



## **CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS OF NIGERIA**

(Founded 1981 Chartered by Act No. 16, 2015)

### **National Secretariat:**

Our Ref: CICSRN/TPD/01-2024

Date: 15<sup>th</sup> January, 2024

No. 137, Egbeda Idimu Road Ile-Epo Alhaji Bus stop Egbeda Lagos

P.M.B. 038, SHOMOLU, Lagos Nigeria,

Phone: 08034072979, 08037849729, 08124579111

Website: [www.cicsrng.org](http://www.cicsrng.org) Email: [icsr204@yahoo.com](mailto:icsr204@yahoo.com)

[icsr205@gmail.com](mailto:icsr205@gmail.com), [icsrtransictee@yahoo.com](mailto:icsrtransictee@yahoo.com), [info@cicsrng.org](mailto:info@cicsrng.org)



Dear Sir

### **FEBRUARY – DECEMBER, 2024 SCHEDULE OF TRAINING COURSES/SEMINARS/WORKSHOPS**

Please find attached a comprehensive write-up on our year 2024 annual training and manpower development plan.

**We wish to confirm that all Courses, Seminars, Workshop and the Conference scheduled for the year 2024 will definitely hold as planned.** Participants are required to book their registration and receive confirmation in advance. One week notice of intention to attend CICSRN programme is required by the coordinator.

Please send the list of your sponsored nominees/delegates to us. Nomination form or official letter including e-mail registration can be used. We do not accept individuals without written nomination. Send e-mail to [icsr204@yahoo.com](mailto:icsr204@yahoo.com), [icsr205@gmail.com](mailto:icsr205@gmail.com), or visit the Institute website [www.cicsrng.org](http://www.cicsrng.org).

Thank you for your cooperation.

**OSHILI O. FRANCIS, B.Sc, PGDE, MCSR, ITETO**

**Assistant Registrar/CICSRN**

**Governing Board:** **President:** Dcns Charity F. C. Nwoko, FCSR, MBA,  
**Founder/Registrar:** Samuel O. A Ozomah, FCSR, MNIM, FIDPM, DIL, Obong Louis Ekpah, FCSR,

Engr. H. I Anyanwu, FCSR, FMS, FCPQM, FIIE, FNIIE, Mrs. Olufunmilayo .J. Sado, FCSR, Joseph C. Chikagwa FCSR,  
**Govt. Representatives:** Mrs. Juliana Muolokwu (NBTE), Mrs. Ann Chima (FME) and One Rep. (NUC), (Two Reps. Office of the Head of Civil Service of the Federation).



# CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS OF NIGERIA

(Founded 1981 Chartered by Act No. 16, 2015)

## National Secretariat:

Our Ref: CICSRN/TPD/01-2024

Date: 15<sup>th</sup> January, 2024

No. 137, Egbeda Idimu Road Ile-Epo Alhaji Bus stop Egbeda Lagos

P.M.B. 038, SHOMOLU, Lagos Nigeria,

Phone: 08034072979, 08037849729, 08124579111

Website: [www.cicsrng.org](http://www.cicsrng.org) Email: [icsr204@yahoo.com](mailto:icsr204@yahoo.com)

[icsr205@gmail.com](mailto:icsr205@gmail.com), [icsrtransictee@yahoo.com](mailto:icsrtransictee@yahoo.com), [info@cicsrng.org](mailto:info@cicsrng.org)



## 2024 TRAINING/COURSES/SEMINAR/WORKSHOP CALENDAR

S/N	COURSE	VENUE	FEB-APRIL	MAY-AUG	SEPT-DEC	AMOUNT
TPD.1	Advanced Office Management Course for Office Managers and Administrative Officers	Lagos Abuja	Feb 5 – 16 Lagos	May 6 – 17 Abuja	Sept 2 – 13 Lagos	Member N220,000 Non Member N250,000
TPD.2	Office Management for Personal Assistants and Confidential Secretaries Course	Lagos Owerri	March 4 – 8 Lagos	May 6 – 10 Lagos	Dec 2 – 6 Owerri	Member N120,000 Non Member N150,000
TPD.3	Office Organization and Methods Course for Administrative and Secretarial Personnel (O&M)	Lagos Rivers Abuja	May 6 – 10 Abuja	July 8 – 12 Rivers	Dec 2 – 6 Lagos	Member N120,000 Non Member N150,000
TPD.4	Effective Secretarial Practice in Office Information Management Course	Lagos Owerri	April 15 – 19 Lagos	August 12 – 16 Owerri	October 7 – 11 P/H	Member N120,000 Non Member N150,000
TPD.5	Effective Secretarial Training Course for Admin Secretarial Assistants	Lagos P/Harcourt	April 15 – 19 Lagos	July 8 – 12 Lagos	October 7 – 11 P/Harcourt	Member N120,000 Non Member N150,000
Tpd.6	Supervisory Management Course	Lagos Owerri P/H	March 4 – 8 Lagos	May 6 – 10 Lagos	Dec 2 - 6 Owerri	Member N120,000 Non Member N150,000
TPD.7	Administrative Management Course for Executive Secretaries/Officers	Lagos Abuja	March 11 – 15 Lagos	June 3 – 7 Abuja	Sept 9 – 13 Lagos	Member N220,000 Non Member N250,000
TPD.8	Information Digitalization Systems Management and Maintenance Course	National Secretariat Lagos	March 11 – 15 Lagos	June 3 – 7 August 12 – 16	Oct 7 – 11 Dec 2 – 6 Lagos	Member N120,000 Non Member N150,000
TPD.9	Office Administration Course for Office Management Technology Superintendents/Supervisors	Lagos Abuja P/H	March 4 – 8 Abuja	May 6 – 10 Lagos	August 19 – 23 P/Harcourt	Member N120,000 Non Member N150,000

TPD.10	Annual National Secretarial Management Conference/Seminar	<b>ANMSC</b>			Nov 12– 15, 2024	Member N100,000 Non Member N120,000
TPD.11	Office Organization and Management Workshop for Admin. Officers/Secretaries.	Lagos Owerri	Feb 5 – 9 Lagos	July 8 – 12 Lagos	Dec 2 – 6 Owerri	Member N120,000 Non Member N150,000
TPD.12	Office and Information Management Workshop for Parliamentary and Judicial Officers/Secretaries.	Lagos Rivers	April 15 – 19 Lagos	July 15 – 19 Rivers	Oct 2 – 6 Abuja	Member N120,000 Non Member N150,000
TPD.13	Management of Organisation and Directional Tools Workshop for PS, Directors and CEOs	Lagos Abuja Rivers	May 13 – 17 Lagos	July 8 – 12 Rivers	Sept 9 – 13 Abuja	Member N220,000 Non Member N250,000
TPD.14	Management Workshop for Personal Assistants and Secretaries to Chief Executives	Lagos Rivers Abuja Kaduna	May 13 – 17 Lagos	July 15-19 August 19 – 23 P/H	Sept 9 – 13 Oct 14 – 18	Member N150,000 Non Member N200,000
TPD.15	Office Management and Work Planning Course	Lagos Abuja	March 11 – 15 Lagos	July 22 – 26 Lagos	Sept 2 – 6 Abuja	Member N120,000 Non Member N150,000
TPD.16	Personnel Management Appreciation Course.	Lagos P/Harcourt	March 4 – 8 Lagos	July 8 – 12 Lagos	Sept 2 – 6 P/H	Member N120,000 Non Member N150,000
TPD.17	Office Management Control Techniques Course	Lagos Abuja Abuja	March 4 – 8 Lagos	July 15 – 19 Lagos	Sept 9 – 13 Abuja	Member N120,000 Non Member N150,000
TPD.18	Productivity Improvement Course in the Public and Private Sector Administration	Lagos Rivers Abuja Kaduna	July 8 - 12 Lagos	July 15-19 Abuja Aug 19-23 P/H	Sept 9 – 13 Kaduna	Member N120,000 Non Member N150,000
TPD.19	Corporate Executive Secretarial Practice Course	Lagos Abuja Owerri	Feb 5–9 June 3 – 7, Lagos	July 22 – 26 Abuja	Dec 2 – 6 Owerri	Member N180,000 Non Member N220,000
TPD.20	Office Practice and Work Planning Course for Supervisory Cadre	Lagos P/H Kaduna	June 3 – 7 Lagos	July 8 - 12 P/H	Sept 2 – 6 Kaduna	Member N120,000 Non Member N150,000
TPD.21	Effective Office Communication and Report Writing Skills Course	Lagos Abuja	August 19 – 23 Abuja	Sept 9 – 13 P/H	Dec 2 – 6 Lagos	Member N120,000 Non Member N150,000

TPD.22	Seminar for Senior Secretaries in the Public and Private Sectors	Lagos Abuja Kaduna	May 7 – 9 Lagos	July 9 – 11 Abuja	Sept 10 – 12 Kaduna	Member N100,000 Non Member N150,000
TPD.23	Seminar for Secretaries in Government Agencies practicing Corporate Governance	Lagos	June 4 – 6	July 9 – 11 Lagos	Sept 10 – 12 Lagos	Member N100,000 Non Member N150,000
TPD.24	Operational Management Workshop for Official/Verbatim Reporters in the Legislature, Judiciary and the Executive Arms of Government in Ecowas	Lagos Abuja PH Enugu	June 3 – 7 Lagos	July 8 – 12 Abuja	Aug 12 – 16 Enugu	Member N180,000 Non Member N220,000
TPD.25	A 5-day Workshop for Administrative Officers in the Legislative Arm of Government	Kaduna Lagos P/H	May 6 – 10 Kaduna	July 8 – 12 Lagos	Sept 9 – 13 P/H	Member N180,000 Non Member N220,000
TPD.26	Seminar For Secretaries in the Insurance and Finance Sector	Lagos Rivers Abuja	July 22 – 26 Lagos	Sept 2 – 6 P/H	Dec 2 – 6 Abuja	Member N100,000 Non Member N150,000
TPD.27	A 5-day Conference/Workshop of Editors-In-Chief and Heads of Publication in the Legislature	Lagos Abuja Enugu	May 6 – 10 Kaduna	July 8 – 12 Lagos	Sept 9 – 13 Lagos	Member N180,000 Non Member N220,000
TPD.28	The Company Secretary and CAMA Law 2020	Lagos Abuja	May 13 – 17 Kaduna	July 22 – 26 Abuja	September 2 – 6 Lagos	Member N250,000 Non Member N300,000
TPD.29	Advanced Office Management Technology for Secretaries and Personal Assistants (Two Weeks)	Lagos Abuja	March 4 – 15 Abuja	May 6 – 17 Lagos	Sept 2– 13 Lagos	Member N220,000 Non Member N250,000
TPD.30	Report writing, Speech and Presentation Skills Workshop for Administrative Professionals	Lagos Abuja Owerri	April 15 – 19 Lagos	August 12– 16 Owerri	October 7 – 11 Lagos	Member N120,000 Non Member N160,000
TPD.31	Strategic Management: Planning and Implementation Training for Executive Secretaries/PA's	Lagos Abuja	March 4 – 15 Abuja	May 6 – 17 Lagos	Sept 2 – 13 Lagos	Member N220,000 Non Member N250,000
TPD.32	Advanced Management Workshop for Secretaries and Personal Assistants	Lagos Abuja Owerri	April 15 – 19 Lagos	August 12 – 16 Owerri	October 2 – 6 Lagos	Member N150,000 Non Member N180,000
TPD.33	Business Intelligence Workshop for Executive Assistants and Senior Secretaries	Abuja P/H Lagos	May 6 – 10 Abuja	July 22 – 26 P/H	Sept 9 – 13 Lagos	Member N150,000 Non Member N180,000

TPD.34	Interpersonal Skill Improvement Workshop for Secretaries and Personal Assistants/ Media PR and Protocol Officers	Lagos Abuja Owerri	April 15 – 19 Lagos	August 12– 16 Owerri	October 7 – 11 Abuja	Member N120,000 Non Member N150,000
TPD.35	Organizational Development and Systems Management Workshop for Librarians and Information Management Professionals	Abuja P/H Lagos	May 13 – 17 Abuja	July 15 – 19 P/H	Sept 2 – 6 Lagos	Member N120,000 Non Member N150,000
TPD.36	Data Analysis and Records Management Workshop for Data Processors.	Lagos Abuja P/H	May 13 – 17 Abuja	July 15 – 19 P/H	Sept 2 – 6 Lagos	Member N120,000 Non Member N150,000
TPD.37	Office Management and Secretarial Administration Course for Administrative Professionals	Lagos Abuja Owerri	April 15 – 19 Lagos	August 12 – 16 Owerri	October 14 – 18 Abuja	Member N120,000 Non Member N200,000
TPD.38	Executive Secretarial Training Course for Senior Secretaries/PA’S	Lagos Abuja	March 13 – 24 Lagos	June 12 – 23 Abuja	Sept 4 – 15 Lagos	Member N220,000 Non Member N250,000
TPD.39	Legal Secretarial Practice Training for Legal Clerks and Secretaries	Lagos Abuja	March 4 – 15 Lagos	May 6 – 17 Abuja	Sept 2 – 13 Lagos	Member N220,000 Non Member N250,000
TPD.40	Human Resources Management Course For Secretaries and Administrative Professionals	Lagos Abuja P/H	May 6 – 10 Abuja	July 22 – 26 P/H	Sept 9 – 13 Lagos	Member N120,000 Non Member N150,000
TPD.41	Effective Office Management & Administration Skills	Lagos Abuja P/H	April 15 – 19 Lagos	August 12 – 16 Owerri	October 14 – 18 Abuja	Member N120,000 Non Member N150,000
<b>MCPDP 2024</b>	Strategic Planning and Implementation in Public and Private sector	Lagos Abuja P/H Kaduna Owerri	Feb 6 – 8 April 16 - 18	June 4 – 6 August 6 - 8	October 8 - 10	MCPDP N100,000
<b>MCPDP 2024</b>	Corporate Secretarial Practice Training for Executive Assistants/ Secretaries	Lagos Abuja P/H Kaduna Owerri	Feb 5 – 9 April 15 - 19	June 3 – 7 August 19 - 23	October 14 - 18	MCPDP N150,000
<b>MCPDP 2024</b>	Advanced Operational Management Training for Official/Verbatim Reporters (Hansard)	Lagos Abuja P/H Kaduna Owerri	Feb 12 – 16 April 4 - 6	June 3 – 7 August 19 - 23	October 7 - 11	MCPDP N150,000

<b>AGM 2024</b>	Annual General Meeting/ Upgrading/Induction	Lagos Abuja	June 4 – 5 Lagos	July 9 – 10 Abuja	November 11 – 15	MCPDP Affiliate & Graduate N25,000 Associate N45,000
<b>CICSR Special Event</b>	International Secretaries Week Celebration April 2024	All States Branches/ Chapters	May 15 – 19, 2024			
<b>CICSR Special Event</b>	Annual National Conference /Seminar November 2024	All States Branches/ Chapters			November 11- 15	Member N100,000 Non Member N120,000

## **SPECIAL IN HOUSE INTENSIVE SEMINAR/COURSES/WORKSHOP AND TRAINING JANUARY – DECEMBER, 2024**

### **Administration**

- Office Management and Time Management
- Electronic filing Systems and Records Management
- Effective Secretarial Practice for PAs and Administrators
- Emotional and Stress Management
- Effective Report Writing and Presentation
- Research Methodology and Data analysis
- Effective Negotiation and Conflict Resolution

### **Governance and Legislative Program**

- Public Policy and Administrative Mechanism for Good Corporate Governance
- Parliamentary Administration and Drafting of Legal Documents
- Policy Analysis for Parliamentarians & Policy Makers
- Courts Records Management and Judiciary Administration
- Strategic Planning and Effective Implementation
- Key Skills for Effective Governance, Public Policy and Delivery
- Conflict Management, Conciliation & Mediation
- Seminar on Anti-Corruption and Laundering Strategies
- Workshop for Personnel of Legal and Corporate Service Department
- Parliamentary Procedures in Democracy/Judiciary and Human Rights Roles

### **Project Management**

- Project Management
- Monitoring and Evaluation of Developmental Projects
- Project Planning, Implementation and Managing Project Teams

- Advanced Project Management
- Advanced Project Planning and Implementation
- Project Formulation and Feasibility Study Analysis
- Public Works Project Management
- Computer Applications for Project Management

### **Human Resources, Labour Relations and Leadership**

- Strategic Management and Conflict Management
- Building Capacity for Team Management in Conflict Management
- Strategic Management Development
- Strategic Performance Management
- Effective and Dynamic Role of Modern Trade Unionism
- Labour Market Information and Labour Relations Law
- Personnel Management and Performance Appraisal Strategies
- Office Management Skills for Executive Personnel
- Human Resources Information Systems-Computerized HR
- Human Resources Development
- Leadership Development and Management Skills
- Strategic Human Resources Management
- Public Relations and Personnel Management
- Effective Supervision Skills in Modern Office Environment
- Effective, Leadership and Mentoring Supervisory Skills
- Employees' Motivation and Productivity Improvement

### **Media, Communication and Journalism**

- Media Advocacy and Media Communication
- Parliamentary Reporting and Editing
- Public Relations, Communications and Organization Behaviour Management
- Effective Stakeholder's Communications Techniques
- Effective Communication Skills in Media Environment

### **Hansard Reporting**

- Advanced Operational Management Training for Official/Verbatim Reporters
- Higher Responsibility Training for Official/Verbatim Reporters in the Legislature, Judiciary and the Executive Arms of Government.
- Parliamentary Reporting and Editing Training for Official/Verbatim Reporters
- Effective Communication and Report Writing Skills Training for Official/Verbatim Reporters
- Information Systems and Record Management Training for Official/Verbatim Reporters
- Hansard Editors Course for Beginners

**For further information, please contact the officers from CICS RN National Secretariat  
Located at No. 137, Egbeda Idimu Road Ile-Epo Alhaji Bus Stop Egbeda Lagos.**

**Registrar/CEO  
08034072979**

**Asst. Registrar  
08037849729**

**Course Director  
09091277617**

**Admin Officer  
08081244844**

**Exams Officer  
08038734767**

**Email: [icsr204@yahoo.com](mailto:icsr204@yahoo.com), [icsr205@gmail.com](mailto:icsr205@gmail.com) Website:  
[www.cicsrng.org](http://www.cicsrng.org).**





## AFRICAN SCHOOL OF MANAGEMENT TECHNOLOGY

**Registered Address:** BT110, Blk 2, Flat 2, H Close, Gowon Estate, Egbeda, Lagos State - Nigeria.

**Postal Address:** P.O. Box 2067, APAPA – Lagos, Nigeria. **Email:** [asmtinfo@yahoo.com](mailto:asmtinfo@yahoo.com).

**Phone:** +234 - 08053850405, 08067903418, 080825072317. **www.asmt.org.ng**.

Our Ref: ASMT/01/24/Vol.13

Date: January 15, 2024

### **INVITATION TO SPONSOR DELEGATES TO 2024 SPECIAL TRAINING COURSES/SEMINAR/WORKSHOP**

We enclose our special capacity building; manpower training and development courses/seminar to enable you sponsor your deserving employees. We assure you of the uniqueness of these programs in meeting present day needs of knowledge and intelligence based productivity and service delivery in every business and Government organization.

The vast experience and exposure of the principal organizers of these programmes in manpower training and development spanning a period of over thirty-one years will guarantee value for your investment to get best result out of available human and material resources. There are always some new things and development to learn in ICT-driven environment. The organizers also source for the best knowledgeable in the field and topics of discourse to facilitate for optimal results.

The African School of Management Technology is a novelty fully involved in academic and professional education, research and manpower development; and management services across the African continent with headquarters in Lagos, Nigeria.

We look forward to warmly receiving your group of delegates to our courses/seminars. We assure you that all programmes listed will be effectively conducted as scheduled. Do not hesitate to give us your valued patronage. We would like you to let us know in advance that you are coming. Please note that we do not accept cash payments. All payments must be online to FBN Plc A/C No. 2017576824 in favour of ASMT. Official receipt and joining instructions/programme time table will be issued to registered participants at least two days before the commencement day. Please visit our website for other training and educational programmes on [www.asmt.org.ng](http://www.asmt.org.ng)

Thank you for your attention, cooperation and patronage.

**OSHILI O. FRANCIS, B.Sc, MCSR, PGDE, ITETO**  
**for: Coordinating Director**

*Affiliated to*

**CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS (ICSR)**

08055425839

137, Egbeda Idimu Road Ile-Epo Alhaji Bus stop Egbeda Lagos – Nigeria 08034072979, 08037849729, 08053850405

*Website:* [www.cicsrng.org](http://www.cicsrng.org)

*Email:* [icsr204@yahoo.com](mailto:icsr204@yahoo.com),

[icsr205@gmail.com](mailto:icsr205@gmail.com)





## AFRICAN SCHOOL OF MANAGEMENT TECHNOLOGY

**Registered Address:** BT110, Blk 2, Flat 2, H Close, Gowon Estate, Egbeda, Lagos State - Nigeria.

**Postal Address:** P.O. Box 2067, APAPA – Lagos, Nigeria. **Email:** [asmtinfo@yahoo.com](mailto:asmtinfo@yahoo.com).

**Phone:** +234 - 08053850405, 08067903418, 080825072317. **www.asmt.org.ng.**

**Our Ref: ASMT/CICSRN/010424/Vol.13**

**Date: January 15<sup>th</sup>, 2024**

### 2024 TRAINING/COURSES/SEMINAR/WORKSHOP CALENDAR

S/N	COURSE	VENUE	APRIL - JUNE	JULY - SEPT	OCT - DEC	AMOUNT
ASMT 0124	Total Quality Service Delivery in Office Information Management	Lagos Abuja	June 3 – 7	Aug 12 - 16	Oct 7 – 11, Dec 2 - 6	N150,000 US\$600
ASMT 0224	Office Information Management and Communication Skills Course	Lagos Abuja	April 15 – 19	Aug 19 - 23	Oct 14 – 18, Dec 2– 6	N150,000 US\$600
ASMT 0324	Information Systems Management and Communication Technology Course	Lagos Abuja PH		July 17 - 21 Sept 4 – 8	Oct 9 – 13, Dec 9 – 13	N150,000 US\$600
ASMT 0424	Office Management Performance Course (2weeks)	Lagos	May 6 – 17	July 8 – 19 Sept 2 – 13	December 9 – 13	N150,000 US\$1200
ASMT 0524	Office Information Management and Computer Web Design Techniques (2weeks)	Lagos	May 6 – 17	July 8 – 19 Sept 2 – 19	December 2 – 6	N280,000 US\$1200
ASMT 0624	Artificial Intelligence and Information Systems Management Course (2weeks)	Lagos		July 8 – 19 Sept 2 – 13	December 2 - 13	N280,000 US\$1200
ASMT 0724	Advanced Office Skills in Microsoft Office Tools	Lagos	May 6 - 10	July 15 – 19 Sept 9 – 13	December 2 – 6	N150,000 US\$600
ASMT 0824	Website Design and Management Interactive Database using (MYSQL & PHP) (2weeks)	Lagos Abuja	May 6 – 17	July 8 - 19 Sept 2 – 13	Dec 2 - 13	N280,000 US\$1200
ASMT 0924	Advanced Management Course for Executive Secretaries and Personal Assistants	Lagos		July 8 – 12 Sept 2 - 6	December 2 - 6	N160,000

ASMT 1024	Information Technology Tool for Effective Management and Accounting	Lagos	April 15 – 19	July 22 – 26 Sept 9 – 13	December 9 - 13	N160,000 US\$650
ASMT 1124	Administrative Professionals in Office Management Performance (International)	LagosNigeria  Lome- Togo	June 3 – 7 Lagos	August 19 – 23 Lagos Sept 9 – 13 Lome-Togo	Oct 7 – 11, Abuja Dec 2 – 6 Lagos	Lagos and Abuja N250,000  Lome-Togo \$1000
ASMT 1224	Office Management Strategic Planning and Effective Decision Making Process	Lagos		August 12 – 16 Sept 9 - 13	Oct 14 – 18, Dec 2 – 6	N150,000 US\$600
1324	Advanced Office Management Performance Course for Administrative Professionals	Lagos	June 3 – 7	August 19 – 23 Sept 2 - 6	Oct 9– 13, Dec 5– 9	N150,000 US\$600
1424	Seminar on Executive Intelligence Skills in Secretarial Administration	Lagos	June 3 – 7	August 19 – 23 Sept 9 - 13	Oct 7 – 11, Dec 2 – 6	N100,000 US\$600
1524	TQM Communication and Reporting Skills Course	Lagos		August 12 – 16 Sept 2 – 6	October 14 – 18	N150,000 US\$600
1624	Confidential/Executive Secretaries, Officers and Administrative Professionals Course	Lagos	May 13 – 17	July 8 - 12 September 9 – 13		N150,000 US\$600
1724	Corporate Executive Secretarial Practice and Management Technology	Lagos		July 22 - 26	October 7 – 11	N200,000 US\$800
1824	Stores and Inventory Technology Management	Lagos	May 13– 17	Aug 19 - 23	December 2- 6	N150,000 US\$600
1924	Effective Procurement Technology Management	Lagos		July 8- 12	December 2 – 6	N150,000 US\$600
2024	Effective Report Writing and Speed Writing Development Course (Executive Diploma Program) (2weeks)	Lagos	May 6 - 17	September 2 - 13	December 2 – 6	N200,000 US\$800
2124	Administrative Management Workshop for Media and Protocol Officers	Lagos	April 15– 19		October 14 – 18	N150,000 US\$600

2224	Records and Information Management for Registry Personnel	Lagos		July 15 – 19  Aug 12 - 16	Oct 7 – 11, Dec 2 – 6	N100,000 US\$500
2324	Office Administration and Work Planning/Productivity Course	Lagos	May 6 - 10		December 9 – 13	N140,000 US\$550
2424	Maintenance Management for Administrative/Executive Officers and Secretaries Workshop	Lagos	June 3 - 7	Aug 19 - 23	Oct 14– 18, Dec 2 – 6	N150,000 US\$600
2524	Professional Skills Development Seminar	Owerri Abuja Lagos P/H Kaduna	Feb 5 – 9 Owerri April 15 – 19 Abuja	June 3 – 7 Lagos August 19 – 23 Port/Harcourt	October 14 – 18 Kaduna	N150,000 US\$600

**For further information, please contact the officers from CICS RN National Secretariat Lagos.**

**Coordinator  
08034072979**

**Asst. Coordinator  
08053850405**

**Course Director  
08037849729**

**Email: [asmtinfo@yahoo.com](mailto:asmtinfo@yahoo.com), [asmtinfo584@gmail.com](mailto:asmtinfo584@gmail.com),  
Website: [www.asmt.org.ng](http://www.asmt.org.ng)**