

### NIGERIAN INSTITUTE OF PROFESSIONAL ADMINISTRATORS **AND OFFICE TECHNOLOGY & MANAGEMENT**

NIPAS, Nigeria

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

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

Tel: 08037875610, 08059086457. 08081282797.

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

Dear Sir/Ma,

1st January, 2023

#### SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2023/2024 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 2023/2024.

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

Dr. Fredrick Sunday N. FCPA, CISA, ANIPR National Coordinator/Registrar NIPAS (08059086457,08037875610)

Dr. Abdullahi Mohammed fcasi Regional Vice President

\*Tertiary Institutions \*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.

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

nipasregistrar@gmail.com E-mails: info@nipasnig.org

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 2023/2024 TRY TO ATTEND



oup photograph of 2022 Inductees @ Abuja



NERC Secretaries trained by NIPAS



Group Pix Of NIPAS trainees at Ghana





s	/N	Int'l Conference Titles	Target Audience	MAY	JUNE	AUG	ост.	NOV	DEC
	1	INTERNATIONAL TRAINING ON: ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors, Ministries,	8th - 12th GHANA \$3,000	TANZANIA \$3,500	1st - 5th UNITED KINGDOM \$4,000	16th - 21st KENYA \$3,500	06th - 11th GHANA \$3,000	11th - 15th DUBAI \$4,000
L		ADMINISTRATORS IN PUBLIC SERVICE Fee covers 1 laptop bag, feeding	Departments and Agencies of Government & others  g + certificate	22nd - 26th EAST AFRICA KIGALI - RWANDA \$3,500	26th - 29th UNITED KINGDOM \$4,000	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$3,000	13th - 18th TANZANIA \$3,500	18th - 22nd GHANA \$3,000
4		TRAINING ON EFFECTIVE LEADERSHIP	All Permanent Secretaries, DG's, Chairmen of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th TANZANIA \$3,500	1st - 5th UNITED KINGDOM \$4,000	16th - 11th KENYA \$3,500	06th - 11th GHANA \$3,000	11th - 15th DUBAI \$4,000
		COMPETENCIES AND E-GOVERNANCE STRATEGY Fee covers 1 laptop bag, feeding + c	of Faculties of Education, Business Management, Economics Studies, Health and Medicine Studies, Engineering, Technical Studies, Social Science and Humanities, ertificate	22nd - 26th GHANA \$3,000	26th - 29th UNITED KINGDOM \$4,000	21st - 25th <b>KENYA</b> \$3,500	23rd - 28th GHANA \$3,000	13th - 18th TANZANIA \$3,500	18th - 22th GHANA \$3,000
- 43	3	INTERNATIONAL CONFERENCE ON:  DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICA- TORS (KPI'S) FOR PEAK PERFORMANCE IN	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public Sectors, Ministries, Departments and Agencies of Government	8th - 12th EAST AFRICA KIGALI - RWANDA \$3,500 22nd - 26th TANZANIA	05th - 9th KENYA \$3,500 26th - 29th UNITED KINGDOM	1st - 5th FINLAND \$4,000  21st - 25th GHANA	16th - 11th TANZANIA \$3,500 23rd - 28th KENYA	<b>GHANA</b> \$3,000	11th - 15th <b>DUBAI</b> \$4,000 18th - 22nd GHANA
L		Fee covers 1 laptop bag, feeding + ce	·	\$3,500	\$4,000	\$3,000	\$3,500	\$4,000	\$3,000
	4	INTERNATIONAL CONFERENCE ON:  EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANISATION	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's , Permanent Secretaries.	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th KENYA \$3,500	1st - 5th FINLAND \$4,000	16th - 20th TANZANIA \$3,500	06th - 11th GHANA \$3,000	11th - 15th UNITED KINGDOM \$4,000
l		THROUGH DISTINCT QUALITIES, LEADERSHIP STYLE, AND TEAM BUILDING Fee covers 1 laptop bag, feeding +	Heads of Parastatals in Public Sectors , and other MDA's .	22nd - 26th GHANA \$3,000	26th - 29th FINLAND \$4,000	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$3,000	13th - 18th UNITED KINGDOM \$4,000	18th - 22nd TANZANIA \$3,500
		VENUES: GHANA- Novetel Hotel, Accra Central, Opp. the Polytechnic, Accra Ghana, UNITED KINGDOM: Hillside Building(GF), Beeston Rd. Holbec Leeds (+447776746111), FINLAND - Call DUBAI ( UAE): Seaview Hotel Biu Dubai, TANZANIA: Call, KENYA: Call 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				payable			

**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)

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

#### **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
- \* Database creation & Management etc

\* Speed Typing Holds Live at our Abuja Centre. Call: 08037875610

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



DEPT Course Fee: N88,500

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

Tel: 08037875610,08059086457,08081282797 2023/2024 training flyier

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ſ	T	Conference Titles	FOR WHOM				
		ADVANCE SECRETARIES		NASARAWA	ABUJA	ENUGU	AKWA IBOM
-		AND ADMIN WORKSHOP		Royal Dream Hotels	Nigerlink Hotels	Western Brick Hotel	ls Duran Hotel, No. 6 Atakpo Street, off
	1.	ON OFFICE MANAGEMENT.	Admin and	Mararaba	Zone 4	09-13/Jan/2023	Nnwaniba Rd. Uyo
-		RECORDS KEEPING &	Secretaries	09-13/Jan/2023	02-06/Jan/2023	23-27/Jan/2023 06-10/Feb/2023	16-20/Jan/2023
-		MANAGING THE BOSS/		30/Jan-03/Feb/023 13-17/Feb/2023	30/Jan-03/Feb/023	27/Feb-03/Mar/023	13-17/Feb/2023
-		DEPT		06-10/Mar/2023	06-10/Feb/2023 13-17/Feb/2023	20-24/Mar/2023	13-17/Mar/2023 27-31/Mar/2023
ł	+	Course Fee: N88,500 EFFECTIVE DOCUMENT		20-24/Mar/2023	13-17/Feb/2023 13-17/Mar/2023	03-07/Apr/2023	24-28/Apr/2023
-	- 1	TRACKING, MAIL HANDLING,	All Clerical officers,	10-14/Apr/2023	27-31/Mar/2023	24-28/Apr/2023	22-26/May/2023
	2	RECORD/REGISTRY AND	Secretaries, Typists,	24-28/Apr/2023	03-07/Apr/2023	08-12/May/2023	12-16/Jun/2023
-	1	ARCHIVING MANAGEMENT IN	Registry /Records &	01-05/May/2023	17-21/Apr/2023	22-26/May/2023	26-29/Jun/2023 03-07/Jul/2023
-	1	TERTIARY INSTITUTIONS AND MDA'S	Admin Executive	29/May-02/Jun/023	01-05/May/2023	05-09/Jun/2023	24-28/Jul/2023
		Course Fee: N88,500	Officers	19-23/Jun/2023	29/May-02/Jun/023	12-16/Jun/2023 03-07/Jul/2023	07-11/Aug/2023
Γ		PERSONAL EFFECTIVENESS	All Administrators,	26-29/Jun/2023 10-14/Jul/2023	19-23/Jun/2023	31/Jul-04/Aug/023	21-25/Aug/2023
-		& DYNAMIC SKILLS	Admin Officers, Executive	24-28/Jul/2023	26-30/Jun/2023	07-11/Aug/2023	04-08/Sept/2023
-	OI.	DEVELOPMENT FOR OFFICE	Officers, P.A's. S.A's, Dep and	14-18/Aug/2023	03-07/Jul/2023 31/Jul-04/Aug/023	21-25/Aug/2023	18-22/Sept/2023 02-06/Oct/2023
-		ADMINISTRATION AND		21-25/Aug/2023	07-11/Aug/2023	04-08/Sept/2023	23-27/Oct/2023
-	- 11	MANAGEMENT IN TERTIARY	Asst Registrars, A.D's, D.D's	04-08/Sept/2023	21-25/Aug/2023	25-29/Sept/2023	13-17/Nov/2023
-		INSTITUTIONS & MDAs	and Others	25-29/Sept/2023	11-15/Sept/2023	09-13/Oct/2023	20-24/Nov/2023
-	4	Course Fee: N88,500		09-13/Oct/2023	18-22/Sept/2023	30/Oct-03/Nov/023	04-08/Dec/2023
	- 1	EFFECTIVE MANAGING	All Admin Officers,	23-27/Oct/2023	16-20/Oct/2023	13-17/Nov/2023	18-22/Dec/2023 15-19/Jan/2024
-	1	OF MEETINGS, MINUTE/NOTE	HRMgrs, Executive	06-10/Nov/2023	30/Oct-03/Nov/023	20-24/Nov/2023	29/Jan-02/Feb/2024
-	1	TAKING, REPORT AND SPEECH	Officers, P.A's, S.A's,	27/Nov-01/Dec/023	13-17/Nov/2023	04-08/Dec/2023	05-09/Feb/2024
-	- 1	WRITING IN TERTIARY	Ad's, Secretaries &	11-15/Dec/2023 25-29/Dec/2023	27/Nov-01/Dec/023	18-22/Dec/2023 01-05/Jan/2024	26/Feb-01/Mar/2024
-	- 1		other Mgrs	01-05/Jan/2024	04-08/Dec/2023	22-26/Jan/2024	04-08/Mar/2024
-	1	INSTITUTIONS & MDAs Course Fee: N88,500	Outer myrs	29/Jan-02/Feb/024	18-22/Dec/2023 01-05/Jan/2024	05-09/Feb/2024	25-29/Mar/2024 15-19/Apr/2024
ŀ	+		D-4#6	12-16/Feb/2024	22-26/Jan/2024	19-23/Feb/2024	22-26/Apr/2024
-		EFFECTIVE DATA	Data officers,	26/Feb-01/Mar/024	05-09/Feb/2024	04-08/Mar/2024	
-	5.	ENTRY AND	secretaries and	11-15/Mar/2024	19-23/Feb/2024	11-15/Mar/2024	KANO Ni'imah Hotel
-	"	INFORMATION	Admin Staff and	10 ==,,=0= .	04-08/Mar/2024	01-05/Apr/2024	Nasarawa GRA
-		MANAGEMENT IN	Information	15-19/Apr/2024	11-15/Mar/2024	29/Apr-03/May024	Kano
-		A CRITICAL OFFICE	Custodians	22-26/Apr/2024	08-12/Apr/2024	PORT HARCOURT Uniport, Executive	16-20/Jan/2023
	Ц	Course Fee: N88,500		LAGOS	29/Apr-03/May024	Lounge of NIM ( Cal	13-17/Feb/2023
-	6.	EMBRACING ERA OF	All Data Entry officers, Secretaries, Admin	Excellence Hotels, Ikeja	KADUNA Hamdala Hotels, Kaduna	07035261122)	13-17/Mar/2023
-	1	PAPERLESS OFFICE	officers, P.A's,	16-20/Jan/2023	02-06/Jan/2023	02-06/Jan/2023	27-31/Mar/2023
-	- 1	ADMINISTRATION IN	Clerical officers,	23-27/Jan/2023	23-27/Jan/2023	16-20/Jan/2023	24-28/Apr/2023
-	- 1	TERTIARY INSTITUTIONS	Supervisors, MIS officers, Exec officers,	20-24/Feb/2023	06-10/Feb/2023	30/Jan-03/Feb/023	22-26/May/2023
-	1	& MDAs	Operators and other	27/Feb-03/Mar/023	20-24/Feb/2023	06-10/Feb/2023	12-16/Jun/2023 26-29/Jun/2023
ŀ	4	Course Fee: N88,500	.,	06-10/Mar/2023	06-10/Mar/2023	27/Feb-03/Mar/023 06-10/Mar/2023	03-07/Jul/2023
-		PRACTICAL APPROACH		10-14/Apr/2023	27-31/Mar/2023	27-31/Mar/2023	24-28/Jul/2023
- [,		TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING	Admin Officers	24-28/Apr/2023 08-12/May/2023	17-21/Apr/2023	03-07/Apr/2023	07-11/Aug/2023
-		METHODS, PRESENTATION	and Secretaries	22-26/May/2023	24-28/Apr/2023	17-21/Apr/2023	21-25/Aug/2023
-		SKILLS AND MASTERING	and Coordanies	05-09/Jun/2023	15-19/May/2023 05-09/Jun/2023	08-12/May/2023	04-08/Sept/2023
-		COMMUNICATION SKILLS		26-29/Jun/2023	12-16/Jun/2023	29/May-02/Jun/023	18-22/Sept/2023
		Course Fee: N88,500		17-21/Jul/2023	10-14/Jul/2023	05-09/Jun/2023	02-06/Oct/2023
H	8.	EFFECTIVE		31/Jul-04/Aug/023	24-28/Jul/2023	12-16/Jun/2023	23-27/Oct/2023
	- 1			28/Aug-01/Sept/023	14-18/Aug/2023	17-21/Jul/2023 07-11/Aug/2023	13-17/Nov/2023
	- 1	CLERICAL DUTIES	All Clerical	11-15/Sept/2023	28/Aug-01/Sept/023	21-25/Aug/2023	20-24/Nov/2023
		FOR OFFICE		18-22/Sept/2023 16-20/Oct/2023	04-08/Sept/2023	04-08/Sept/2023	04-08/Dec/2023 18-22/Dec/2023
-	1	MANAGEMENT	Staff	30/Oct-03/Nov/023	25-29/Sept/2023	18-22/Sept/2023	15-19/Jan/2024
-	1	Course Fee: N88,500		06-10/Nov/2023	02-06/Oct/2023 23-27/Oct/2023	16-20/Oct/2023	29/Jan-02/Feb/2024
ŀ	7	EFFECTIVE MANAGING		30/Oct-03/Nov/023	06-10/Nov/2023	23-27/Oct/2023	05-09/Feb/2024
9	9.	OF OFFICE/DEPT AND	All staff in Public and Private	04-08/Dec/2023	13-17/Nov/2023	30/Oct-03/Nov/023	26/Feb-01/Mar/2024
		ADMINISTRATION OF	sector whose job responsibi- lity covers public service,	11-15/Dec/2023	04-08/Dec/2023	13-17/Nov/2023	04-08/Mar/2024
		ORGANIZATION FOR	Administration, Management,	08-12/Jan/2024	18-22/Dec/2023	20-24/Nov/2023	25-29/Mar/2024
		PEAK PERFORMANCE	Human Resource Developm-	22-26/Jan/2024	08-12/Jan/2024	11-15/Dec/2023	15-19/Apr/2024
		Course Fee: N88,500	ent.	05-09/Feb/2024	22-26/Jan/2024	18-22/Dec/2023 08-12/Jan/2024	22-26/Apr/2024
ŀ	┥	ADVANCE CLERICAL		19-23/Feb/2024	05-09/Feb/2024	15-19/Jan/2024	Mil
	- 1	AND ADMIN WORKSHOP	All Clerical	04-08/Mar/2024 18-22/Mar/2024	26/Feb-01/Mar/024	05-09/Feb/2024	A
		ON OFFICE MANAGEMENT,	and Admin staff	22-26/Apr/2024	04-08/Mar/2024	12-16/Feb/2024 D	Or. Fredrick Sunday N. fcpa, cisa, anipr, fcasi
[		RECORDS KEEPING &	in Tertiary Institutions	29/Apr-03/May2024	25-29/Mar/2024 01-05/Apr/2024	04-08/Mar/2024	Registrar/National Coordinator
		MANAGING THE BOSS/	and MDA's	, , ., <u>,</u>	22-26/Apr/2024	25-29/Mar/2024	08037875610,08059086457
		DEPT				08-12/Apr/2024	3

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29/Apr-03/May2024



Course Fee: N88,500

DEVELOPMENT

Auxiliary staffs

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

Tel: 08037875610,08059086457,08081282797

2023/2024 training flyier

			2023/20/	24 II allili	ng nyier	
Γ	Conference Titles	Target Audience	Venues/ Dates			
Г	EFFECTIVE e - LIBRARY	All Library Executives,	NASARAWA	ABUJA	Western Brick Hotels	AKWA IBOM
	MANAGEMENT &		Royal Dream Hotels	Nigerlink Hotels	09-13/Jan/2023	Duran Hotel,No. 6 Atakpo Street, off
10.		Librarians and Other	Mararaba	Zone 4	23-27/Jan/2023	Nnwaniba Rd. Uy
	DEVELOPMENT STRATEGIES	Library Junior/Middle/	09-13/Jan/2023	02-06/Jan/2023	06-10/Feb/2023	16-20/Jan/2023
	WORKSHOP	· ·	30/Jan-03/Feb/023	30/Jan-03/Feb/023	27/Feb-03/Mar/023	13-17/Feb/2023
	Course Fee: N88,500	Senior Officers	13-17/Feb/2023 06-10/Mar/2023	06-10/Feb/2023	20-24/Mar/2023	13-17/Mar/2023
Г	EFFECTIVE BUDGETING	Accountants Auditors	20-24/Mar/2023	13-17/Feb/2023 13-17/Mar/2023	03-07/Apr/2023	27-31/Mar/2023
		Accountants, Auditors,	10-14/Apr/2023	27-31/Mar/2023	24-28/Apr/2023	24-28/Apr/2023 22-26/May/2023
11.	(ZBB), TSA, CPO, E-PAYMENT,	Registrars, Bursars,	24-28/Apr/2023	03-07/Apr/2023	08-12/May/2023	12-16/Jun/2023
'''	SALARY & WAGES (IPPS) &	Treasurers, Accounting	01-05/May/2023	17-21/Apr/2023	22-26/May/2023	26-29/Jun/2023
	PENSION ADMINISTRATION	Officers, Finance Mgrs in	29/May-02/Jun/023	01-05/May/2023	05-09/Jun/2023	03-07/Jul/2023
	Course Fee: N88.500	MDA's	19-23/Jun/2023	29/May-02/Jun/023	12-16/Jun/2023	24-28/Jul/2023
			26-29/Jun/2023	19-23/Jun/2023	03-07/Jul/2023	07-11/Aug/2023
	PENSION ADMINISTRATION	All Pension dept	10-14/Jul/2023	26-30/Jun/2023	31/Jul-04/Aug/023 07-11/Aug/2023	21-25/Aug/2023 04-08/Sept/2023
12	A FURI AVEE AAURENAJEIAN	staff, Administrators,	24-28/Jul/2023	03-07/Jul/2023	21-25/Aug/2023	18-22/Sept/2023
	& EMPLOYEE COMPENSATION	Supervisors , Officers	14-18/Aug/2023	31/Jul-04/Aug/023	04-08/Sept/2023	02-06/Oct/2023
	AARAAA AAUDAR	and managers in Public and Private	21-25/Aug/2023	07-11/Aug/2023	25-29/Sept/2023	23-27/Oct/2023
	ACT 2011 COURSE	sectors	04-08/Sept/2023	21-25/Aug/2023	09-13/Oct/2023	13-17/Nov/2023
	Course Fee: N88,500	3001013	25-29/Sept/2023 09-13/Oct/2023	11-15/Sept/2023	30/Oct-03/Nov/023	20-24/Nov/2023
Г	EFFECTIVE ACCIDENT	Ī	23-27/Oct/2023	18-22/Sept/2023	13-17/Nov/2023	04-08/Dec/2023 18-22/Dec/2023
I.,	AND ROAD HAZARDS	l <b>-</b> .	06-10/Nov/2023	16-20/Oct/2023 30/Oct-03/Nov/023	20-24/Nov/2023	15-19/Jan/2024
13		Transport	27/Nov-01/Dec/023	13-17/Nov/2023	04-08/Dec/2023	29/Jan-02/Feb/2024
	MANAGEMENT AND	and	11-15/Dec/2023	27/Nov-01/Dec/023	18-22/Dec/2023	05-09/Feb/2024
	CONTROL: A Guide for	Drivers	25-29/Dec/2023	04-08/Dec/2023	01-05/Jan/2024	26/Feb-01/Mar/202
	Professional Drivers		01-05/Jan/2024	18-22/Dec/2023	22-26/Jan/2024	04-08/Mar/2024
	Course Fee: N88,500		29/Jan-02/Feb/024	01-05/Jan/2024	05-09/Feb/2024	25-29/Mar/2024 15-19/Apr/2024
H			12-16/Feb/2024	22-26/Jan/2024	19-23/Feb/2024	22-26/Apr/2024
	PROJECT MANAGEMENT	All Project Managers and	26/Feb-01/Mar/024	05-09/Feb/2024	04-08/Mar/2024 11-15/Mar/2024	·
14.	WORKSHOP: Effective Design,	Teams, Project Planners,	11-15/Mar/2024	19-23/Feb/2024	01-05/Apr/2024	KANO Ni'imah Hotel
'"	Monitoring and Evaluation		18-22/Mar/2024	04-08/Mar/2024	29/Apr-03/May024	Nasarawa GRA
	using MS Office 365 and	Middle/Senior Officers and	15-19/Apr/2024	11-15/Mar/2024	PORT HARCOURT	Kano
	MS Project tools	other line staff .	22-26/Apr/2024	08-12/Apr/2024	Uniport,Executive	16-20/Jan/2023
_	Course Fee: N88,500	•		29/Apr-03/May024	Lounge of NIM ( Call	13-17/Feb/2023
	Accounting & Finance Course on:	All Accounting, Finance and	LAGOS	KADUNA	07035261122)	13-17/Mar/2023
	PROPER MAINTENANCE	Auditing Staff within Grade	Excellence Hotels, Ikeja	Hamdala Hotels,	02-06/Jan/2023	27-31/Mar/2023
15.	OF SUBSIDIARY ACCOUNTS,	Level 06-14 in Government	16-20/Jan/2023	Kaduna	16-20/Jan/2023	24-28/Apr/2023
	VOTE, CASH AND LEDGER	Ministries, Departments,	23-27/Jan/2023	02-06/Jan/2023	30/Jan-03/Feb/023 06-10/Feb/2023	22-26/May/2023
	BOOKS OF ACCOUNTS	Agencies and Private/Public	20-24/Feb/2023	23-27/Jan/2023	27/Feb-03/Mar/023	12-16/Jun/2023
		Sectors	27/Feb-03/Mar/023	06-10/Feb/2023	06-10/Mar/2023	26-29/Jun/2023
H	Course Fee: N88,500	0001013	06-10/Mar/2023	20-24/Feb/2023	27-31/Mar/2023	03-07/Jul/2023
	EFFECTIVE STORES,	All Stores Officers,	10-14/Apr/2023	06-10/Mar/2023	03-07/Apr/2023	24-28/Jul/2023
l	INVENTORY, PROCUREMENT	Procurement Personnel,	24-28/Apr/2023	27-31/Mar/2023	17-21/Apr/2023	07-11/Aug/2023
16.	AND CONTRACT MANAGEMENT:	Inventory Managers,	08-12/May/2023	17-21/Apr/2023	08-12/May/2023	21-25/Aug/2023
	Global Practices in Tertiary	Supervisors, Auditors	22-26/May/2023 05-09/Jun/2023	24-28/Apr/2023 15-19/May/2023	29/May-02/Jun/023	04-08/Sept/2023
	Institutions and MDAs	and Accountants	26-29/Jun/2023	05-09/Jun/2023	05-09/Jun/2023	18-22/Sept/2023
$\vdash$	Course Fee: N88,500	anu Accountants	17-21/Jul/2023	12-16/Jun/2023	12-16/Jun/2023	02-06/Oct/2023 23-27/Oct/2023
	EFFECTIVE HUMAN		31/Jul-04/Aug/023	10-14/Jul/2023	17-21/Jul/2023	13-17/Nov/2023
17.	RESOURCE & PERSONNEL	Human	28/Aug-01/Sept/023	24-28/Jul/2023	07-11/Aug/2023	20-24/Nov/2023
	MANAGEMENT IN MDAs	Resources and	11-15/Sept/2023	14-18/Aug/2023	21-25/Aug/2023	04-08/Dec/2023
		Personnel	18-22/Sept/2023	28/Aug-01/Sept/023	04-08/Sept/2023 18-22/Sept/2023	18-22/Dec/2023
	AND TERTIARY INSTITUTIONS	Staff	16-20/Oct/2023	04-08/Sept/2023	16-20/Oct/2023	15-19/Jan/2024
H	Course Fee: N88,500		30/Oct-03/Nov/023	25-29/Sept/2023	23-27/Oct/2023	29/Jan-02/Feb/2024
	ADVANCE SECRETARIES	1110	06-10/Nov/2023	02-06/Oct/2023	30/Oct-03/Nov/023	05-09/Feb/2024
	AND ADMIN WORKSHOP	All Secretaries	30/Oct-03/Nov/023	23-27/Oct/2023	13-17/Nov/2023	26/Feb-01/Mar/2024
40	ON OFFICE MANAGEMENT,	and Admin staff	04-08/Dec/2023	06-10/Nov/2023	20-24/Nov/2023	04-08/Mar/2024
18.	RECORDS KEEPING &		11-15/Dec/2023	13-17/Nov/2023	11-15/Dec/2023	25-29/Mar/2024
		in Tertiary Institutions	08-12/Jan/2024	04-08/Dec/2023	18-22/Dec/2023	15-19/Apr/2024
	MANAGING THE BOSS/	and MDA's	22-26/Jan/2024 05-09/Feb/2024	18-22/Dec/2023 08-12/Jan/2024	08-12/Jan/2024	22-26/Apr/2024
	DEPT Course Fee: N88,500		19-23/Feb/2024	22-26/Jan/2024	15-19/Jan/2024	
$\vdash$	EFFECTIVE CONDUCT	All alaska Managara	04-08/Mar/2024	05-09/Feb/2024	05-09/Feb/2024	MK
	AND PRODUCTIVITY	All clerks, Messengers,	18-22/Mar/2024	26/Feb-01/Mar/024	12-16/Feb/2024	Dr. Fredrick Sunday N. fcpa, cisa, anipr, fcasi
19	SERVICE DELIVERY	Cleaners, Security Men,	22-26/Apr/2024	04-08/Mar/2024	04-08/Mar/2024	Registrar/National Coordinator
	FOR MDAs AND	Drivers, Receptionists, Ward	29/Apr-03/May2024	25-29/Mar/2024	25-29/Mar/2024	08037875610,08059086457
1	TERTIARY INSTITUTIONS'	Attenders and other		01-05/Apr/2024	08-12/Apr/2024	00001010010000000431

01-05/Apr/2024

22-26/Apr/2024

29/Apr-03/May2024



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

Tel: 08037875610,08059086457,08081282797 2023/2024 training flyier

	O O I I I I I I I I I I I I I I I I I I
	EFFECTIVE PUBLIC
9.	RELATIONS, PROTOCOL
	AND MEDIA ADMINISTRATION
	COURSE IN TERTIARY

**DEVELOPMENT WORKSHOP** 

FOR INTENDING

□ Conference Titles

Managers, Protocol Officers, Administration **INSTITUTIONS & MDAs** Officers, etc. **ENTRPRENEURIAL SKILLS** 

Communication,

**Target Audience** All P.R. Officers/

All staff and officers getting ready for retirement

**RETIREES IN SERVCE** Course Fee: N88,500 **DEVELOPING ADMINISTRATIVE** All Administrative officers, Head of units, P.A's, Assistant and Deputy

> All Internal Audit officers. payroll & Accounts officers and Pension Administrators in private / public and

Directors, and other line

staff in Public sectors

OFFICERS' LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANIZATIONAL GROWTH Course Fee: N88,500 Accounting & Finance Course on:

**AUDITORS WORKSHOP ON DETECTION AND PREVENTION** OF FRAUD Course Fee: N88,500

FIRS TAXPRO MAX SYSTEM

AND FILING OF FINANCIAL

**UNDERSTANDING** 

RETURNS

## Accounts staff in MDA.s

Course Fee: N88,500 EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY

& MANAGEMENT (OTM) FOR FEFECTIVE OFFICE ADMINISTRATION

Course Fee: N88,500 **CLERICAL ETIQUETTE.** 

**SECRETARIAL DUTIES** AND COMPUTING SKILLS

**EMERGING TRENDS** Course Fee: N88,500

**EFFECTIVE OFFICE MGT /CLERICAL DUTIES FOR ALL TYPISTS,** FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES. ADMIN ASSTS. IN TERTIARY INSTITUTIONS

Course Fee: N88,500

**EFFECTIVE DATA ENTRY** 

**MANAGEMENT COURSE** 

AND INFORMATION

Course Fee: N88,500

**ADVANCE ICT WORKSHOP FOR** SECRETARIES, **CLERICAL, TYPISTS** AND ADMIN OFFICERS Course Fee: N88,500

and Tertiary Institutinos

All Confidential . Principal secretaries. Supervisory secretaries. Corporate Secretaries, Typists, Senior typists, front desk secretaries, and others

All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others

All Private and Public sectors typists, front desk officers. receptionists, secretaries, Admin Assistants and officers

All Data entry staff and Information Custodians in Private and Public Sectors

ICT Staff. Secretaries. Clerical, typists And Admin Staff

#### **NASARAWA Royal Dream Hotels** Mararaba

09-13/Jan/2023 30/Jan-03/Feb/023 13-17/Feb/2023

06-10/Mar/2023 20-24/Mar/2023 10-14/Apr/2023

24-28/Apr/2023 01-05/May/2023 29/May-02/Jun/023

19-23/Jun/2023 26-29/Jun/2023 10-14/Jul/2023

24-28/Jul/2023 14-18/Aug/2023

21-25/Aug/2023 04-08/Sept/2023

25-29/Sept/2023 09-13/Oct/2023 23-27/Oct/2023

06-10/Nov/2023 27/Nov-01/Dec/023

11-15/Dec/2023 25-29/Dec/2023 01-05/Jan/2024 29/Jan-02/Feb/024

12-16/Feb/2024 26/Feb-01/Mar/024 11-15/Mar/2024

18-22/Mar/2024 15-19/Apr/2024

22-26/Apr/2024

#### **LAGOS Excellence Hotels, Ogba**

16-20/Jan/2023

Ikeja

23-27/Jan/2023 20-24/Feb/2023

27/Feb-03/Mar/023

06-10/Mar/2023 10-14/Apr/2023

24-28/Apr/2023 08-12/May/2023 22-26/May/2023

05-09/Jun/2023

26-29/Jun/2023 17-21/Jul/2023

31/Jul-04/Aug/023 28/Aug-01/Sept/023

11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023

30/Oct-03/Nov/023 06-10/Nov/2023

30/Oct-03/Nov/023 04-08/Dec/2023

11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024

05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024

22-26/Apr/2024

29/Apr-03/May2024

#### **ABUJA Nigerlink Hotels** Zone 4

02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 01-05/May/2023 29/May-02/Jun/023 19-23/Jun/2023 26-30/Jun/2023 03-07/Jul/2023 31/Jul-04/Aug/023 07-11/Aug/2023 21-25/Aug/2023 11-15/Sept/2023

18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 13-17/Nov/2023 27/Nov-01/Dec/023 04-08/Dec/2023

18-22/Dec/2023 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024

19-23/Feb/2024 04-08/Mar/2024

11-15/Mar/2024 08-12/Apr/2024 29/Apr-03/May024

#### **KADUNA** Hamdala Hotels, Kaduna

02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023 15-19/May/2023 05-09/Jun/2023 12-16/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 04-08/Sept/2023 25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023

28/Aug-01/Sept/023 06-10/Nov/2023 13-17/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/024

04-08/Mar/2024

25-29/Mar/2024

01-05/Apr/2024

22-26/Apr/2024

Venues/Dates Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023

06-10/Feb/2023 27/Feb-03/Mar/023 20-24/Mar/2023 03-07/Apr/2023

24-28/Apr/2023 08-12/May/2023 22-26/May/2023

05-09/Jun/2023 12-16/Jun/2023 03-07/Jul/2023

31/Jul-04/Aug/023 07-11/Aug/2023 21-25/Aug/2023

04-08/Sept/2023 25-29/Sept/2023 09-13/Oct/2023

30/Oct-03/Nov/023 13-17/Nov/2023 20-24/Nov/2023

04-08/Dec/2023 18-22/Dec/2023 01-05/Jan/2024

22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024

04-08/Mar/2024 11-15/Mar/2024

01-05/Apr/2024 29/Apr-03/May024

PORT HARCOURT **Uniport**, Executive Lounge of NIM (Call 07035261122)

02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023

06-10/Feb/2023 27/Feb-03/Mar/023

06-10/Mar/2023 27-31/Mar/2023

03-07/Apr/2023 17-21/Apr/2023

08-12/May/2023 29/May-02/Jun/023

05-09/Jun/2023 12-16/Jun/2023 17-21/Jul/2023 07-11/Aug/2023

21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023

16-20/Oct/2023 23-27/Oct/2023 30/Oct-03/Nov/023

13-17/Nov/2023 20-24/Nov/2023 11-15/Dec/2023 18-22/Dec/2023

08-12/Jan/2024 15-19/Jan/2024 05-09/Feb/2024 12-16/Feb/2024

04-08/Mar/2024 25-29/Mar/2024 08-12/Apr/2024

29/Apr-03/May2024

**AKWA IBOM** Duran Hotel, No. 6 Atakpo Street, off Nnwaniba Rd. Uyo 16-20/Jan/2023

13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023

12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023 24-28/Jul/2023

07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023

02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023

20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024

29/Jan-02/Feb/2024 05-09/Feb/2024 26/Feb-01/Mar/2024

04-08/Mar/2024 25-29/Mar/2024

15-19/Apr/2024 22-26/Apr/2024

KANO Ni'imah Hotel Nasarawa GRA Kano

16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023

22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023

03-07/Jul/2023 24-28/Jul/2023 07-11/Aug/2023

21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023

02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023

20-24/Nov/2023 04-08/Dec/2023

18-22/Dec/2023 15-19/Jan/2024

29/Jan-02/Feb/2024

05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024

25-29/Mar/2024 15-19/Apr/2024

22-26/Apr/2024

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





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

Tel: 08037875610,08059086457,08081282797

2023/2024 training flyier

Venues/Dates **Target Audience Conference Titles** All Technical Staff, Officers, **NASARAWA MAINTENANCE OF ABUJA Royal Dream Hotels Nigerlink Hotels Western Brick Hotels** Managers and Supervisors **GOVERNMENT FACILITIES** Mararaba Zone 4 09-13/Jan/2023 in Technical and Maintenance AND EQUIPMENT FOR 09-13/Jan/2023 02-06/Jan/2023 23-27/Jan/2023 works of government **OPTIMUM UTILIZATION** 30/Jan-03/Feb/023 30/Jan-03/Feb/023 06-10/Feb/2023 **Properties and Equipment** 13-17/Feb/2023 06-10/Feb/2023 27/Feb-03/Mar/023 Course Fee: N88,500 06-10/Mar/2023 13-17/Feb/2023 20-24/Mar/2023 SECURITY AND GUARDS 20-24/Mar/2023 13-17/Mar/2023 03-07/Apr/2023 WORKSHOP ON SECURITY Security/ 10-14/Apr/2023 27-31/Mar/2023 24-28/Apr/2023 ALERTNESS, PROTECTION 24-28/Apr/2023 Guards 03-07/Apr/2023 08-12/May/2023 OF PROPERTIES, COMMUNICATION 01-05/May/2023 Personnel's 17-21/Apr/2023 AND CRIME REPORTING IN 22-26/May/2023 29/May-02/Jun/023 TERTIARY INSTITUTIONS & MDA's 01-05/May/2023 05-09/Jun/2023 Course Fee: N88,500 19-23/Jun/2023 29/May-02/Jun/023 12-16/Jun/2023 **ADVANCED SECURITY** 26-29/Jun/2023 19-23/Jun/2023 03-07/Jul/2023 10-14/Jul/2023 Security/ **MANAGEMENT AND** 26-30/Jun/2023 31/Jul-04/Aug/023 24-28/Jul/2023 Guards 03-07/Jul/2023 07-11/Aug/2023 STRATEGIC OPERATIONS 14-18/Aug/2023 31/Jul-04/Aug/023 Personnel's 21-25/Aug/2023 **USING MODERN** 21-25/Aua/2023 07-11/Aug/2023 04-08/Sept/2023 **TECHNOLOGES** 04-08/Sept/2023 21-25/Aug/2023 25-29/Sept/2023 25-29/Sept/2023 20-24/Nov/2023 11-15/Sept/2023 Course Fee: N88,500 09-13/Oct/2023 09-13/Oct/2023 18-22/Sept/2023 30/Oct-03/Nov/023 MANAGEMENT WORKSHOP All Transport Officers, 23-27/Oct/2023 16-20/Oct/2023 13-17/Nov/2023 Managers, Supervisors, 06-10/Nov/2023 ON MECHANICAL ENGINEERING 30/Oct-03/Nov/023 20-24/Nov/2023 Artisans in charge of Auto 27/Nov-01/Dec/023 13-17/Nov/2023 04-08/Dec/2023 **SERVICES IN TERTIARY** Machines in Tertiary 11-15/Dec/2023 27/Nov-01/Dec/023 18-22/Dec/2023 **INSTITUTIONS & MDAs** 25-29/Dec/2023 Institutions and MDA's 04-08/Dec/2023 01-05/Jan/2024 01-05/Jan/2024 Course Fee: N88,500 18-22/Dec/2023 22-26/Jan/2024 29/Jan-02/Feb/024 01-05/Jan/2024 MANAGEMENT WORKSHOP 05-09/Feb/2024 All Works Officers, Civil 12-16/Feb/2024 22-26/Apr/2024 22-26/Jan/2024 19-23/Feb/2024 AND OPTIMUM SERVICE 26/Feb-01/Mar/024 Engineers, Managers, 05-09/Feb/2024 04-08/Mar/2024 **DELIVERY ON CIVIL KANO** 11-15/Mar/2024 19-23/Feb/2024 Supervisors, Artisans in 11-15/Mar/2024 **ENGINEERING IN** 18-22/Mar/2024 04-08/Mar/2024 01-05/Apr/2024 **TERTIARY INSTITUTIONS** charge of facilities 15-19/Apr/2024 11-15/Mar/2024 29/Apr-03/May024 Kano & MDAs Mgt. in Tertiary Institutions 22-26/Apr/2024 08-12/Apr/2024 Course Fee: N88,500 29/Apr-03/May024 **PORT HARCOURT** MANAGEMENT WORKSHOP All Staff working under the **Uniport, Executive** ON ELECTRICAL **LAGOS KADUNA** Lounge of NIM (Call umbrella of Electrical **Excellence Hotels, Ikeja** Hamdala Hotels, Kaduna 07035261122) **ENGINEERING SERVICES IN** 16-20/Jan/2023 Engineering dept. in 02-06/Jan/2023 02-06/Jan/2023 TERTIARY INSTITUTIONS 23-27/Jan/2023 23-27/Jan/2023 16-20/Jan/2023 **Tertiary Institutions & MDA's AND MDAs** 20-24/Feb/2023 06-10/Feb/2023 30/Jan-03/Feb/023 Course Fee: N88,500 27/Feb-03/Mar/023 06-10/Feb/2023 20-24/Feb/2023 **UNDERSTANDING FUNCTIONS, RATIOS** 06-10/Mar/2023 Architects, Statisticians, 06-10/Mar/2023 27/Feb-03/Mar/023 10-14/Apr/2023 27-31/Mar/2023 06-10/Mar/2023 & FORMULAS OF COMPLEX Researchers, Accountants, 24-28/Apr/2023 17-21/Apr/2023 27-31/Mar/2023 **ICT Basic Programmers**, **CALCULATION USING EXCEL, SPSS,** 08-12/May/2023 24-28/Apr/2023 03-07/Apr/2023 and others whose work 22-26/May/2023 17-21/Apr/2023 15-19/May/2023 **AUTO CAD & OTHER SOFTWARE FOR** 05-09/Jun/2023 demands Complex 05-09/Jun/2023 08-12/May/2023 26-29/Jun/2023 EFFECTIVE WORK DELIVERY 12-16/Jun/2023 29/May-02/Jun/023 **Calculations** 17-21/Jul/2023 10-14/Jul/2023 05-09/Jun/2023 Course Fee: N88,500 31/Jul-04/Aug/023 24-28/Jul/2023 12-16/Jun/2023 28/Aug-01/Sept/023 14-18/Aug/2023 17-21/Jul/2023 MANAGEMENT WORKSHOP All Clinical Laboratory 11-15/Sept/2023 04-08/Dec/2023 28/Aug-01/Sept/023 07-11/Aug/2023 18-22/Sept/2023 ON CLINICAL LABORATORY 04-08/Sept/2023 21-25/Aug/2023 Assistants and Officers, Clinical Mors, 16-20/Oct/2023 04-08/Sept/2023 25-29/Sept/2023 **ANALYSIS FOR IMPROVED** Health Administrators and others 30/Oct-03/Nov/023 18-22/Sept/2023 02-06/Oct/2023 06-10/Nov/2023 23-27/Oct/2023 16-20/Oct/2023 Seconded to these Position in **HEALTH CARE IN TERTIARY** 30/Oct-03/Nov/023 06-10/Nov/2023 23-27/Oct/2023 Tertiary Institutions/Clinics 04-08/Dec/2023 13-17/Nov/2023 30/Oct-03/Nov/023 **INSTITUTIONS & MDAs** 11-15/Dec/2023 04-08/Dec/2023 13-17/Nov/2023 Course Fee: N88,500 08-12/Jan/2024 20-24/Nov/2023 15-19/Apr/2024 18-22/Dec/2023 22-26/Jan/2024 08-12/Jan/2024 11-15/Dec/2023 **EMERGENCY RESPONSE** 05-09/Feb/2024 22-26/Jan/2024 18-22/Dec/2023 All Nurses and relevant **MANAGEMENT WORKSHOP** 19-23/Feb/2024 MK 05-09/Feb/2024 08-12/Jan/2024 **FOR NURSES AND** 45 Health workers 04-08/Mar/2024 26/Feb-01/Mar/024 15-19/Jan/2024 **OTHER HEALTH WORKERS** 18-22/Mar/2024 05-09/Feb/2024 04-08/Mar/2024 in times of emergencies **IN TERTIARY** 

22-26/Apr/2024

29/Apr-03/May2024

and Crises Periods

**INSTITUTIONS &** 

Course Fee: N88.500

25-29/Mar/2024

01-05/Apr/2024

22-26/Apr/2024

**AKWA IBOM** Duran Hotel, No. 6 Atakpo Street, off Nnwaniba Rd. Uyo 16-20/Jan/2023 13-17/Feb/2023

13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023

24-28/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023

04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024 05-09/Feb/2024

26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024

**Ni'imah Hotel** Nasarawa GRA

16-20/Jan/2023

13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023 24-28/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023

02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023 20-24/Nov/2023

18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024

05-09/Feb/2024

26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024

22-26/Apr/2024

Dr. Fredrick Sunday N. fcpa, cisa, anipr, fcasi

Registrar/National Coordinator 08037875610,08059086457

12-16/Feb/2024

04-08/Mar/2024

25-29/Mar/2024

7



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

Tel: 08037875610,08059086457,08081282797 2023/2024 training flyier

	Conference Titles
	EFFECTIVE DRIVERS
	COURSE ON SAFETY&
6	ACCIDENT PREVENTION
	TECHNIQUES AND
	DEFENSIVE DRIVING SKILLS
	Course Fee: N88,500
	MANAGEMENT WORKSHOP
	ON FACILITY MANAGEMENT,
	OPERATIONS AND
٦,	MAINTENANCE CULTURE

#### 47 MAINTENANCE CULTURE IN PUBLIC SECTORS, TERTIARY **INSTITUTIONS AND MDAs** Course Fee: N88,500

**ELECTRONIC RECORDS KEEPING. RETRIEVAL** SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES, CLERICALS **AND ADMIN OFFICERS** Course Fee: N88,500

#### ENHANCING CLERICAL STAFF AND TYPIST **DUTIES IN TERTIARY INSTITUTIONS & MDAs**

Course Fee: N88,500

**EFFECTIVE OFFICE MANAGEMENT: Managing** Multi-Tasks, Priorities & **Deadlines in Tertiary Institutions & MDAs** 

Course Fee: N88,500

**ENHANCING OFFICE DUTIES OF CLERICAL ASSISTANTS.** OFFICE ASSTS, MESSENGERS, **TYPISTS AND MAIL CLERKS FOR MODERN OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDAs** 

Course Fee: N88,500

PERFORMANCE IMPROVEMENT **TECHNIQUES FOR CLERICAL** AND EXECUTIVE ADMIN

**OFFICERS** 

Course Fee: N88,500

SPECIALIZED COURSE ON INTERPERSONAL SKILL, **PUBLIC SPEAKING. COMMUNICATION SKILL,** PRESENTATION SKILL AND SPEECH DELIVERY Course Fee: N88,500

**EFFECTIVE APPROACHES** IN DEFENDING AUDIT **QUERIES BEFORE THE PAC OF FEDERAL AND STATE HOUSES** OF ASSEMBLY

Course Fee: N88,500

DRIVERS/ TRANSPORT

FOR WHOM

All Officers, Managers and Supervisors in charge of Facilities. Operations and Maintenance in Public Sectors and Tertiary Institutions

Clericals.Admin Officers and office Managers All Clerical Assistants,

All Secretaries.

Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc

All Staff in Public and Private sectors with the responsibility of office management and deals with essential task that is important and deadline bound

All Clerical officers, Secretaries, Typists, Registry / Records & Admin Executive Officers

All Clerks, Admin officers. Executive officers. **Executive Assistants**,

Clerical officers and others seconded to this positions

All Administrators, Secretaries, officers , Managers, Head of Units and Adhoc representatives to Dg's, Directors ,S.A's to an

All Accounting Officers involved in Answering and defending Audit Queries from Federal and State Houses of Assembly

**ABUJA** 

**Royal Dream Hotels** Mararaba 09-13/Jan/2023

30/Jan-03/Feb/023 13-17/Feb/2023 06-10/Mar/2023 20-24/Mar/2023 10-14/Apr/2023 24-28/Apr/2023

**NASARAWA** 

01-05/May/2023 29/May-02/Jun/023 19-23/Jun/2023

26-29/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023

21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023

09-13/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 27/Nov-01/Dec/023

11-15/Dec/2023 25-29/Dec/2023 01-05/Jan/2024

29/Jan-02/Feb/024 12-16/Feb/2024 26/Feb-01/Mar/024

11-15/Mar/2024 18-22/Mar/2024

15-19/Apr/2024 22-26/Apr/2024

16-20/Jan/2023

**LAGOS Excellence Hotels, Ogba** Ikeja

23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 08-12/May/2023 22-26/May/2023 05-09/Jun/2023 26-29/Jun/2023 17-21/Jul/2023

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Venue/Date

Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 01-05/May/2023 29/May-02/Jun/023 19-23/Jun/2023 26-30/Jun/2023

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08-12/Apr/2024 29/Apr-03/May024

**KADUNA** Hamdala Hotels, Kaduna 02-06/Jan/2023

02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023 15-19/May/2023 05-09/Jun/2023 12-16/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 28/Aug-01/Sept/023 04-08/Sept/2023 25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 13-17/Nov/2023 04-08/Dec/2023

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Western Brick Hotels

09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/023 20-24/Mar/2023

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11-15/Mar/2024 01-05/Apr/2024

29/Apr-03/May024 **PORT HARCOURT Uniport, Executive** Lounge of NIM ( Call

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16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 08-12/May/2023

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04-08/Mar/2024 25-29/Mar/2024

29/Apr-03/May2024

**Duran Hotel, No. 6** Atakpo Street, off Nnwaniba Rd. Uyo 16-20/Jan/2023

AKWA IBOM

13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023

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22-26/Apr/2024 KANO **Ni'imah Hotel** 

Nasarawa GRA Kano

16-20/Jan/2023

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

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