



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, Area 11, Garki, Abuja.
P.O. Box 5291 Area 10 Garki Abuja

Tel: 08037875610, 08059086457,
08081282797,

e-mail: info@nipasng.org
e-mail: nipasregistrar@gmail.com
Website: www.nipasng.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.nipasng.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 fcase
Regional Vice President

TARGETED @:

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

FULLY ACCREDITED INSTITUTION

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



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.nipasng.org

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

E-mails: info@nipasng.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 2023/2024

TRY TO ATTEND ANY OF OUR CONFERENCES & WORKSHOPS



Group photograph of 2022 Inductees @ Abuja



NERC Secretaries trained by NIPAS



Group Pix Of NIPAS trainees at Ghana



Group Pix Of NIPAS trainees at UAE

FOREIGN TRAINING WORKSHOP/CONFERENCE



Group Pix Of NIPAS trainees at UAE

S/N	Int'l Conference Titles	Target Audience	MAY	JUNE	AUG	OCT.	NOV	DEC
1	INTERNATIONAL TRAINING ON: ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC SERVICE Fee covers 1 laptop bag, feeding + certificate	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors, Ministries, Departments and Agencies of Government & others	8th - 12th GHANA \$3,000	05th - 09th TANZANIA \$3,500	1st - 5th UNITED KINGDOM \$4,000	16th - 21st KENYA \$3,500	06th - 11th GHANA \$3,000	11th - 15th DUBAI \$4,000
			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
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,	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
			22nd - 26th GHANA \$3,000	26th - 29th UNITED KINGDOM \$4,000	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$3,000	13th - 18th TANZANIA \$3,500	18th - 22th GHANA \$3,000
3	INTERNATIONAL CONFERENCE ON: DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS (KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS Fee covers 1 laptop bag, feeding + certificate	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public Sectors, Ministries, Departments and Agencies of Government	8th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 9th KENYA \$3,500	1st - 5th FINLAND \$4,000	16th - 11th TANZANIA \$3,500	06th - 11th GHANA \$3,000	11th - 15th DUBAI \$4,000
			22nd - 26th TANZANIA \$3,500	26th - 29th UNITED KINGDOM \$4,000	21st - 25th GHANA \$3,000	23rd - 28th KENYA \$3,500	13th - 18th FINLAND \$4,000	18th - 22nd GHANA \$3,000
4	INTERNATIONAL CONFERENCE ON: EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANISATION THROUGH DISTINCT QUALITIES, LEADERSHIP STYLE, AND TEAM BUILDING Fee covers 1 laptop bag, feeding + certificate	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's, Permanent Secretaries, Heads of Parastatals in Public Sectors, and other MDA's .	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
			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 (+44777674611) , 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								

ENQUIRIES CONTACT:

National Coordinator
Tel: 08037875610, 08081282797, 08059086457
 E-mail: nipasregistrar@gmail.com, AND info@nipasng.org
 website: www.nipasng.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
- * 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

2023/2024 training flyer

	Conference Titles	FOR WHOM	Venue/Dates			
1.	ADVANCE SECRETARIES AND ADMIN WORKSHOP ON OFFICE MANAGEMENT, RECORDS KEEPING & MANAGING THE BOSS/ DEPT Course Fee: N88,500	Admin and Secretaries	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	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 13-17/Feb/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 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/May/024	ENUGU 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/May/024	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
2	EFFECTIVE DOCUMENT TRACKING, MAIL HANDLING, RECORD/REGISTRY AND ARCHIVING MANAGEMENT IN TERTIARY INSTITUTIONS AND MDA'S Course Fee: N88,500	All Clerical officers, Secretaries, Typists, Registry/Records & Admin Executive Officers				
3	PERSONAL EFFECTIVENESS & DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND MANAGEMENT IN TERTIARY INSTITUTIONS & MDAs Course Fee: N88,500	All Administrators, Admin Officers, Executive Officers, P.A's, S.A's, Dep and Asst Registrars, A.D's, D.D's and Others				
4.	EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS & MDAs Course Fee: N88,500	All Admin Officers, HRMgrs, Executive Officers, P.A's, S.A's, Ad's, Secretaries & other Mgrs				
5.	EFFECTIVE DATA ENTRY AND INFORMATION MANAGEMENT IN A CRITICAL OFFICE Course Fee: N88,500	Data officers, secretaries and Admin Staff and Information Custodians				
6.	EMBRACING ERA OF PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDAs Course Fee: N88,500	All Data Entry officers, Secretaries, Admin officers, P.A's, Clerical officers, Supervisors, MIS officers, Exec officers, Operators and other	LAGOS Excellence Hotels, Ikeja 16-20/Jan/2023 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 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/May/2024	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 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 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 26/Feb-01/Mar/024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024	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 17-21/Nov/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 22-26/Jan/2024 05-09/Feb/2024 15-19/Jan/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
7.	PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS Course Fee: N88,500	Admin Officers and Secretaries				
8.	EFFECTIVE CLERICAL DUTIES FOR OFFICE MANAGEMENT Course Fee: N88,500	All Clerical Staff				
9.	EFFECTIVE MANAGING OF OFFICE/DEPT AND ADMINISTRATION OF ORGANIZATION FOR PEAK PERFORMANCE Course Fee: N88,500	All staff in Public and Private sector whose job responsibility covers public service, Administration, Management, Human Resource Development.				
10	ADVANCE CLERICAL AND ADMIN WORKSHOP ON OFFICE MANAGEMENT, RECORDS KEEPING & MANAGING THE BOSS/ DEPT Course Fee: N88,500	All Clerical and Admin staff in Tertiary Institutions and MDA's				

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




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

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2023/2024 training flyer

	Conference Titles	Target Audience	Venues/ Dates			
10.	EFFECTIVE e - LIBRARY MANAGEMENT & DEVELOPMENT STRATEGIES WORKSHOP Course Fee: N88,500	All Library Executives, Librarians and Other Library Junior/Middle/ Senior Officers	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	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 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023 09-13/Oct/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 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/May/024	ENUGU 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/May/024	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
			11.	EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY & WAGES (IPPS) & PENSION ADMINISTRATION Course Fee: N88,500	Accountants, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDAs	LAGOS Excellence Hotels, Ikeja 16-20/Jan/2023 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/May/2024
12	PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE Course Fee: N88,500	All Pension dept staff, Administrators, Supervisors, Officers and managers in Public and Private sectors	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 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			
13.	EFFECTIVE ACCIDENT AND ROAD HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers Course Fee: N88,500	Transport and Drivers				
14.	PROJECT MANAGEMENT WORKSHOP: Effective Design, Monitoring and Evaluation using MS Office 365 and MS Project tools Course Fee: N88,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff.				
15.	Accounting & Finance Course on: PROPER MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N88,500	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies and Private/Public Sectors				
16.	EFFECTIVE STORES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices in Tertiary Institutions and MDAs Course Fee: N88,500	All Stores Officers, Procurement Personnel, Inventory Managers, Supervisors, Auditors and Accountants				
17.	EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT IN MDAs AND TERTIARY INSTITUTIONS Course Fee: N88,500	Human Resources and Personnel Staff				
18.	ADVANCE SECRETARIES AND ADMIN WORKSHOP ON OFFICE MANAGEMENT, RECORDS KEEPING & MANAGING THE BOSS/ DEPT Course Fee: N88,500	All Secretaries and Admin staff in Tertiary Institutions and MDAs				
19	EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDAs AND TERTIARY INSTITUTIONS' DEVELOPMENT Course Fee: N88,500	All clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and other Auxiliary staffs				


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Tel: 08037875610,08059086457,08081282797

2023/2024 training flyer

	Conference Titles	Target Audience	Venues/Dates			
19.	EFFECTIVE PUBLIC RELATIONS, PROTOCOL AND MEDIA ADMINISTRATION COURSE IN TERTIARY INSTITUTIONS & MDAs Course Fee: N88,500	All P.R. Officers/ Managers, Protocol Officers, Communication, Administration Officers, etc.	NASARAWA Royal Dream Hotels Mararaba 09-13/Jan/2023 30/Jan-03/Feb/2023 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/2023 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/2023 11-15/Dec/2023 25-29/Dec/2023 01-05/Jan/2024 29/Jan-02/Feb/2024 12-16/Feb/2024 26/Feb-01/Mar/2024 11-15/Mar/2024 18-22/Mar/2024 15-19/Apr/2024 22-26/Apr/2024	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/2023 06-10/Feb/2023 13-17/Feb/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 01-05/May/2023 29/May-02/Jun/2023 19-23/Jun/2023 26-30/Jun/2023 03-07/Jul/2023 31/Jul-04/Aug/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023 09-13/Oct/2023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/2023 13-17/Nov/2023 27/Nov-01/Dec/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 08-12/Apr/2024 29/Apr-03/May/2024	ENUGU Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/2023 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/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023 09-13/Oct/2023 30/Oct-03/Nov/2023 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/May/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 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
20.	ENTREPRENEURIAL SKILLS DEVELOPMENT WORKSHOP FOR INTENDING RETIREES IN SERVICE Course Fee: N88,500	All staff and officers getting ready for retirement				
21.	DEVELOPING ADMINISTRATIVE OFFICERS' LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANIZATIONAL GROWTH Course Fee: N88,500	All Administrative officers, Head of units, P.A's, Assistant and Deputy Directors, and other line staff in Public sectors				
22.	Accounting & Finance Course on: AUDITORS WORKSHOP ON DETECTION AND PREVENTION OF FRAUD Course Fee: N88,500	All Internal Audit officers, payroll & Accounts officers and Pension Administrators in private / public and	LAGOS Excellence Hotels,Ogba Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/2023 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/2023 28/Aug-01/Sept/2023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/2023 06-10/Nov/2023 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/May/2024	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 28/Aug-01/Sept/2023 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 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 01-05/Apr/2024 22-26/Apr/2024	PORT HARCOURT Uniport ,Executive Lounge of NIM (Call 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/2023 06-10/Feb/2023 27/Feb-03/Mar/2023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 08-12/May/2023 29/May-02/Jun/2023 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 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	
23.	UNDERSTANDING FIRS TAXPRO MAX SYSTEM AND FILING OF FINANCIAL RETURNS Course Fee: N88,500	Accounts staff in MDA,s and Tertiary Institutions				
24.	EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION Course Fee: N88,500	All Confidential , Principal secretaries, Supervisory secretaries, Corporate Secretaries, Typists, Senior typists, front desk secretaries, and others				
25.	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS EMERGING TRENDS Course Fee: N88,500	All clerical officers, Secretaries, Typists, Receptionists, Account clerks, telephone operators, front office staff, office Assistants, Computer operators, Messengers and others				
26.	EFFECTIVE OFFICE MGT /CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTS. IN TERTIARY INSTITUTIONS Course Fee: N88,500	All Private and Public sectors typists, front desk officers, receptionists, secretaries, Admin Assistants and officers				
27.	EFFECTIVE DATA ENTRY AND INFORMATION MANAGEMENT COURSE Course Fee: N88,500	All Data entry staff and Information Custodians in Private and Public Sectors				
28.	ADVANCE ICT WORKSHOP FOR SECRETARIES, CLERICAL, TYPISTS AND ADMIN OFFICERS Course Fee: N88,500	ICT Staff, Secretaries, Clerical, typists And Admin Staff				

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

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2023/2024 training flyer

Conference Titles	Target Audience	Venues/Dates			
37 MAINTENANCE OF GOVERNMENT FACILITIES AND EQUIPMENT FOR OPTIMUM UTILIZATION Course Fee: N88,500	All Technical Staff, Officers, Managers and Supervisors in Technical and Maintenance works of government Properties and Equipment	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	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 01-05/Apr/2024 29/Apr-03/May024	ENUGU 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 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	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
		38 SECURITY AND GUARDS WORKSHOP ON SECURITY ALERTNESS, PROTECTION OF PROPERTIES, COMMUNICATION AND CRIME REPORTING IN TERTIARY INSTITUTIONS & MDA's Course Fee: N88,500	Security/ Guards Personnel's	LAGOS Excellence Hotels, Ikeja 16-20/Jan/2023 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	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 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 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
39 ADVANCED SECURITY MANAGEMENT AND STRATEGIC OPERATIONS USING MODERN TECHNOLOGES Course Fee: N88,500	Security/ Guards Personnel's	40 MANAGEMENT WORKSHOP ON MECHANICAL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS & MDA's Course Fee: N88,500	All Transport Officers, Managers, Supervisors, Artisans in charge of Auto Machines in Tertiary Institutions and MDA's	41 MANAGEMENT WORKSHOP AND OPTIMUM SERVICE DELIVERY ON CIVIL ENGINEERING IN TERTIARY INSTITUTIONS & MDA's Course Fee: N88,500	All Works Officers, Civil Engineers, Managers, Supervisors, Artisans in charge of facilities Mgt. in Tertiary Institutions
42 MANAGEMENT WORKSHOP ON ELECTRICAL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS AND MDA's Course Fee: N88,500	All Staff working under the umbrella of Electrical Engineering dept. in Tertiary Institutions & MDA's	43 UNDERSTANDING FUNCTIONS, RATIOS & FORMULAS OF COMPLEX CALCULATION USING EXCEL, SPSS, AUTO CAD & OTHER SOFTWARE FOR EFFECTIVE WORK DELIVERY Course Fee: N88,500	Architects, Statisticians, Researchers, Accountants, ICT Basic Programmers, and others whose work demands Complex Calculations	44 MANAGEMENT WORKSHOP ON CLINICAL LABORATORY ANALYSIS FOR IMPROVED HEALTH CARE IN TERTIARY INSTITUTIONS & MDA's Course Fee: N88,500	All Clinical Laboratory Assistants and Officers, Clinical Mgrs, Health Administrators and others Secended to these Position in Tertiary Institutions/Clinics
45 EMERGENCY RESPONSE MANAGEMENT WORKSHOP FOR NURSES AND OTHER HEALTH WORKERS IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N88,500	All Nurses and relevant Health workers in times of emergencies and Crises Periods				

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2023/2024 training flyer

	Conference Titles	FOR WHOM	Venue/Date			
46	EFFECTIVE DRIVERS COURSE ON SAFETY & ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS Course Fee: N88,500	DRIVERS/ TRANSPORT	NASARAWA Royal Dream Hotels Mararaba 09-13/Jan/2023 30/Jan-03/Feb/023 13-17/Feb/2023	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023	ENUGU Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/023	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
47	MANAGEMENT WORKSHOP ON FACILITY MANAGEMENT, OPERATIONS AND MAINTENANCE CULTURE IN PUBLIC SECTORS, TERTIARY INSTITUTIONS AND MDAs Course Fee: N88,500	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions	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	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	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	
48	ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES, CLERICALS AND ADMIN OFFICERS Course Fee: N88,500	All Secretaries, Clericals, Admin Officers and office Managers	10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/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 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		
49	ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN TERTIARY INSTITUTIONS & MDAs Course Fee: N88,500	All Clerical Assistants, Clerical officers, Admin Clerks, Secretaries, Copy typists, Messengers, Receptionists, Mail Clerks etc	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	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 29/Jan-02/Feb/024 12-16/Feb/2024 26/Feb-01/Mar/024 11-15/Mar/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 01-05/Apr/2024 29/Apr-03/May024		
50	EFFECTIVE OFFICE MANAGEMENT: Managing Multi-Tasks, Priorities & Deadlines in Tertiary Institutions & MDAs Course Fee: N88,500	All Staff in Public and Private sectors with the responsibility of office management and deals with essential task that is important and deadline bound				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
51	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	All Clerical officers, Secretaries, Typists, Registry/Records & Admin Executive Officers	LAGOS Excellence Hotels, Ogba Ikeja 16-20/Jan/2023 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	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 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 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		
53	PERFORMANCE IMPROVEMENT TECHNIQUES FOR CLERICAL AND EXECUTIVE ADMIN OFFICERS Course Fee: N88,500	All Clerks, Admin officers, Executive officers, Executive Assistants, Clerical officers and others seconded to this positions				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 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
54	SPECIALIZED COURSE ON INTERPERSONAL SKILL, PUBLIC SPEAKING, COMMUNICATION SKILL, PRESENTATION SKILL AND SPEECH DELIVERY Course Fee: N88,500	All Administrators, Secretaries, officers, Managers, Head of Units and Adhoc representatives to Dg's, Directors, S.As to an Occasion				
	EFFECTIVE APPROACHES IN DEFENDING AUDIT QUERIES BEFORE THE PAC OF FEDERAL AND STATE HOUSES OF ASSEMBLY Course Fee: N88,500	All Accounting Officers involved in Answering and defending Audit Queries from Federal and State Houses of Assembly				


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Enrich your Professional Profile

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

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

Announces DIRECT MEMBERSHIP Admission

(By Qualification, Job Experience and MCPD Exam)

BENEFITS:

- *Get NIPAS Certification
- *Get Recognized
- *Get Chartered
- *Boost your Career
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