



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

(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

TARGETED @:

***Tetfund Sponsors of Tertiary Institution *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



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.

NIPAS 2022

TRY TO ATTEND ANY OF OUR CONFERENCES & WORKSHOPS



Group photograph of 2021 Inductees @ Abuja



NERC Secretaries trained by NIPAS



Group Pix Of NIPAS trainees at Kaduna



FOREIGN TRAINING WORKSHOP/CONFERENCE



S/N	Int'l Conference Titles	Target Audience	MARCH	MAY	JUNE	AUG	OCT.	NOV
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	7th - 11th GHANA \$2,500	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
			21st -25th EAST AFRICA KIGALI - RWANDA \$3,000	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
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,	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
			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	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	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
			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	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 .	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
			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- Novotel 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
- * 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 Whatsapp No. 08059086457



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

Tel: 08037875610,08059086457,08081282797

Conference Titles	Target Audience	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP.	OCT.	NOV	DEC
1. INCREASING PRODUCTIVITY THROUGH ATTITUDINAL TRANSFORMATION & CHANGE MANAGEMENT FOR MASTERING WORK ETHICS AND PERFORMANCE IMPROVEMENT TECHNIQUES Course Fee: N85,500	All Executive officers, Administration officers, P.A's, front desk officers, Clerical officers, Supervisors, Registry/ Mail officers and Secretaries	3rd-7th Kad/PH	31st Jan-4th Abj/PH	28th Feb-4th Los/PH	4th-8th Enu/Keffi	2nd-6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st- 5th Los/Keffi	5th -9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct- 4th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	14th - 18th Keffi/Ben	18th-22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th-22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Enu/Kad	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd PH/Kad
2. EFFECTIVE DOCUMENT TRACKING, MAIL HANDLING, RECORD/REGISTRY AND ARCHIVING MANAGEMENT IN TERTIARY INSTITUTIONS AND MDA'S Course Fee: N85,500	All Clerical officers, Secretaries, Typists, Registry/Records & Admin Executive Officers	24th - 28th Kad/Los	21st - 25th Kad/Los	21st - 25th Abj/Enu	25th - 29th PH/Abj	23rd-27th Los/Ben	27th -1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
		3rd-7th Kad/PH	31st Jan - 4th Abj/PH	28th - 1st April Los/Keffi	4th-8th Enu/Keffi	30th-3rd Jun Abj/Keffi	6th-10th Los/PH	4th-8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th- 2nd Dec Keffi/Abj	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/PH	28th Feb - 4th Los/Enu	11th - 15th Los/Abj	2nd - 6th Abj/Keffi	13th - 17th Enu/PH	11th - 15th Abj/Kad	1st - 5th Los/Keffi	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Keffi/PH	12th - 16th Enu/Abj
3. PERSONAL EFFECTIVENESS & DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND MANAGEMENT IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Administrators, Admin Officers, Executive Officers, P.A's, S.A's, Dep and Asst Registrars, A.D's, D.D's and Others	17th - 21st Ben/PH	14th - 18th Ben/Abj	7th - 11th PH/Kad	18th - 22nd Kad/PH	9th - 13th Enu/PH	20th - 24th Abj/Keffi	18th - 22nd Los/PH	8th - 12th Enu/Ben	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Abj/Los	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	14th - 18th Keffi/Ben	25th - 29th Ben/Abj	16th - 20th Abj/Kad	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th Abj/Kad	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Enu/Kad	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
4. EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Admin Officers, HRMgns, Executive Officers, P.A's, S.A's, Ad's, Secretaries & other Mgrs	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th 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
		24th - 28th Kad/Los	21st - 25th Los/Kad	7th - 11th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
5. DEVELOPING AND BUILDING E-GOVERNANCE STRATEGY IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Directors, Deputy Directors, Asst. Directors, Heads of Depts/units, Board members, and others seconded to this positions	3rd-7th Kad/PH	31st Jan - 4th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd Ben/Kad
6. EFFECTIVE DATA MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Data Entry officers, Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and others	24th-28th Kad/Los	21st - 25th Los/Kad	28th Feb-4th Abj/Enu	25th-29th Ben/Abj	2nd-6th Los/Ben	27th-1st July Abj/Keffi	25th-29th Ben/Abj	1st-5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st-25th Ben/PH	26th - 30th PH/Abj
		3rd-7th Kad/PH	31st Jan - 4th Abj/PH	7th - 11th Los/Enu	4th-8th Enu/Keffi	9th - 13th Abj/Keffi	6th-10th Los/PH	4th-8th Enu/Keffi	8th-12th Los/Keffi	5th-9th Abj/Kad	3rd-7th Ben/Kad	31st Oct-4th Keffi/PH	5th-9th Los/Keffi
		10th - 14th Abj/Enu	7th-11th Keffi/Enu	14th-18th PH/Kad	11th-15th Los/Abj	16th-20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/Ben	12th-16th Los/Keffi	10th-14th Enu/Abj	7th - 11th Abj/Los	12th-16th Enu/Abj
7. PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS Course Fee: N85,500	All HOD's, S.A's Administrators, Unit heads, Registrars, Asst registrars, principal secretaries and others,	17th - 21st Ben/PH	14th - 18th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd PH/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	28th - 1st April Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
8. EFFECTIVE ROLES OF ADMINISTRATORS AND SECRETARIES IN INSTITUTION & ORGANISATIONAL DEVELOPMENT Course Fee: N85,500	All Corporate Secretaries and Administrators, Legal officers, Heads of Units, Directors, and information managers in Public and Private Sectors	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th 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
		24th - 28th Kad/Los	21st - 25th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
9. CLERICAL DUTIES, RECORD MAINTENANCE AND OFFICE ROUTINE COURSE FOR OFFICE ASSISTANTS AND CLERICAL OFFICERS Course Fee: N85,500	For all registry staff, records, office Assistants, clerical, library, data and records staff	3rd-7th Kad/PH	31st Jan-4th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th PH/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd 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)

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797
website: www.nipas.org.ng email: nipasregistrar@gmail.com , email: info@nipasnig.org



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

Tel: 08037875610, 08059086457, 08081282797

Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
10. EFFECTIVE LIBRARY MANAGEMENT & E-LIBRARY DEVELOPMENT COURSE Course Fee: N85,500	All Library Executives, Librarians and Other Library Junior/Middle/Senior Officers	24th - 28th Kad/Los	21st - 25th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
11. EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY & WAGES (IPPS) & PENSION ADMINISTRATION Course Fee: N85,500	Accountants, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDAs	17th - 21st Ben/PH	14th - 18th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	7th - 11th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/PH	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
12. PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE Course Fee: N85,500	All Pension dept staff, Administrators, Supervisors, Officers and managers in Public and Private sectors	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
13. EFFECTIVE ACCIDENT AND ROAD HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers Course Fee: N85,500	All Professional Drivers in various Private, Public Sectors and Tertiary Institutions	3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th PH/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
14. PROJECT MANAGEMENT COURSE: Effective Design, Monitoring and Evaluation using MS Office 365 and MS Project tools Course Fee: N85,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff.	24th - 28th Kad/Los	21st - 25th Los/Kad	28th - 1st April Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th PH/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
15. Accounting & Finance Course on: PROPER MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N85,500	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors	17th - 21st Ben/PH	14th - 18th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
16. Accounting & Finance Course on: EFFECTIVE STORES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices in Tertiary Institutions and MDAs Course Fee: N85,500	All Stores Officers, Procurement Personnel, Inventory Managers, Supervisors, Auditors and Accountants	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	14th - 18th Enu/Kad	19th - 23rd PH/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
17. EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT IN MDAs AND TERTIARY INSTITUTIONS Course Fee: N85,500	Directors, Deputy & Asst Directors Human Resource Managers, HOD's, Admin Officers in Public & Private Sectors	3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
18. ENHANCING E-GENERATION AND OFFICE TECHNOLOGY AND MANAGEMENT SECRETARIES Course Fee: N85,500	All Private and Public sectors typists, Computer users secretaries, and front desk secretaries	24th - 28th Kad/Los	21st - 25th Los/Kad	7th - 11th Abj/Enu	25th - 29th PH/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj

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

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

Tel: 08037875610,08059086457,08081282797

Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
19 EFFECTIVE PUBLIC RELATIONS, PROTOCOL AND MEDIA ADMINISTRATION COURSE IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All P.R. Officers/Managers, Protocol Officers, Communication, Administration Officers, etc.	17th - 21st Ben/PH	14th - 18th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	28th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Enu/Keffi	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
20 PRE-RETIREMENT AND ENTREPRENEURIAL SKILL DEVELOPMENT WORKSHOP: Developing ILO Standard Course Fee: N85,500	All staff and officers getting ready for retirement	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	14th - 18th Minna/Kad	11th - 15th Los/Abj	16th - 20th Enu/Minna	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	28th - 1st April Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	28th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
21 DEVELOPING ADMINISTRATIVE OFFICERS' LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANIZATIONAL GROWTH Course Fee: N85,500	All Administrative officers, Head of units, P.A's, Assistant and Deputy Directors, and other line staff in Public sectors	3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	15th - 19th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kad
Accounting & Finance Course on: 22 EFFECTIVE ADMINISTRATION/ DETECTION AND PREVENTION OF PAYROLL AND PENSION FRAUD IN THE SYSTEM	All Internal Audit officers, payroll & Accounts officers and Pension Administrators in private / public and	24th - 28th Kad/Los	21st - 25th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	28th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
Accounting & Finance Course on: 23 CORPORATE PLANNING, BUDGETING AND BUDGET CONTROL IN TERTIARY INSTITUTIONS AND MDAs Course Fee: N85,500	All Accountants & Account Officers with the responsibilities of corporate planning Budgeting and monitoring of budget	17th - 21st Ben/PH	14th - 18th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th 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 PH/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	28th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
Accounting & Finance Course on: 24 EFFECTIVE CASHIERING, TREASURY, TSA & CENTRAL PAY OFFICE WORKSHOP	All Accounts officers, Cashiers, treasury Officers and CPO officers in MDAs, Private / Public Sectors	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	28th Feb - 4th 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	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	21st - 25th Los/Kad	7th - 11th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
Accounting & Finance Course on: 25 EFFECTIVE GOVERNMENT ACCOUNTING & FINANCE MGT., PRINCIPLES & PRACTICES FOR ACCOUNTING EXECUTIVES Course Fee: N85,500	All Accounting & Finance office with the responsibilities of dealing with public finance and management	3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	28th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 11th Los/Keffi
		10th - 14th Abj/Enu	7th - 11th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	28th - 1st April 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	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
26 EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDAs AND TERTIARY INSTITUTIONS' DEVELOPMENT Course Fee: N85,500	All clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and other Auxiliary staffs	24th - 28th Kad/Los	21st - 25th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	31st Jan - 4th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	28th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
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Accounting & Finance Course on: 27 FORENSIC ACCOUNTING & AUDIT SKILLS DEVELOPMENT AND DUE PROCESS Course Fee: N85,500	All Accountants, Audit staff and investigation officers the Public Sectors	17th - 21st Ben/PH	14th - 18th Ben/Abj	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	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
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Tel: 08037875610, 08059086457, 08081282797

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

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

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

Tel: 08037875610, 08059086457, 08081282797

Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
37 EFFECTIVE PROJECT MANAGEMENT AND URBAN PLANNING COURSE: Effective Design, Monitoring and Evaluation Course Fee: N85,500	All Project Managers and Teams, project Planners, Middle/Senior Officers and other line Staff	3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	7th - 11th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
38 MAINTENANCE OF GOVERNMENT FACILITIES AND EQUIPMENT FOR OPTIMUM UTILIZATION Course Fee: N85,500	All Technical Staff, Officers, Managers and Supervisors in Technical and Maintenance works of government Properties and Equipment	24th - 28th Kad/Los	14th - 18th Los/Kad	7th - 11th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/PH	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
39 SECURITY AND GUARDS COURSE ON SECURITY ALERTNESS, PROTECTION OF PROPERTIES, COMMUNICATION AND CRIME REPORTING IN TERTIARY INSTITUTIONS & MDA's Course Fee: N85,500	All Security Officers, Guards, Vigilantes and other with the responsibilities of Security Mgt. in Private and Private Institution Supervisors etc.	17th - 21st Ben/PH	7th - 11th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	14th - 18th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th PH/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
40 TECHNICAL AND FINANCIAL BID EVALUATION AND PROCEDURES FOR GOODS/SERVICES Course Fee: N85,500	All staff involved in Procurement and Contract management in MDA's and Tertiary Institutions	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	7th - 11th Ben/Abj	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
		24th - 28th Kad/Los	14th - 18th Los/Kad	28th - 1st April Abj/Enu	25th - 29th PH/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
41 MANAGEMENT WORKSHOP ON MECHANICAL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS & MDA's Course Fee: N85,500	All Technical Officers, Managers, Supervisors, Artisans in charge of facilities Management in Tertiary Institutions	3rd - 7th Kad/PH	21st - 25th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	7th - 11th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd PH/Kad
42 MANAGEMENT WORKSHOP AND OPTIMUM SERVICE DELIVERY ON CIVIL ENGINEERING IN TERTIARY INSTITUTIONS & MDA's Course Fee: N85,500	All Technical Officers, Civil Engineers, Managers, Supervisors, Artisans in charge of facilities Mgt. in Tertiary Institutions	24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abj/Enu	25th - 29th PH/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/PH	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
43 MANAGEMENT WORKSHOP ON ELECTRICAL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS AND MDA's Course Fee: N85,500	All Staff working under the umbrella of Electrical Engineering dept. in Tertiary Institutions & MDA's	17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/PH	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
44 WORKSHOP ON EFFECTIVE CLOUD COMPUTING AND SOCIAL MEDIA MANAGEMENT STRATEGIES Course Fee: N85,500	All Staff Involved in computer usage, data, information Mgt and PR/Advert Mgt	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	7th - 11th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	14th - 18th Los/Kad	7th - 11th Abj/Enu	25th - 29th PH/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
45 MANAGEMENT WORKSHOP ON CLINICAL LABORATORY ANALYSIS FOR IMPROVED HEALTH CARE IN TERTIARY INSTITUTIONS & MDA's Course Fee: N85,500	All Clinical Laboratory Assistants and Officers, Clinical Mgrs, Health Administrators and others Seconded to these Position in Tertiary Institutions/Clinics	3rd - 7th Kad/PH	21st - 25th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	7th - 11th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd 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)

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

website: www.nipas.org.ng email: nipasregistrar@gmail.com , email: info@nipasnig.org



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

Tel: 08037875610, 08059086457, 08081282797

Conference Titles	Target Audience	JAN	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
46 EFFECTIVE DRIVERS COURSE ON SAFETY & ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS Course Fee: N85,500	All Corporate Drivers and Mechanics in Public and Private Sectors	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
		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	21st - 25th	7th - 11th	4th - 8th	16th - 20th	6th - 10th	4th - 8th	1st - 5th	5th - 9th	3rd - 7th	31st Oct - 4th	5th - 9th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
47 MANAGEMENT COURSE ON FACILITY MANAGEMENT, OPERATIONS AND MAINTENANCE PERFORMANCE IN PUBLIC SECTORS, TERTIARY INSTITUTIONS AND MDAs Course Fee: N85,500	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions	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
		Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
		24th - 28th	14th - 18th	28th - 1st April	25th - 29th	2nd - 6th	27th - 1st July	25th - 29th	22nd - 26th	26th - 30th	24th - 28th	21st - 25th	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/Abj
48 ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SENIOR SECRETARIES AND ADMIN OFFICERS Course Fee: N85,500	All Secretaries, Admin Officers and office Managers	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
		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	7th - 11th	14th - 18th	18th - 22nd	23rd - 27th	20th - 24th	18th - 22nd	8th - 12th	19th - 23rd	17th - 21st	7th - 11th	19th - 23rd
		Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
49 SHARPENING SECRETARIES TO BECOME E-GENERATION SECRETARIES, BI-LINGUAL SECRETARIES AND OFFICE TECHNOLOGY MANAGERS Course Fee: N85,500	All Categories of Secretaries in Private, Public Sectors and Tertiary Institutions of higher Learning and MDA's and Corporations	3rd - 7th	21st - 25th	28th - 1st April	4th - 8th	2nd - 6th	6th - 10th	4th - 8th	22nd - 26th	5th - 9th	3rd - 7th	21st - 25th	5th - 9th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
		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
		Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
50 ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Clerical Assistants, Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc	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
		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	21st - 25th	21st - 25th	4th - 8th	30th - 3rd Jun	6th - 10th	4th - 8th	15th - 19th	5th - 9th	3rd - 7th	14th - 18th	5th - 9th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
51 EFFECTIVE SPEECH, EMAIL AND REPORT WRITING SKILLS THROUGH MASTERING GRAMMAR FOR PUBLIC SECTORS, TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All those whose jobs requires report writings and presentation and meeting representations. Information Officers and Chief Press Secretaries in MDA's, Public sectors and Tertiary Institutions	17th - 21st	7th - 11th	28th Feb - 4th	18th - 22nd	9th - 13th	20th - 24th	18th - 22nd	29th - 2nd Sept	19th - 23rd	17th - 21st	28th - 2nd Dec	19th - 23rd
		Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
		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
		Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	PH/Abj
52 EFFECTIVE OFFICE MANAGEMENT: Managing Multi-Tasks, Priorities & Deadlines in Tertiary Institutions & MDAs Course Fee: N85,500	All Staff in Public and Private sectors with the responsibility of office management and deals with essential task that is important and deadline bound	10th - 14th	31st Jan - 4th	21st - 25th	11th - 15th	30th - 3rd Jun	13th - 17th	11th - 15th	15th - 19th	12th - 16th	10th - 14th	14th - 18th	12th - 16th
		Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/PH	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
		17th - 21st	7th - 11th	28th - 1st April	18th - 22nd	2nd - 6th	20th - 24th	18th - 22nd	22nd - 26th	19th - 23rd	17th - 21st	21st - 25th	19th - 23rd
		Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
53 ENHANCING OFFICE DUTIES OF CLERICAL ASSISTANTS, OFFICE ASSTS, MESSENGERS, TYPISTS AND MAIL CLERKS FOR MODERN OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Clerical officers, Secretaries, Typists Registry/Records & Admin Executive Officers	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
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
		10th - 14th	31st Jan - 4th	14th - 18th	11th - 15th	23rd - 27th	13th - 17th	11th - 15th	8th - 12th	12th - 16th	10th - 14th	7th - 11th	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/Abj
54 EMERGENCY RESPONSE MANAGEMENT COURSE FOR NURSES IN PUBLIC SECTORS, TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Nurses and relevant Health workers in times of emergencies and Crises Periods	24th - 28th	14th - 18th	28th - 1st April	25th - 29th	2nd - 6th	27th - 1st July	25th - 29th	22nd - 26th	26th - 30th	24th - 28th	21st - 25th	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/Abj
		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
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi

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

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Tel: 08037875610,08059086457,08081282797

Conference Titles	Target Audience	JAN	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
55 TARGET SETTING AND WORK PROCESS IMPROVEMENT TECHNIQUES FOR ACHIEVING CORPORATE STRATEGIC OBJECTIVES Course Fee: N85,500	All Admin Officers, Secretaries, Principal Officers and Managers	17th - 21st Ben/PH	7th - 11th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	14th - 18th Los/Kad	21st - 25th Abj/Enu	25th - 29th Ben/Abj	30th - 3rd Jun Los/PH	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
56 FINANCIAL MANAGEMENT AND EXPENDITURE CONTROL IN MDAs AND TERTIARY INSTITUTIONS Course Fee: N85,500	All Admin Officers, Secretaries, Principal Officers and Managers	10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	8th - 12th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
57 SPECIALIZED COURSE ON INTERPERSONAL SKILL, PUBLIC SPEAKING, COMMUNICATION SKILL, PRESENTATION SKILL AND SPEECH DELIVERY Course Fee: N85,500	All Administrators, Secretaries, officers, Managers, Head of Units and Adhoc representatives to Dg's, Directors ,S.As to an Occasion	3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	28th - 1st April PH/Kad	11th - 15th Los/Abj	2nd - 6th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	22nd - 26th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	21st - 25th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	7th - 11th Ben/Abj	28th Feb - 4th Keffi/Ben	18th - 22nd Kad/PH	9th - 13th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	29th - 2nd Sept Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	28th - 2nd Dec Enu/Kad	19th - 23rd Ben/Kad
58 DEVELOPING KEY PERFORMANCE INDICATORS (KPIs) FOR ORGANIZATIONAL GROWTH Course Fee: N85,500	All Unit heads, Asst Directors, Deputy Directors, Managers Officers, Admin Mgrs and others	24th - 28th Kad/Los	14th - 18th Los/Kad	7th - 11th Abj/Enu	25th - 29th PH/Abj	16th - 20th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	1st - 5th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	31st Oct - 4th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	14th - 18th Los/Enu	4th - 8th Enu/Keffi	23rd - 27th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	8th - 12th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	7th - 11th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	31st Jan - 4th Keffi/Enu	21st - 25th PH/Kad	11th - 15th Los/Abj	30th - 3rd Jun Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	15th - 19th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	14th - 18th Abj/Los	12th - 16th Enu/Abj
59 EXCEL SPREADSHEET SKILLS FOR IFRS, PLANNING, FORECASTING, BUDGETING AND COMPLEX FINANCIAL CALCULATIONS Course Fee: N85,500	All Position staff who want to develop unequaled use of Excel spread sheet to handle Planning, Forecasting, Budgeting and Financial calculations in any sector.	17th - 21st Ben/PH	7th - 11th Ben/Abj	28th - 1st April Keffi/Ben	18th - 22nd Kad/PH	2nd - 6th Abj/Kad	20th - 24th Abj/Keffi	18th - 22nd Los/PH	22nd - 26th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	21st - 25th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	14th - 18th Los/Kad	28th Feb - 4th Abj/Enu	25th - 29th Ben/Abj	9th - 13th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	29th - 2nd Sept PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	28th - 2nd Dec Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	7th - 11th Los/Enu	4th - 8th Enu/Keffi	16th - 20th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	1st - 5th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	31st Oct - 4th Keffi/PH	5th - 9th Los/Keffi
60 EFFECTIVE LEADERSHIP AND TEAM BUILDING FOR MANAGERIAL SUCCESS Course Fee: N85,500	All Professionals, Directors, H.O.D's, and Operational Heads in leadership position and leading a team	10th - 14th Abj/Enu	7th - 11th Keffi/Enu	14th - 18th PH/Kad	11th - 15th Los/Abj	23rd - 27th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	8th - 12th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	7th - 11th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	14th - 18th Ben/Abj	21st - 25th Keffi/Ben	18th - 22nd Kad/PH	30th - 3rd Jun 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
		24th - 28th Kad/Los	21st - 25th Los/Kad	28th - 1st April Abj/Enu	25th - 29th PH/Abj	2nd - 6th Los/Ben	27th - 1st July Abj/Keffi	25th - 29th Ben/Abj	22nd - 26th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	21st - 25th Ben/PH	26th - 30th PH/Abj
61 MANAGING THE EXPANDING ROLES OF MODERN SECRETARIES, EXECUTIVE OFFICERS AND CLERICAL STAFF Course Fee: N85,500	All secretaries, Executive Officers and Clerical Staff of MDAs and Tertiary Institutions	3rd - 7th Kad/PH	7th - 11th Abj/PH	28th Feb - 4th Los/Enu	4th - 8th Enu/Keffi	9th - 13th Abj/Keffi	6th - 10th Los/PH	4th - 8th Enu/Keffi	29th - 2nd Sept Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	28th - 2nd Dec Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	14th - 18th Keffi/Enu	7th - 11th PH/Kad	11th - 15th Los/Abj	16th - 20th Enu/PH	13th - 17th Enu/Ben	11th - 15th Abj/Kad	1st - 5th Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	31st Oct - 4th Abj/Los	12th - 16th Enu/Abj
		17th - 21st Ben/PH	21st - 25th Ben/Abj	14th - 18th Keffi/Ben	18th - 22nd Kad/PH	23rd - 27th Abj/Kad	20th - 24th Abj/Keffi	19th - 23rd Los/PH	8th - 12th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	7th - 11th Enu/Kad	19th - 23rd Ben/Kad
62 EFFECTIVE OPTIMUM SERVICE WORKSHOP FOR TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES , ADMIN OFFICERS, ADMIN ASSTS. Course Fee: N85,500	All Private and Public sectors typists, front desk officers, receptionists, secretaries, Admin Assistants and officers	24th - 28th Kad/Los	7th - 11th Los/Kad	21st - 25th Abj/Enu	25th - 29th PH/Abj	30th - 3rd Jun Los/Ben	27th - 1st July Abj/Keffi	26th - 30th Ben/Abj	15th - 19th PH/Abj	26th - 30th Enu/Abj	24th - 28th Abj/PH	14th - 18th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	14th - 18th Abj/PH	28th - 1st April Los/Enu	4th - 8th Enu/Keffi	2nd - 6th Abj/Keffi	6th - 10th Los/PH	5th - 9th Enu/Keffi	22nd - 26th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	21st - 25th Keffi/PH	5th - 9th Los/Keffi
		10th - 14th Abj/Enu	21st - 25th Keffi/Enu	28th Feb - 4th PH/Kad	11th - 15th Los/Abj	9th - 13th Enu/PH	13th - 17th Enu/Ben	12th - 16th Abj/Kad	29th - 2nd Sept Enu/Ben	12th - 16th Los/Keffi	10th - 14th Enu/Abj	28th - 2nd Dec Abj/Los	12th - 16th Enu/Abj
63 EFFECTIVE APPROACHES TO DEFENDING AUDIT QUERIES BEFORE THE PAC OF FEDERAL AND STATE HOUSES OF ASSEMBLY Course Fee: N85,500	All Accounting Officers involved in Answering and defending Audit Queries from Federal and State Houses of Assembly	17th - 21st Ben/PH	7th - 11th Ben/Abj	7th - 11th Keffi/Ben	18th - 22nd Kad/PH	16th - 20th Abj/Kad	20th - 24th Abj/Keffi	19th - 23rd Los/PH	1st - 5th Abj/Kad	19th - 23rd Ben/PH	17th - 21st Los/Keffi	31st Oct - 4th Enu/Kad	19th - 23rd Ben/Kad
		24th - 28th Kad/Los	14th - 18th Los/Kad	14th - 18th Abj/Enu	25th - 29th Ben/Abj	23rd - 27th Los/Ben	27th - 1st July Abj/Keffi	26th - 30th Abj/Kad	8th - 12th PH/Abj	27th - 30th Enu/Abj	24th - 28th Abj/PH	7th - 11th Ben/PH	26th - 30th PH/Abj
		3rd - 7th Kad/PH	21st - 25th Abj/PH	21st - 25th Los/Enu	4th - 8th Enu/Keffi	30th - 3rd Jun Abj/Keffi	6th - 10th Los/PH	5th - 9th Enu/Keffi	15th - 19th Los/Keffi	5th - 9th Abj/Kad	3rd - 7th Ben/Kad	14th - 18th Keffi/PH	5th - 9th Los/Keffi

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

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

Tel: 08037875610,08059086457,08081282797

Conference Titles	Target Audience	JAN	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
64 PUBLIC - PRIVATE PARTNERSHIP INFRASTRUCTURE AND PROJECT FINANCE AND MANAGEMENT Course Fee: N85,500	All Staff in charge of infrastructure, project management, procurement and finance in MDA's and Tertiary Institutions	10th - 14th	31st Jan - 4th Feb	28th - 1st April	11th - 15th	2nd - 6th	14th - 18th	12th - 16th	9th - 13th	13th - 17th	11th - 15th	8th - 12th	13th - 17th
		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	7th - 11th	28th Feb - 4th Mar	18th - 22nd	9th - 13th	21st - 25th	19th - 23rd	16th - 20th	20th - 24th	18th - 22nd	15th - 19th	20th - 24th
65 EFFECTIVE MANAGING OF OFFICE/DEPT AND ADMINISTRATION OF ORGANIZATION FOR PEAK PERFORMANCE Course Fee: N85,500	All staff in Public and Private sector whose job responsibility covers public service, Administration, Management, Human Resource Development.	24th - 28th	14th - 18th	7th - 11th	25th - 29th	24th - 28th	28th - 2nd July	26th - 30th	23rd - 27th	27th - 1st Oct	25th - 29th	22nd - 26th	27th - 31st
		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	21st - 25th	14th - 18th	4th - 8th	3rd - 7th	7th - 11th	5th - 9th	2nd - 6th	6th - 10th	4th - 8th	1st - 5th	6th - 10th
66 EFFECTIVE OFFICE TECHNOLOGY & MANAGEMENT (OTM) PROCESS FOR OPTIMUM PRODUCTIVITY Course Fee: N85,500	All Clerks, Executive Assistants, Executive Officers, Typists, Computer Operators, Data Processors and Clerks and others seconded to these positions	10th - 14th	31st Jan - 4th Feb	14th - 18th	11th - 15th	10th - 14th	14th - 18th	12th - 16th	9th - 13th	13th - 17th	11th - 15th	8th - 12th	13th - 17th
		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	7th - 11th	28th - 1st April	18th - 22nd	17th - 21st	21st - 25th	19th - 23rd	16th - 20th	20th - 24th	18th - 22nd	15th - 19th	20th - 24th
67 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 positions	24th - 28th	14th - 18th	28th Feb - 4th Mar	25th - 29th	24th - 28th	28th - 2nd July	26th - 30th	23rd - 27th	27th - 1st Oct	25th - 29th	22nd - 26th	27th - 31st
		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	21st - 25th	28th Feb - 4th Mar	4th - 8th	3rd - 7th	7th - 11th	5th - 9th	2nd - 6th	6th - 10th	4th - 8th	1st - 5th	6th - 10th
68 TECHNICAL AND FINANCIAL BID EVALUATION FOR GOODS AND SERVICES FOLLOWING DUE PROCESS Course Fee: N85,500	All Procurement, contract managers, financial Managers Auditing and Accounting officers in MDA's & tertiary institutions	10th - 14th	31st Jan - 4th Feb	7th - 11th	11th - 15th	10th - 14th	14th - 18th	12th - 16th	9th - 13th	13th - 17th	11th - 15th	8th - 12th	13th - 17th
		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	7th - 11th	14th - 18th	18th - 22nd	17th - 21st	21st - 25th	19th - 23rd	16th - 20th	20th - 24th	18th - 22nd	15th - 19th	20th - 24th
69 DATA ENTRY AND BASIC PROGRAMMING FOR INFORMATION MANAGEMENT COURSE (MASTERING RELEVANT SOFTWARES) Course Fee: N85,500	All Data entry staff and Information Custodians in Private and Public Sectors	24th - 28th	14th - 18th	21st - 25th	25th - 29th	24th - 28th	28th - 2nd July	26th - 30th	23rd - 27th	27th - 1st Oct	25th - 29th	22nd - 26th	27th - 31st
		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	21st - 25th	28th - 1st April	4th - 8th	3rd - 7th	7th - 11th	5th - 9th	2nd - 6th	6th - 10th	4th - 8th	1st - 5th	6th - 10th
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 desk secretaries	10th - 14th	31st Jan - 4th Feb	28th - 1st April	11th - 15th	10th - 14th	14th - 18th	12th - 16th	9th - 13th	13th - 17th	11th - 15th	8th - 12th	13th - 17th
		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	7th - 11th	28th - 1st April	18th - 22nd	17th - 21st	21st - 25th	19th - 23rd	16th - 20th	20th - 24th	18th - 22nd	15th - 19th	20th - 24th
71 PERFORMANCE IMPROVEMENT MANAGEMENT TECHNIQUES FOR CLERICAL AND EXECUTIVE ADMINISTRATIVE OFFICERS Course Fee: N85,500	All Clerks, Admin officers, Executive officers, Executive Assistants, Clerical officers and others seconded to this positions	24th - 28th	14th - 18th	7th - 11th	25th - 29th	24th - 28th	28th - 2nd July	26th - 30th	23rd - 27th	27th - 1st Oct	25th - 29th	22nd - 26th	27th - 31st
		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	21st - 25th	14th - 18th	4th - 8th	3rd - 7th	7th - 11th	5th - 9th	2nd - 6th	6th - 10th	4th - 8th	1st - 5th	6th - 10th
72 SPECIALIZED COURSE FOR SECRETARIES AND COMPUTER USERS ON: Speed and Accuracy Typing and Use of Myscript Tool for Keyboardless Typing Course Fee: N85,500	All Secretaries, typists, Computer users and others who want be specialist in computing	10th - 14th	31st Jan - 4th Feb	21st - 25th	11th - 15th	10th - 14th	14th - 18th	12th - 16th	9th - 13th	13th - 17th	11th - 15th	8th - 12th	13th - 17th
		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	7th - 11th	28th - 1st April	18th - 22nd	17th - 21st	21st - 25th	19th - 23rd	16th - 20th	20th - 24th	18th - 22nd	15th - 19th	20th - 24th

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Conference Titles	Target Audience	JAN	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
73 ICT APPLICATION AND RECORDS MANAGEMENT IN TERTIARY INSTITUTIONS & MDAs Course Fee: N85,500	All Registry Officers, Secretaries, ICT Officers, All Mail Handling Staff	3rd - 7th	21st - 25th	7th - 11th	4th - 8th	30th - 3rd Jun	6th - 10th	4th - 8th	1st - 5th	5th - 9th	3rd - 7th	31st Oct - 4th	5th - 9th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
		10th - 14th	31st Jan - 4th	14th - 18th	11th - 15th	2nd - 6th	13th - 17th	11th - 15th	8th - 12th	12th - 16th	10th - 14th	7th - 11th	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/Abj
74 EFFECTIVE LABOUR MANAGEMENT & UNIONISM RELATIONSHIP Course Fee: N85,500	All Labour driven staff and excos in MDAs & Tertiary Institutions	24th - 28th	14th - 18th	28th - 1st April	25th - 29th	16th - 20th	27th - 1st July	25th - 29th	22nd - 26th	26th - 30th	24th - 28th	21st - 25th	26th - 30th
		Kad/Los	Los/Kad	Abj/Enu	PH/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/PH	Los/Abj
		3rd - 7th	21st - 25th	28th Feb - 4th	4th - 8th	23rd - 27th	6th - 10th	4th - 8th	29th - 2nd Sept	5th - 9th	3rd - 7th	28th - 2nd Dec	5th - 9th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
75 EFFECTIVE DATA MANAGEMENT AND PROTECTION OF SENSITIVE DOCUMENT FOR EFFICIENT SECRETARIAL & ADMINISTRATIVE OPERATIONS Course Fee: N85,500	All Secretaries, Admin Officers, Executive Officers, HOD, Clerical Officers, Personal Asst., Asst. Executive Officers dealing with documents	17th - 21st	7th - 11th	14th - 18th	18th - 22nd	2nd - 6th	20th - 24th	18th - 22nd	8th - 12th	19th - 23rd	17th - 21st	7th - 11th	19th - 23rd
		Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Kad/PH	Los/Keffi	Enu/Kad	Ben/Kad
		24th - 28th	14th - 18th	21st - 25th	25th - 29th	9th - 13th	27th - 1st July	25th - 29th	15th - 19th	26th - 30th	24th - 28th	14th - 18th	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
76 STRATEGIES FOR EFFECTIVE LIBRARY & INFORMATION MGT. AND DIGITALIZATION IN MDAs Course Fee: N85,500	All Library Officers, Information Managers and Data Mangers in Tertiary Institutions	10th - 14th	31st Jan - 4th	28th Feb - 4th	11th - 15th	23rd - 27th	13th - 17th	11th - 15th	29th - 2nd Sept	12th - 16th	10th - 14th	28th - 2nd Dec	12th - 16th
		Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/PH	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
		17th - 21st	7th - 11th	7th - 11th	18th - 22nd	30th - 3rd Jun	20th - 24th	18th - 22nd	1st - 5th	19th - 23rd	17th - 21st	31st Oct - 4th	19th - 23rd
		Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
77 MANAGING THE BOSS, SELF AND THE DEPARTMENT FOR PEAK PERFORMANCE Course Fee: N85,500	All Secretaries, Personal Assistants, Admin. Officers, Exec. Officers, Personnel officers	3rd - 7th	21st - 25th	21st - 25th	4th - 8th	9th - 13th	6th - 10th	4th - 8th	15th - 19th	5th - 9th	3rd - 7th	14th - 18th	5th - 9th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
		10th - 14th	31st Jan - 4th	28th - 1st April	11th - 15th	16th - 20th	13th - 17th	11th - 15th	22nd - 26th	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/Abj
78 COOPERATIVE SOCIETY'S MANAGEMENT AND ADMINISTRATION FOR PEAK PERFORMANCE IN MDAs AND TERTIARY INSTITUTIONS Course Fee: N85,500	All staff involved in management and Administration of cooperative societies in MDAs and tertiary institutions	24th - 28th	14th - 18th	7th - 11th	25th - 29th	30th - 3rd Jun	27th - 1st July	25th - 29th	1st - 5th	26th - 30th	24th - 28th	31st Oct - 4th	26th - 30th
		Kad/Los	Los/Kad	Abj/Enu	Ben/Abj	Los/Ben	Abj/Keffi	Ben/Abj	PH/Abj	Enu/Abj	Abj/PH	Ben/Minna	Minna/Abj
		3rd - 7th	21st - 25th	14th - 18th	4th - 8th	2nd - 6th	6th - 10th	4th - 8th	8th - 12th	5th - 9th	3rd - 7th	7th - 11th	5th - 9th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
79 EFFECTIVE USE AND APPLICATION OF COMMITTEE SYSTEM IN ADMINISTRATIVE GOVERNANCE IN TERTIARY INSTITUTIONS AND MDAs Course Fee: N85,500	All serving Heads of Dept and committee members of various committees set up in MDA's and tertiary institutions	10th - 14th	7th - 11th	28th - 1st April	11th - 15th	16th - 20th	20th - 24th	18th - 22nd	22nd - 26th	12th - 16th	17th - 21st	21st - 25th	19th - 23rd
		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	28th Feb - 4th	18th - 22nd	23rd - 27th	27th - 1st July	25th - 29th	29th - 2nd Sept	19th - 23rd	24th - 28th	28th - 2nd Dec	26th - 30th
		Ben/PH	Ben/Abj	Keffi/Ben	Kad/PH	Abj/Kad	Abj/Keffi	Los/PH	Abj/Kad	Ben/PH	Los/Keffi	Enu/Kad	Ben/Kad
80 EFFECTIVE PUBLIC RELATIONS, DIGITAL MARKETING & SOCIAL MEDIA FOR PEAK RESULTS IN MDAs AND TERTIARY INSTITUTIONS Course Fee: N85,500	All Public Relations/ Protocol Officers, Public Affairs officers, Information officers, Chief Press Secretaries and Admin. Officers	3rd - 7th	31st Jan - 4th	21st - 25th	4th - 8th	2nd - 6th	13th - 17th	11th - 15th	8th - 12th	5th - 9th	10th - 14th	7th - 11th	12th - 16th
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi
		10th - 14th	7th - 11th	28th - 1st April	11th - 15th	9th - 13th	20th - 24th	18th - 22nd	15th - 19th	12th - 16th	17th - 21st	14th - 18th	19th - 23rd
		Abj/Enu	Keffi/Enu	PH/Kad	Los/Abj	Enu/PH	Enu/Ben	Abj/Kad	Enu/Ben	Los/Keffi	Enu/Abj	Abj/Los	Enu/Abj
81 MANAGEMENT COURSE ON DATA COLLECTION & ANALYSIS FOR SCHOOL RECORDS MANAGEMENT IN TERTIARY INSTITUTIONS Course Fee: N85,500	All Data Entry and Data management staff of School records at various departments in tertiary institutions	24th - 28th	21st - 25th	7th - 14th	25th - 29th	23rd - 27th	6th - 10th	4th - 8th	29th - 2nd Sept	26th - 30th	3rd - 7th	28th - 2nd Dec	5th - 9th
		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	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
		Kad/PH	Abj/PH	Los/Enu	Enu/Keffi	Abj/Keffi	Los/PH	Enu/Keffi	Los/Keffi	Abj/Kad	Ben/Kad	Keffi/PH	Los/Keffi

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