan - 4th	Los/Enu 21st - 25th	Enu/Keffi 11th - 15th	Abj/Keffi 10th - 14th	<u>Los/PH</u> 14th - 18th	Enu/Keffi 12th - 16th	2nd - 6th (Los/Keffi 9th - 13th1 Enu/Ben I	Abj/Kad 3th - 17th	Ben/Kad 11th - 15th	Keffi/PH 8th - 12th	Los/Keffi 13th - 17th
	PEAK PERFORMANCE Course Fee: N85,500	Human Resource Development.	Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	16th - 20th 2 Abj/Kad	3en/PH	Los/Keffi	Enu/Kad	Ben/Kad
66	EFFECTIVE OFFICE TECHNOLOGY & MANAGEMENT(OTM) PROCESS FOR OPTIMUM PRODUCTIVITY	Typists, Computer Operators, Data Processors and Clerks and others seconded to these	3rd - 7th Kad/PH 10th - 14th	21st - 25th Abj/PH 31st Jan - 4th	7th - 11th Los/Enu 14th - 18th	4th - 8th Enu/Keffi 11th - 15th	3rd - 7th Abj/Keffi 10th - 14th	7th - 11th Los/PH 14th - 18th	5th - 9th Enu/Keffi 12th - 16th	23rd - 27th PH/Abji 2nd - 6th Los/Keffi 9th - 13th1 Enu/Ben	6th -10th Abj/Kad 3th - 17th	4th - 8th Ben/Kad 11th - 15th	1st - 5th Keffi/PH 8th - 12th	6th - 10th Los/Keffi 13th - 17th
67	Course Fee: N85,500 OFFICE KEEPING AND DATA RECORDS FOR CLERKS, EXECUTIVE ASSISTANTS, EXECUTIVE OFFICERS, TYPISTS, COMPUTER AND DATA ENTRY CLERKS Course Fee: N85,500	All Clerks, Executive Assistants, Executive Officers, Typists, Computer Operators, Data Processors and Clerks and others seconded to these	17th - 21st Ben/PH 24th - 28th Kad/Los 3rd - 7th	7th - 11th Ben/Abj 14th - 18th Los/Kad 21st - 25th	21st - 25th Keffi/Ben 28th - 1st April Abj/Enu 28th Feb - 4th	18th - 22nd Kad/PH 25th - 29th Ben/Abj 4th - 8th	17th - 21st Abj/Kad 24th - 28th Los/PH 3rd - 7th	21st - 25th Abj/Keffi ^{28th - 2nd July} Abj/Keffi 7th - 11th	19th-23rd Los/PH ^{26th} -30th Ben/Abj 5th-9th	16th - 20th Abj/Kad 23rd - 27th PH/Abj 2nd - 6th Los/Keffi	20th - 24th Ben/PH 17th -1st Oct Enu/Abj 6th -10th	18th - 22nd Los/Keffi 25th - 29th Abj/PH 4th - 8th	15th - 19th Enu/Kad 22nd - 26th Ben/PH 1st - 5th	20th - 24th Ben/Kad 27th - 31st PH/Abj 6th - 10th
68	TECHNICAL AND FINANCIAL BID EVALUATION	contract managers , financial Managers Auditing and Accounting officers in MDA's &tertiary	Abj/Enu 17th - 21st Ben/PH 24th - 28th	Keffi/Enu 7th - 11th Ben/Abj 14th - 18th	PH/Kad 14th - 18th Keffi/Ben 21st - 25th	Los/Abj 18th - 22nd Kad/PH 25th - 29th	Enu/PH 17th - 21st Abj/Kad 24th - 28th	Enu/Ben 21st - 25th Abj/Keffi 28h - 2nd July	Abj/Kad 19th-23rd Los/PH 26th-30th	9th - 13th Enu/Ben 16th - 20th Abj/Kad 23rd - 27th PH/Abj	Los/Keffi 20th - 24th Ben/PH 17th -1st Oct	Enu/Abj 18th - 22nd Los/Keffi 25th - 29th	Abj/Los 15th - 19th Enu/Kad 22nd - 26th	Enu/Abj 20th - 24th Ben/Kad 27th - 31st
69	DATA ENTRY AND BASIC PROGRAMMING FOR INFORMATION MANAGEMENT COURSE (MASTERING RELEVANT SOFTWARES) Course Fee: N85,500	Information Custodians in Private and Public Sectors	Kad/PH 10th - 14th Abj/Enu 17th - 21st Ben/PH	Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	Los/Enu 28th Feb - 4th PH/Kad 7th - 11th Keffi/Ben	Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	Abj/Keffi 10th - 14th Enu/PH 17th - 21st Abj/Kad	Los/PH 14th - 18th Enu/Ben 21st - 25th Abj/Keffi	Enu/Keffi 12th - 16th Abj/Kad 19th- 23rd Los/PH	2nd - 6th Los/Keffi 9th - 13th Enu/Ben 16th - 20th Abj/Kad	Abj/Kad 3th - 17th os/Keffi 20th - 24th Ben/PH	Ben/Kad 11th - 15th Enu/Abj 18th - 22nd Los/Keffi	Keffi/PH 8th - 12th Abj/Los 15th - 19th Enu/Kad	Los/Keffi 13th - 17th Enu/Abj 20th - 24th Ben/Kad
70	ENHANCING E-GENERATION AND OFFICE TECHNOLOGY AND MANAGEMENT SECRETARIES Course Fee: N85,500	All Private and Public sectors typists, Computer users secretaries and front	Kad/Los 3rd - 7th Kad/PH	Los/Kad 21st - 25th Abj/PH	Abj/Enu 21st - 25th Los/Enu	Ben/Abj 4th - 8th Enu/Keffi	Los/PH 3rd - 7th Abj/Keffi	Abj/Keffi 7th - 11th Los/PH	Ben/Abj 5th - 9th Enu/Keffi	23rd - 27th PH/Abj 2nd - 6th Los/Keffi 9th - 13th Enu/Ben	Enu/Abj 6th -10th Abi/Kad	Abj/PH 4th - 8th Ben/Kad	Ben/PH 1st - 5th Keffi/PH	PH/Abj 6th - 10th Los/Keffi
71	PERFORMANCE IMPROVEMENT MANAGEMENT TECHNIQUES FOR CLERICAL AND EXECUTIVE ADMINISTRATIVE OFFICERS	All Clerks, Admin officers, Executive officers, Executive Assistants, Clerical officers and others	17th - 21st Ben/PH 24th - 28th Kad/Los	7th - 11th Ben/Abj 14th - 18th Los/Kad	28th Feb · 4th Keffi/Ben 7th - 11th Abj/Enu	18th - 22nd Kad/PH 25th - 29th Ben/Abj	17th - 21st Abj/Kad 24th - 28th Los/Ben	21st - 25th Abj/Keffi 28th - 2nd July Abj/Keffi	19th- 23rd Los/PH 26th - 30th Ben/Abj	16th - 20th 2 Abj/Kad I 23rd - 27th 2 PH/Abj I	20th - 24th Ben/PH 17th -1st Oct Enu/Abj	18th - 22nd Los/Keffi 25th - 29th Abj/PH	15th - 19th Enu/Kad 22nd - 26th Ben/PH	20th - 24th Ben/Kad 27th - 31st PH/Abj
72	Course Fee: N85,500 SPECIALIZED COURSE FOR SECRETARIES AND COMPUTER USERS ON: Speed and Accuracy Typing and Use of Myscript Tool for	All Secretaries, typists, Computer users and others who want be	Kad/PH 0th - 14th Abj/Enu 17th - 21st Ben/PH	Abj/PH 31st Jan - 4th Keffi/Enu 7th - 11th Ben/Abj	Los/Enu 21st - 25th PH/Kad 28th - 1st April Keffi/Ben	Enu/Keffi 11th - 15th Los/Abj 18th - 22nd Kad/PH	Abj/Keffi 10th - 14th Enu/PH 17th - 21st Abj/Kad	Los/PH 14th - 18th Enu/Ben 21st - 25th Abj/Keffi	Enu/Keffi 12th - 16th Abj/Kad 19th- 23rd Los/PH	2nd - 6th6 Los/Keffi, 9th - 13th1 Enu/Ben 16th - 20th2 Abj/Kad 23rd - 27th2	Abj/Kad 13th - 17th Los/Keffi 20th - 24th Ben/PH	Ben/Kad 11th - 15th Enu/Abj 18th - 22nd Los/Keffi	Keffi/PH 8th - 12th Abj/Los 15th - 19th Enu/Kad	Los/Keffi 13th - 17th Enu/Abj 20th - 24th Ben/Kad
	Keyboardless Typing Course Fee: N85,500	speciaslist in computing	Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	inu/Abj	Abj/PH	Ben/PH	PH/Abj

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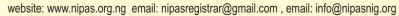
	Conference Title				W/50		_						NOW	DEC
L	Conference Titles	Target Audience	JAN	FEB		APRIL		JUNE						DEC.
ı	ICT APPLICATION AND RECORDS				7th - 11th									5tn - 9th Los/Keffi
73														12th - 16th
ı		All Mail Handling Staff	Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
ı	& MDAs	ľ			21st - 25th									
┕	Course Fee: N85,500				Keffi/Ben									
ı	EFFECTIVE	All Labour			28th - 1st April									
ı	LABOUR				Abj/Enu 28th Feb - 4th									
74	MANAGEMENT &	and excos in												Los/Keffi
ı	UNIONISM	MDAs & Tertiary Institutions												12th - 16th
ı	RELATIONSHIP				PH/Kad									
\vdash	Course Fee: N85,500				14th - 18th									
ı	MANAGEMENT AND	All Secretaries , Admin Offficers,			Keffi/Ben									
75	PROTECTION OF SENSITIVE	Executive Officers, HOD,			21st - 25th									
ı	DOCUMENT FOR EFFICIENT	Clerical Officers, Personal			Abj/Enu									
ı	SECRETARIAL & ADMINISTRATIVE				28th - 1st April									
ı	OPERATIONS	omotio adaming inter			Los/Enu									
H	Course Fee: N85,500													
	STRATEGIES FOR	All Library Officers,			28th Feb - 4th PH/Kad									
L.	& INFORMATION													
76	MGT. AND	and Data Mangers	/til • 2 \$t	/m - 11m Pap/Abi	Koffi/Don	10th - 22nd		20th - 24th 1	10th- 22hd	ISC - JCII	19th - 23rd	1/tn - 21st	SIST UCT - 4th	19th - 23rd
ı	DIGITALIZATION IN		24th 20th	1/th 10th	Melli/Dell	NAU/PII	Auj/Nau	27th 1st luly	25th 20th	AUJ/Nau	Dell/PII	24th 20th	7th 11th	Ben/Kad
ı	MDAs	in Tertiary Institutions	24111 - 20111 1/ a d / l a a	14111 - 10111	14tii = 10tii	Z3(11 - Z3(1)	2110 - 0111	27111 · 151 July	Z3(11 - Z3(11	DIII - IZUI	Z0111 - 30111	24(II - 20(II	/ul · IIul Dan/DU	2011 - 30111
⊢	Course Fee: N85,500		Nau/Los	LOS/Naa	ADJ/ENU	Ben/Abj	Los/Ben	ADJ/Ketti	Ben/Abj	PH/ADJ	Enu/ADJ	ADJ/PH	Den/Pn	PH/Abj
ı	MANAGING THE	All Secretaries,			21st - 25th Los/Enu									
ı	BOSS, SELF AND	Personal Assistants,			28th - 1st April									
77	THE DEPARTMENT	Admin. Officers,			PH/Kad									
ı	FOR PEAK PERFORMANCE	Exec. Officers,			28th Feb - 4th									
ı	Course Fee: N85,500	Personnel officers												Ben/Kad
Н	COOPERATIVE SOCIETY'S	All staff involved in			7th - 11th									
ı	MANAGEMENT AND													Minna/Abj
78	ADMINISTRATION FOR	Administration of			14th - 18th									
ı	PEAK PERFORMANCE IN	cooperative societies in												Los/Keffi
ı	MDAs AND TERTIARY INSTITUTIONS	MDA's and tertiary	10th - 14th	31st Jan - 4th	21st - 25th	11th - 15th	9th - 13th	13th - 17th	11th - 15th	15th - 19th	12th - 16th	10th - 14th	14th - 18th	12th - 16th
ı	Course Fee: N85,500	institutions	Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
	EFFECTIVE USE AND	All serving												19th - 23rd
	APPLICATION OF COMMITTEE SYSTEM													Enu/Abj
79	IN ADMINISTRATIVE	mambara of various												26th - 30th
ı	GOVERNANCE IN TERTIARY INSTITUTIONS	committees set up in MDA's and tertiary												Ben/Kad
ı	AND MDAs													PH/Abj
H	Course Fee: N85,500													12th - 16th
	RELATIONS, DIGITAL													Los/Keffi
80	MARKETING & SOCIAL	Public Affairs officers,												
	MEDIA FOR PEAK	Information officers,	Abi/Enu	Keffi/Enu	PH/Kad	Los/Ahi	Enu/PH	Enu/Ben	Abi/Kad	Enu/Ben	Los/Keffi	Enu/Ahi	Abi/Los	Enu/Abj
		Chief Press Secretries	17th - 21ct	14th - 18th	28th Feh . 4th	18th - 22nd	16th - 20th	27th . 1et .luly	25th- 29th	22nd - 26th	19th - 23rd	24th - 28th	21st . 25th	26th - 30th
	TERTIARY INSTITUTIONS	and Admin. Officers	Ben/PH	Ben/∆hi	Keffi/Ren	Kad/PH	Ahi/Kad	Ahi/Keffi	I os/PH	Ahi/Kad	Ben/PH	l os/Keffi	Fnu/Kad	Ben/Kad
	Course Fee: N85,500 MANAGEMENT COURSE													5th - 9th
	ON DATA COLLECTION	Data management	Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abi	Enu/Abi	Abj/PH	Ben/PH	PH/Abi
81	& ANALYSIS FOR SCHOOL	staff of School records	3rd - 7th	31st Jan - 4th	21st - 25th	4th - 8th	30th - 3rd Jun	13th - 17th	11th - 15th	1st - 5th	5th - 9th	10th - 14th	31st Oct - 4th	12th - 16th
	RECORDS MANAGEMENT	at various denartments	Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
	IN TERTIARY INSTITUTIONS COURSE Fee: N85 500	at various departments in tertiary institutions	Abi/Enu	Keffi/Enu	PH/Kad	11th - 15th	Zna - 6th	Enu/Bon	Abi/Kad	otn - 12th Enu/Ren	Los/Koffi	Fpu/Abi	/tn - 11th	Fnu/Abi
	Course Fee: N85,500	in tertiary motitudions	MUJ/EIIU	IVEIII/EIIN	ı ı ı r\au	FO9/MD]	∟IIU/F∏	Liiu/Dell	mujinau	LIIU/DUII	F09/VGIII	Liiu/Ab]	MUJILUS	LIIU/ADJ

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