

THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA (ASCON)

P. M. B. 1004, TOPO BADAGRY,
LAGOS STATE, NIGERIA.



2018

BROCHURE OF COURSES



Mrs.
**Winifred
Ekanem
Oyo-Ita, FCA**
Head of the
Civil Service of the
Federation



**Mrs.
C. U.
Gayya**
B. Sc. M. Sc. FIMC mni
Director-General



DIRECTORS OF STUDIES AND HEADS



Mr. E. E. Akpan
Business Enterprises
Management



Mr. R. A. Alabi
Computer & Info.
Management



Mr. R. I. Olanigan
Economics Management



Mr. G. A. Afolayan
Financial Management



Mrs. M. E. Oshionebo
Gender Management



Dr. T. A. Fagge
Leadership Development
Management



J. K. Alagbe Esq.
Legislative
Management



Mr. A. Musa
Local Government
Management



Mr. J. Y. Ayuba
Management Consultancy
Services



Mr. J.F.A. Obaoye
Management Studies



Dr. H. Abdul
Public Administration



Mr. M. F. Adegbola, mrs.
Research & Publications



Dr. B. I. Sambo
Small & Medium Emerp.
Management



Mr. A. A. Gambari
College Librarian



Mr. A.A. Tolari
Planning



Dr. J.A. (Mrs) Achoba
Admin & HR



Mr. A.S. Muhammad
Internal Audit



Mr. T.O. Ogunbemi
Finance & Accounts



Mr. B.O. Eniaiyejuni
Procurement



Mr. I.A. Andenyang
Ventures Services



Mr. O.O. Ladipo
Special Duties

2018 CONFERENCES, SEMINARS AND FORUMS

BUSINESS ENTERPRISES MANAGEMENT

NATIONAL CONFERENCE ON TOURISM DEVELOPMENT IN NIGERIA

Date: October 8 – 10, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Eighty Thousand Naira only (₦ 80,000.00)

LEADERSHIP MANAGEMENT

LEADERSHIP AND THE CHALLENGES OF ETHNIC NATIONALITIES IN NIGERIA

Date: September 17 – 19, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Eighty Thousand Naira only (₦ 80,000.00)

SMALL AND MEDIUM ENTERPRISES MANAGEMENT

CASH MANAGEMENT IN ORGANISATION

Date: March 19 – 21, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Hundred Thousand Naira only (₦ 100,000.00)

MICRO, SMALL AND MEDIUM ENTERPRISES FORUM

Date: July 24 – 26, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Hundred Thousand Naira only (₦ 100,000.00)

WEALTH CREATION AND MANAGEMENT

Date: September 24 – 26, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Seventy Thousand Naira only (₦ 70,000.00)

GENDER MANAGEMENT

SECOND ROUND TABLE CONFERENCE FOR GENDER DESK OFFICERS

Date: July 2 – 6, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Seventy Five Thousand Naira only (₦ 75,000.00)

A FIVE DAY FORUM FOR WOMEN DIRECTORS, DEPUTY DIRECTORS AND ASSISTANT DIRECTORS

Date: August 6 – 10, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Seventy Five Thousand Naira only (₦ 75,000.00)

THIRD ROUND TABLE CONFERENCE ON GENDER AND SUSTAINABLE DEVELOPMENT

Date: November 5 – 9, 2018
Venue: ASCON, Topo – Badagry, Lagos
Programme Fee: Seventy Five Thousand Naira only (₦ 75,000.00)

2018 TRAINING PROGRAMMES

BUSINESS ENTERPRISES MANAGEMENT

REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Public Enterprises Management	1 st Run: May 5 - 18, 2018 2 nd Run: October 13 – 26, 2018	Two Weeks	₦107,500
2.	Advanced Public Enterprises Management	1 st Run: June 30 – July 13, 2018 2 nd Run: September 15 – 28, 2018	Two Weeks	₦132,500

WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Public-Private Partnership (PPP)	1 st Run: May 14 – 18, 2018 2 nd Run: November 5 – 9, 2018	Five Days	₦80,000
2.	Events Management	1 st Run: July 2 – 6, 2018 2 nd Run: Sept. 17 – 21, 2018	Five Days	₦75,000
3.	Feasibility Studies and Investment Analysis	1 st Run: June 4 – 8, 2018 2 nd Run: September 10 – 14, 2018	Five Days	₦75,000
4.	Strategic Plan Development and Implementation	1 st Run: July 23 – 27, 2018 2 nd Run: December 3 – 7, 2018	Five Days	₦75,000
5.	Management of Cooperative Societies	1 st Run: May 21 – 25, 2018 2 nd Run: August 6 – 10, 2018	Five Days	₦75,000
6.	Treasury Management	1 st Run: June 25 – 29, 2018 2 nd Run: November 19 – 23, 2018	Five Days	₦75,000
7.	Assets Management	1 st Run: July 2 – 6, 2018 2 nd Run: October 22 – 26, 2018	Five Days	₦75,000
8.	Innovations in Tourism Management	1 st Run: April 23 – 27, 2018 2 nd Run: October 8 – 12, 2018	Five Days	₦75,000
9.	Entrepreneurship Development Programme for Retiring Officers	1 st Run: August 13 - 24, 2018 2 nd Run: November 5 - 16, 2018	Two Weeks	₦120,000
10.	Workshop For Pension Desk Officers	1 st Run: July 23 – 27, 2018 2 nd Run: November 12 – 16, 2018	Five Days	₦75,000

COMPUTER AND INFORMATION MANAGEMENT

REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Database Management	May 5 – 18, 2018	Two Weeks	₦107,500
2.	Electronic Records Management	June 30 – July 13, 2018	Two Weeks	₦107,500
3.	Use of Computer for Financial Management	November 3 – 16, 2018	Two Weeks	₦107,500
4.	Management Information System	October 13 – 26, 2018	Two Weeks	₦107,500

WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Computer Proficiency for Senior Managers	August, 13 – 17, 2018	Five Days	₦100,000
2.	Computer Application to Secretarial Functions	1 st Run: Aug. 20 – 24, 2018 2 nd Run: Dec. 3 – 7, 2018	Five Days	₦100,000
3.	Word Processing Using MS WORD	July 16 – 20, 2018	Five Days	₦80,000
4.	Computer-Based Project Management	Nov. 19 – 23, 2018	Five Days	₦100,000
5.	Power Point Presentation Techniques	September 17 – 21, 2018	Five Days	₦80,000
6.	Introduction to Oracle/SQL	October 22 – 26, 2018	Five Days	₦100,000
7.	Facilities Maintenance Management Techniques	October 15 – 19, 2018	Five Days	₦80,000
8.	e-Governance	November 19 – 23, 2018	Five Days	₦100,000
9.	Financial Analysis and Modelling Using Microsoft Excel	November 5 - 9, 2018	Five Days	₦100,000
10.	Computer Application to Records Management	1 st Run: July 2 – 6, 2018 2 nd Run: Sept. 3 - 7, 2018	Five Days	₦80,000
11.	Data Processing and Analysis using SPSS/PC+	1 st Run: July 2 – 6, 2018 2 nd Run: Dec. 3 - 7, 2018	Five Days	₦100,000
12.	Computer Application to Registry Management	1 st Run: April 9 - 13, 2018 2 nd Run: Dec. 10 – 14, 2018	Five Days	₦100,000

CERTIFICATE PROGRAMME

COURSE TITLE	DATE	DURATION	COURSE FEES
Electronic Data Processing	Sept. 17 – Dec. 14, 2018	3 Months	₦275,000

ECONOMIC MANAGEMENT

REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Project Management	September 15 – 28, 2018	Two Weeks	₦107,500
2.	Advanced Project Management	November 3 – 16, 2018	Two Weeks	₦132,500
3.	Aid Management	June 30 – July 13, 2018	Two Weeks	₦107,500

WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Monitoring And Evaluation	1 st Run: July 16 -20, 2018 2 nd Run: December 3 – 7, 2018	Five Days	₦75,000
2.	Environmental Management	June 18 – 22, 2018	Five Days	₦75,000
3.	Strategies for Revenue Generation	1 st Run: September 24 – 28, 2018 2 nd Run: December 3 – 7, 2018	Five Days	₦75,000
4.	Project Appraisal Techniques	1 st Run: June 25 - 29, 2018 2 nd Run: November 26 - 30, 2018	Five Days	₦75,000
5.	Tax Management	1 st Run: August 27 – 31, 2018 2 nd Run: November, 26 – 30, 2018	Five Days	₦75,000
6.	Project Budgeting and Financing	1 st Run: June 18 - 22, 2018 2 nd Run: September 10 - 14, 2018	Five Days	₦75,000
7.	Managing Project Teams	1 st Run: July 9 - 13, 2018 2 nd Run: October 15 -19, 2018	Five Days	₦75,000
8.	Productivity Management	1 st Run: August 6 - 10, 2018 2 nd Run: October 29– Nov 2, 2018	Five Days	₦75,000
9.	Project Negotiation Management	September 17 - 21, 2018	Five Days	₦75,000
10.	Programme Performance Management	1 st Run: August 6 - 10, 2018 2 nd Run: October 29 – Nov. 2, 2018	Five Days	₦75,000
11.	Project Management Leadership and Communication	October 29 – November 2, 2018	Five Days	₦75,000

FINANCIAL MANAGEMENT

REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Financial Management	May 5 – 18, 2018	Two Weeks	₦107,500
2.	Advance Financial Management	1 st Run: June 30 – 13 July, 2018 2 nd Run: October 13 – 26, 2018	Two Weeks	₦132,500
3.	Procurement and Supply Chain Management	August 4 – 17, 2018	Two Weeks	₦107,500
4.	Public Sector Auditing	1 st Run: September 15 – 28, 2018 2 nd Run: November 3 – 16, 2018	Two Weeks	₦107,500

WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Integrated Personnel and Payroll Information System	June 25 – 29, 2018	Five Days	₦85,000
2.	Auditing and Investigation	1 st Run: June 4 – 8, 2018 2 nd Run: December 3 – 7, 2018	Five Days	₦75,000
3.	Procurement and Materials Management	1 st Run: July 23 – 27, 2018 2 nd Run: November 26 – 30, 2018	Five Days	₦75,000
4.	Fraud Prevention, Detection and Control	December 10 – 14, 2018	Five Days	₦75,000
5.	Management and Control of Stores Operations	August 6 – 10, 2018	Five Days	₦75,000
6.	Accountability and Transparency in Resource Management	September 10 – 14, 2018	Five Days	₦75,000
7.	Government Budgeting	September 3 – 7, 2018	Five Days	₦75,000
8.	Tendering and Contract Management	Oct. 29 – Nov. 2, 2018	Five Days	₦85,000
9.	Final Accounts Preparation in Government	October 8 – 12, 2018	Five Days	₦75,000
10.	Budget Monitoring and Evaluation	May 21 – 25, 2018	Five Days	₦75,000
11.	International Public Sector Accounting Standards (IPSAS): Accrual	September 10 – 14, 2018	Five Days	₦100,000

GENDER MANAGEMENT

REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Gender Mainstreaming and Development	May 5 – 18, 2018	Two Weeks	₦107,500
2.	Gender Responsive Skills in Community Development	1 st Run: Sept. 15 - 28, 2018 2 nd Run: Nov. 3 – 16, 2018	Two Weeks	₦75,000

WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Gender Desk Officers	May 7 - 11, 2018	Five Days	₦75,000
2.	Gender and Development for Heads of Governmental and Non-Governmental Organisations	June 25 – 29, 2018	Five Days	₦80,000
3.	Gender Responsive Budgeting	September 17 – 21, 2018	Five Days	₦75,000
4.	Management and Elimination of Gender Based Violence in Organisations	December 3 – 7, 2018	Five Days	₦75,000
5.	Assertiveness Skills For Senior Women in Management	August 13 – 17, 2018	Five Days	₦75,000
6.	Women in Managerial Capacities in Tertiary Institutions	June 27 – 31, 2018	Five Days	₦75,000
7.	Development and Implementation of Group Action Plan for Gender and Vulnerable	July 23 – 27, 2018	Five Days	₦75,000
8.	Gender Responsive Skills and Community Development Project	December 3 – 7, 2018	Five Days	₦75,000
9.	Gender Appreciation for Managers and Administrators	1 st Run: May 14 – 18, 2018 2 nd Run: November 5 – 9, 2018	Five Days	₦75,000

LEADERSHIP MANAGEMENT

REGULAR PROGRAMME

COURSE TITLE	DATE	DURATION	COURSE FEES
Coaching and Mentoring for Leadership Development	September 15 – 28 2018	Two Weeks	₦107,500

WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Developing Leadership Competence and Capabilities	1 st Run: May 7 - 11, 2018 2 nd Run: Oct. 8 – 12, 2018	Five Days	₦75,000
2.	Leadership, Creativity and Innovation	October 22 – 26, 2018	Five Days	₦75,000
3.	Emotional Intelligence and Effective Leadership	1 st Run: August 13 – 17, 2018 2 nd Run: December 3 – 7, 2018	Five Days	₦75,000
4.	Team Building and Leadership Skills	1 st Run: August 13 – 17, 2018 2 nd Run: November 12 – 16, 2018	Five Days	₦75,000
5.	Leadership and Career Development Skill	1 st Run: May 14 -18, 2018 2 nd Run: October 29 – 2 Nov,2018	Five Days	₦75,000
6.	Leadership and Resource Management Challenges in Organisation	November 12 – 16, 2018	Five Days	₦75,000
7.	Leadership Effectiveness and Inter-personal Skills	1 st Run: June 4 – 8, 2018 2 nd Run: December 10 – 14, 2018	Five Days	₦75,000
8.	Fundamentals of Leadership for Office Management	1 st Run: August 6 – 10, 2018 2 nd Run: Nov. 26 – 30, 2018	Five Days	₦75,000
9.	Leadership and Strategic Management	1 st Run: September 24 – 28, 2018 2 nd Run: November 19 – 23, 2018	Five Days	₦75,000

LEGISLATIVE MANAGEMENT

REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Protocol Management	August 4 – 17, 2018	Two Weeks	₦107,500
2.	Legislative Management	Sept. 15 – 28, 2018	Two Weeks	₦107,500
3.	Conflict Management and Resolution	Nov. 3 – 16, 2018	Two Weeks	₦107,500

WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Constitutional and Administrative Law	1 st Run: April 9 - 13, 2018 2 nd Run: July 16 - 20, 2018	Five Days	₦75,000
2.	Legislative Drafting Techniques	1 st Run: July 30 – Aug 3, 2018 2 nd Run: Oct 22 - 26, 2018	Five Days	₦75,000
3.	Managing Judicial Proceedings	1 st Run: June 4 - 8, 2018 2 nd Run: Sept. 24 - 28, 2018	Five Days	₦75,000
4.	Alternative Dispute Resolution	1 ST Run: July 2 - 6, 2018 2 nd Run: Dec. 3 - 7, 2018	Five Days	₦75,000
5.	Diplomacy and Foreign Policy	1 st Run: July 9 - 13, 2018 2 nd Run: Nov., 26 - 30, 2018	Five Days	₦75,000
6.	Arbitration and Mediation	1 st Run: May 14 - 18, 2018 2 nd Run: Oct. 29 – Nov. 2, 2018	Five Days	₦75,000

LOCAL GOVERNMENT MANAGEMENT

REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Governance and Sustainable Development	May 5 – 18, 2018	Two Weeks	₦107,500
2.	Managing Social and Community Services	June 30 – July 13, 2018	Two Weeks	₦107,500
3.	Security Management	August 4 – 17, 2018	Two Weeks	₦107,500
4.	Primary Health Care Management	Sept. 15 – 28, 2018	Two Weeks	₦107,500
5.	Accelerated Sustainable Rural Development	October 13 – 26, 2018	Two Weeks	₦107,500
6.	Local Government Administration and Management	November 3 – 16, 2018	Two Weeks	₦107,500

WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Waste and Safety Management	May 21 – 25, 2018	Five Days	₦80,000
2.	Hospital Management	May 7 – 11, 2018	Five Days	₦75,000
3.	Schools Management and Administration	October 8 – 12, 2018	Five Days	₦80,000
4.	Emergency Management and Relief Operations	1 st Run: July 2 - 6, 2018 2 nd Run: Oct. 22 - 26, 2018	Five Days	₦75,000
5.	Sustainable Development Goals	1 st Run: June 4 – 8, 2018 2 nd Run: Dec. 10 – 14, 2018	Five Days	₦80,000
6.	Document & Office Security Management	1 st Run: June 25 – 29, 2018 2 nd Run: Sept. 24 – 28, 2018	Five Days	₦75,000

MANAGEMENT CONSULTANCY SERVICES

REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Management Consulting	1st Run: July 14 – Aug 10, 2018 2nd Run: Oct. 20 – Nov. 9, 2018	Four Weeks	₦230,000
2.	Management Methods, Techniques And Skills Development	1st Run: June 23 – July 20, 2018 2nd Run: Aug 25 – Sept. 21, 2018	Four Weeks	₦230,000

WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Proposal Writing and Presentation	1st Run: July 2 – 6, 2018 2nd Run: October 8 – 12, 2018	Five Days	₦80,000
2.	Consulting and Organizational Change Management	1st Run: July 16 – 20 2018 2nd Run: November 26 – 30, 2018	Five Days	₦80,000
3.	Report Writing and Presentation for Consulting Assignments	1st Run: July 2 – 6, 2018 2nd Run: October 8 – 12, 2018	Five Days	₦80,000
4.	Consulting Skills and Techniques	1st Run: July 16 – 22, 2018 2nd Run: November 12 – 16, 2018	Five Days	₦75,000

MANAGEMENT STUDIES

REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Train-the-Trainers'	May 5 - 18, 2018	Two Weeks	₦107,500
2.	Human Resource Management	June 30 – July 13, 2018	Two Weeks	₦107,500
3.	General Management	August 4 - 17, 2018	Two Weeks	₦107,500
4.	Advanced Management	Sept. 15 - 28, 2018	Two Weeks	₦132,500
5.	Advanced Train-The-Trainers	Oct. 13 - 26, 2018	Two Weeks	₦132,500
6.	Advanced Human Resource Management	November 3 - 16, 2018	Two Weeks	₦132,500

WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Career Development Skills	1 st Run: May 14 -18, 2018 2 nd Run: Oct 29 – Nov. 2, 2018	Five Days	₦75,000
2.	Supervisory Management	1 st Run: April 23 – 27, 2018 2 nd Run: December 10 - 14, 2018	Five Days	₦75,000
3.	Human Capital Management	1 st Run: May 14 - 18, 2018 2 nd Run: October 22 - 26, 2018	Five Days	₦75,000
4.	Effective Communication	1 st Run: June 18 -22, 2018 2 nd Run: August 6 -10, 2018	Five Days	₦75,000
5.	Human Resource Counselling Skills	1 st Run: April 9 -13, 2018 2 nd Run: July 23 -27, 2018	Five Days	₦75,000
6.	Registry Administration	1 st Run: May 14 -18, 2018 2 nd Run: August 27 – 31, 2018	Five Days	₦75,000
7.	Management of Secretarial Functions	1 st Run: March 26 – 30, 2018 2 nd Run: Sept. 17 – 21, 2018	Five Days	₦75,000
8.	Labour-Management Relations	September 24 – 28, 2018	Five Days	₦75,000
9.	Human Relation and Interpersonal Skills for Managers	1 st Run: July 23 – 27, 2018 2 nd Run: October 8 – 12, 2018	Five Days	₦75,000
10.	Target Setting for Managers	November 26 – 30, 2018	Five Days	₦75,000
11.	Negotiation and Influencing Skills for Managers and Labour Leaders	November 26 – 30, 2018	Five Days	₦75,000

PUBLIC ADMINISTRATION

REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Public Sector Management	1 st Run: May 5 – 18, 2018 2 nd Run: Oct., 13 – 26, 2018	Two Weeks	₦107,500
2.	Performance Improvement	1 st Run: June 30 – July 13, 2018 2 nd Run: November 3 – 16, 2018	Two Weeks	₦107,500
3.	Advanced Public Administration and Management	August 4 – 17, 2018	Two Weeks	₦132,500

WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Administrative Principles, Processes and Practices	1 st Run: August 27 – 31, 2018 2 nd Run: November 26 – 30, 2018	Five Days	₦75,000
2.	Public Policy Analysis	September 17 – 21, 2018	Five Days	₦85,000
3.	Personal Effectiveness	1 st Run: April 9 – 13, 2018 2 nd Run: September 10 – 14, 2018	Five Days	₦75,000
4.	Ethics and Attitudinal Change in the Public Service	1 st Run: April 9 – 13, 2018 2 nd Run: October 8– 12, 2018	Five Days	₦75,000
5.	Effective Service Delivery	October 15 – 19, 2018	Five Days	₦75,000
6.	Speech and Report Writing	1 st Run: June 18 - 22, 2018 2 nd Run: November 26 - 30, 2018	Five Days	₦75,000
7.	Pension Administration Management	November 12 – 16, 2018	Five Days	₦75,000

POSTGRADUATE DIPLOMA PROGRAMME

TITLE	DATE	DURATION	COURSE FEES
Postgraduate Diploma in Public Administration	October 2018 – June, 2019	9 Months	₦207,000

RESEARCH AND PUBLICATIONS

REGULAR PROGRAMME

TITLE	DATE	DURATION	COURSE FEES
Research Methods	August 4 – 17, 2018	2 Weeks	₦107,500

WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Data Collection and Analysis	1 st Run: July 23 – 27, 2018 2 nd Run: Nov. 12 – 16, 2018	Five Days	₦75,000
2.	Data Protection	1 st Run: June 4 – 8, 2018 2 nd Run: Dec. 10 – 14, 2018	Five Days	₦75,000
3.	Research Proposal Preparation	1 st Run: June 25 - 29, 2018 2 nd Run: October 8 –12, 2018	Five Days	₦75,000
4.	Statistical Research for Health Service Providers	1 st Run: May 21 – 25, 2018 2 nd Run: Nov. 26 – 30, 2018	Five Days	₦75,000
5.	Market Research	1 st Run: June 18 – 22, 2018 2 nd Run: Nov. 5 – 9, 2018	Five Days	₦75,000
6.	Research on Customers Satisfaction	1 st Run: August 13 – 17, 2018 2 nd Run: Dec. 3 – 7, 2018	Five Days	₦75,000
7.	Legislative Research	1 st Run: July 9 – 13, 2018 2 nd Run: Oct. 8 – 12, 2018	Five Days	₦75,000

SMALL AND MEDIUM ENTERPRISES MANAGEMENT

REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Small and Medium Enterprises Development	May 5 – 18, 2018	2 Weeks	₦107,500
2.	Management of Micro, Small and Medium Business	October 13 – 26, 2018	2 Weeks	₦107,500
3.	Accounting Procedures And Practices In Small And Medium Enterprises	September 15 - 28,2018	2 Weeks	₦107,500

WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Customer Relations in Small and Medium Enterprises	May 7 – 11, 2018	Five Days	₦75,000
2.	Working Capital Management in SMEs	June 25 – 29, 2018	Five Days	₦75,000
3.	Marketing Management for SMEs	October 8 – 12, 2018	Five Days	₦75,000
4.	Credit Control and Debt Recovery for SMEs	November 12 – 16, 2018	Five Days	₦75,000
5.	Youth Empowerment and Wealth Creation Management	1 st Run: July 23 - 27, 2018 2 nd Run: Dec. 3 – 7, 2018	Five Days	₦75,000
6.	Quality and Effective Service Delivery in Organisations	Oct. 15 – 19, 2018	Five Days	₦75,000
7.	Entrepreneurship and Project Development	Oct. 5 – 9, 2018	Five Days	₦75,000

COURSE FEES AND ACCOMMODATION RATES FOR 2018

Table 1: POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION

S/N	DESCRIPTION OF FACILITIES/SERVICES	LOCAL PARTICIPANTS AMOUNT (₦)	FOREIGN PARTICIPANTS AMOUNT (\$)
1	Course Materials	10,000.00	60
2	Field Trip/Study Administration	25,000.00	150
3	Examination Fee	10,000.00	60
4	Graduation Fee	5,000.00	30
5	Use of Facilities	20,000.00	118
6	Tuition Fee	125,000.00	740
7	Alumni Membership	2,000.00	12
8	Medical Examination Fee	5,000.00	30
9	Acceptance Fee	5,000.00	30
Total Fees		₦207,000.00	\$1,230

The above stated fees exclude board and lodging.

Table 2: TWO WEEKS REGULAR PROGRAMMES

S/N		LOCAL PARTICIPANTS AMOUNT (₦)	FOREIGN PARTICIPANTS AMOUNT (\$)
1	Tuition Fee	90,000.00	530
2	Field Trip	10,000.00	60
3	Course Materials	7,500.00	45
Total Fees		₦107,500.00	\$635

Table 3: TWO WEEKS ADVANCED REGULAR PROGRAMMES

S/N		LOCAL PARTICIPANTS AMOUNT (₦)	FOREIGN PARTICIPANTS AMOUNT (\$)
1	Tuition Fee	112,500.00	662
2	Field Trip	10,000.00	60
3	Course Materials	10,000.00	60
	Total Fees	₦132,500.00	\$782

Table 4: FOUR WEEKS MANAGEMENT CONSULTING PROGRAMME

S/N		LOCAL PARTICIPANTS AMOUNT (₦)	FOREIGN PARTICIPANTS AMOUNT (\$)
1	Tuition Fee	195,000.00	1,150
2	Field Trip	20,000.00	118
3	Course Materials	15,000.00	90
	Total Fees	₦230,500.00	\$1,358

ACCOMMODATION FEES

POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION

The Course is fully residential. The fee for Accommodation is Four Hundred and Thirty-Four Thousand Naira (₦434,000.00) per participant @ ₦2,000 per night, for 217 days, the duration of the programme.

Table 5: FOUR WEEKS COURSE

S/N	Types of Accommodation	Description of Services	AMOUNT (₦)	AMOUNT (\$) (Foreign Participants)
1	Chalet	Lodging and Breakfast only	280,000.00	1,650
2	Double Room	Lodging and Breakfast only	140,000.00	824
3	Single Room	Lodging and Breakfast only	84,000.00	495

Table 6: TWO WEEKS COURSE

S/N	Types of Accommodation	Description of Services	AMOUNT (₦)	AMOUNT (\$) (Foreign Participants)
1	Chalet	Lodging and Breakfast only	130,000.00	765
2	Double Room	Lodging and Breakfast only	65,000.00	382
3	Single Room	Lodging and Breakfast only	39,000.00	230

Table 7: OTHER PROGRAMMES

S/N	Types of Accommodation	Amount Per Night (ASCON Participants)	Amount Per Night (Non ASCON Participants)
1	Chalet	₦10,000.00	₦18,000.00
2	Double Room	₦ 5,000.00	₦12,000.00
3	Single Room	₦ 3,000.00	₦ 8,000.00

Table 8: OTHER PROGRAMMES (FOREIGN GUESTS)

S/N	Types of Accommodation	AMOUNT
1	Chalet	\$100 = USD (excluding feeding)
2	Double Room	\$ 60 = USD (excluding feeding)
3	Single Room	\$ 45 = USD (excluding feeding)

Table 9: CHARGES FOR USE OF SPORTING FACILITIES

AMOUNT	
Local Participants	Foreign Participants
₦1,000.00	\$ 6

PAYMENTS FOR TRANSACTIONS

All payments to ASCON should be made to:

Account Name: ASCON e-collection Account

All payments can be made through:

- i. **Any Commercial Bank in Nigeria**
- ii. **Mobile Banking.**

NOTE 1:

Payments through **TSA on Remita** Platform can be effected to ASCON under the payment sub menu called “**Pay Registered Billers.**”

****Account Number: 0230055861019**

NOTE 2:

Receipt or Printed payment Alerts must be tendered as evidence of payment for easy identification. Cash payments can be made into the Account through any Branch of Commercial Banks **except ZENITH and GTB.**

NOTE 3:

- (i) Sponsoring organizations are required to make funds available for the upkeep of their nominees.
- (ii) Registration closes on Wednesday of the first week for all Regular Programmes and Tuesdays for Workshops. **Participants who report late will not be registered.**

APPLICATION FOR ASCON TRAINING PROGRAMMES

Application for ASCON Training Programmes can be made through Request for Reservation by Participants or Organisations and Nomination letter for Admission.

For further information, please contact:

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