

# THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA (ASCON)

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



# 2019

## 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

# 2019 CONFERENCES, SEMINARS AND FORUMS

## LEADERSHIP DEVELOPMENT STUDIES DEPARTMENT

### STAKEHOLDERS FORUM FOR EFFECTIVE LEADERSHIP DEVELOPMENT

**Date:** September 9 – 11, 2019  
**Venue:** ASCON, Topo – Badagry, Lagos  
**Programme Fee:** Eighty Thousand Naira only (₦ 80,000.00)

## SMALL AND MEDIUM ENTERPRISES STUDIES DAPARTMENT

### CASH MANAGEMENT IN ORGANISATION

**Date:** August 19 – 21, 2019  
**Venue:** ASCON, Topo – Badagry, Lagos  
**Programme Fee:** Hundred Thousand Naira only (₦ 70,000.00)

### WEALTH CREATION AND MANAGEMENT

**Date:** September 16 - 18, 2019  
**Venue:** ASCON, Topo – Badagry, Lagos  
**Programme Fee:** Seventy Thousand Naira only (₦ 70,000.00)

## GENDER MANAGEMENT STUDIES DAPARTMENT

### SECOND ROUND TABLE CONFERENCE FOR GENDER DESK OFFICERS

**Date:** July 22 - 26, 2019  
**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 19 – 23, 2019  
**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 4 – 8, 2019  
**Venue:** ASCON, Topo – Badagry, Lagos  
**Programme Fee:** Seventy Five Thousand Naira only (₦ 75,000.00)



# 2019 TRAINING PROGRAMMES

## BUSINESS ENTERPRISES MANAGEMENT STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Public Enterprises Management	1 <sup>st</sup> Run: May 4 – 17, 2019 2 <sup>nd</sup> Run: October 12 – 25, 2019	Two Weeks	₦107,500
2.	Advanced Public Enterprises Management	1 <sup>st</sup> Run: June 29 – 12 July, 2019 2 <sup>nd</sup> Run: September 14 – 27, 2019	Two Weeks	₦132,500

### WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Public-Private Partnership (PPP)	1 <sup>st</sup> Run: May 13 – 17, 2019 2 <sup>nd</sup> Run: November 4 – 8, 2019	Five Days	₦80,000
2.	Events Management	1 <sup>st</sup> Run: July 1 – 5, 2019 2 <sup>nd</sup> Run: Sept. 16 – 20, 2019	Five Days	₦75,000
3.	Feasibility Studies and Investment Analysis	1 <sup>st</sup> Run: June 17 – 21, 2019 2 <sup>nd</sup> Run: September 9 – 13, 2019	Five Days	₦75,000
4.	Strategic Plan Development and Implementation	1 <sup>st</sup> Run: July 22 – 26, 2019 2 <sup>nd</sup> Run: December 9 – 13, 2019	Five Days	₦75,000
5.	Management of Cooperative Societies	1 <sup>st</sup> Run: May 20 – 24, 2019 2 <sup>nd</sup> Run: August 5 – 9, 2019	Five Days	₦75,000
6.	Treasury Management	1 <sup>st</sup> Run: June 17 – 21, 2019 2 <sup>nd</sup> Run: November 18 – 22, 2019	Five Days	₦75,000
7.	Assets Management	1 <sup>st</sup> Run: July 1 – 5, 2019 2 <sup>nd</sup> Run: October 21 – 25, 2019	Five Days	₦75,000
8.	Innovations in Tourism Management	1 <sup>st</sup> Run: April 8 – 12, 2019 2 <sup>nd</sup> Run: October 7 – 11, 2019	Five Days	₦75,000
9.	Entrepreneurship Development Programme for Retiring Officers	1 <sup>st</sup> Run: August 1 – 12, 2019 2 <sup>nd</sup> Run: November 4 – 15, 2019	Two Weeks	₦120,000
10.	Workshop For Pension Desk Officers	1 <sup>st</sup> Run: July 22 – 26, 2019 2 <sup>nd</sup> Run: November 18 – 22, 2019	Five Days	₦75,000

## COMPUTER & INFORMATION MANAGEMENT STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Database Management	May 4 – 17, 2019	Two Weeks	₦107,500
2.	Electronic Records Management	June 29 – 12 July, 2019	Two Weeks	₦107,500
3.	Use of Computer for Financial Management	November 16 – 29, 2019	Two Weeks	₦107,500
4.	Management Information System	October 12 – 25, 2019	Two Weeks	₦107,500

### WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Computer Proficiency for Senior Managers	August, 12 – 16, 2019	Five Days	₦100,000
2.	Computer Application to Secretarial Functions	1 <sup>st</sup> Run: May 13 – 17, 2019 2 <sup>nd</sup> Run: Dec. 2 – 6, 2019	Five Days	₦100,000
3.	Word Processing Using MS WORD	July 15 – 19, 2019	Five Days	₦80,000
4.	Computer-Based Project Management	Nov. 18 – 22, 2019	Five Days	₦100,000
5.	Power Point Presentation Techniques	September 16 – 20, 2019	Five Days	₦80,000
6.	Introduction to Oracle/SQL	October 21 – 25, 2019	Five Days	₦100,000
7.	Facilities Maintenance Management Techniques	October 14 – 18, 2019	Five Days	₦80,000
8.	e-Governance	November 18 – 22, 2019	Five Days	₦100,000
9.	Financial Analysis and Modelling Using Microsoft Excel	November 4 - 8, 2019	Five Days	₦100,000
10.	Computer Application to Records Management	1 <sup>st</sup> Run: July 1 – 5, 2019 2 <sup>nd</sup> Run: Sept. 2 - 6, 2019	Five Days	₦80,000
11.	Data Processing and Analysis using SPSS/PC+	1 <sup>st</sup> Run: July 1 – 5, 2019 2 <sup>nd</sup> Run: Dec. 2 – 6, 2019	Five Days	₦100,000
12.	Computer Application to Registry Management	1 <sup>st</sup> Run: April 8 – 12, 2019 2 <sup>nd</sup> Run: Dec. 9 – 13, 2019	Five Days	₦100,000

### CERTIFICATE PROGRAMME

COURSE TITLE	DATE	DURATION	COURSE FEES
Electronic Data Processing	Sept. 16 – 13 Dec, 2019	3 Months	₦275,000

## ECONOMIC STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Project Management	September 14 – 27, 2019	Two Weeks	₦107,500
2.	Advanced Project Management	November 16 – 29, 2019	Two Weeks	₦132,500
3.	Aid Management	June 29 – July 12, 2019	Two Weeks	₦107,500

### WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Monitoring And Evaluation	1 <sup>st</sup> Run: June 10 -14, 2019 2 <sup>nd</sup> Run: Nov 25 – 29, 2019	Five Days	₦75,000
2.	Environmental Management	June 8 – 12, 2019	Five Days	₦75,000
3.	Strategies for Revenue Generation	1 <sup>st</sup> Run: September 2 – 6, 2019 2 <sup>nd</sup> Run: Nov 4 – 8, 2019	Five Days	₦75,000
4.	Project Appraisal Techniques	1 <sup>st</sup> Run: Sept 16 - 20, 2019 2 <sup>nd</sup> Run: November 11 - 15, 2019	Five Days	₦75,000
5.	Tax Management	1 <sup>st</sup> Run: Sept 23 – 27, 2019 2 <sup>nd</sup> Run: Dec 2 – 6, 2019	Five Days	₦75,000
6.	Project Budgeting and Financing	1 <sup>st</sup> Run: Aug 5 - 9, 2019 2 <sup>nd</sup> Run: Oct 7 - 11, 2019	Five Days	₦75,000
7.	Managing Project Teams	1 <sup>st</sup> Run: June 24 - 28, 2019 2 <sup>nd</sup> Run: Aug19 -23, 2019	Five Days	₦75,000
8.	Productivity Management	1 <sup>st</sup> Run: August 19 - 23, 2019 2 <sup>nd</sup> Run: Sept 9 – 13, 2019	Five Days	₦75,000
9.	Project Negotiation Management	September 9 - 13, 2019	Five Days	₦75,000
10.	Programme Performance Management	1 <sup>st</sup> Run: August 19 - 23, 2019 2 <sup>nd</sup> Run: Sept9 – 13, 2019	Five Days	₦75,000
11.	Project Management Leadership and Communication	Dec 2 - 6, 2019	Five Days	₦75,000



## FINANCIAL MANAGEMENT STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Financial Management	May 4 – 17, 2019	Two Weeks	₦107,500
2.	Advance Financial Management	1 <sup>st</sup> Run: June 29– 12 July, 2019 2 <sup>nd</sup> Run: October 12 – 25, 2019	Two Weeks	₦132,500
3.	Procurement and Supply Chain Management	August 17 - 30, 2019	Two Weeks	₦107,500
4.	Public Sector Auditing	1 <sup>st</sup> Run: September 14 – 27, 2019 2 <sup>nd</sup> Run: November 16 – 29, 2019	Two Weeks	₦107,500

### WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Integrated Personnel and Payroll Information System	June 17 – 21, 2019	Five Days	₦85,000
2.	Auditing and Investigation	1 <sup>st</sup> Run: June 17 – 21, 2019 2 <sup>nd</sup> Run: December 2 – 6, 2019	Five Days	₦75,000
3.	Procurement and Materials Management	1 <sup>st</sup> Run: July 22 – 26, 2019 2 <sup>nd</sup> Run: November 25 – 29, 2019	Five Days	₦75,000
4.	Fraud Prevention, Detection and Control	December 9 – 13, 2019	Five Days	₦75,000
5.	Management and Control of Stores Operations	August 5 – 9, 2019	Five Days	₦75,000
6.	Accountability and Transparency in Resource Management	September 2 - 6, 2019	Five Days	₦75,000
7.	Government Budgeting	September 9 – 13, 2019	Five Days	₦75,000
8.	Tendering and Contract Management	Oct. 28 – 1 Nov, 2019	Five Days	₦85,000
9.	Final Accounts Preparation in Government	October 7 – 11, 2019	Five Days	₦75,000
10.	Budget Monitoring and Evaluation	May 20 – 24, 2019	Five Days	₦75,000
11.	International Public Sector Accounting Standards (IPSAS): Accrual	September 9 – 13, 2019	Five Days	₦100,000

## GENDER STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Gender Mainstreaming and Development	May 4 – 17, 2019	Two Weeks	₦107,500
2.	Gender Responsive Skills in Community Development	1 <sup>st</sup> Run: Sept. 14 - 27, 2019 2 <sup>nd</sup> Run: Nov. 16 – 29, 2019	Two Weeks	₦75,000

### WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Gender Desk Officers	May 20 - 24, 2019	Five Days	₦75,000
2.	Gender and Development for Heads of Governmental and Non-Governmental Organisations	June 24 – 28, 2019	Five Days	₦80,000
3.	Gender Responsive Budgeting	September 23 – 27, 2019	Five Days	₦75,000
4.	Management and Elimination of Gender Based Violence in Organisations	December 9 – 13, 2019	Five Days	₦75,000
5.	Assertiveness Skills For Senior Women in Management	August 12 – 16, 2019	Five Days	₦75,000
6.	Women in Managerial Capacities in Tertiary Institutions	June 10 - 14, 2019	Five Days	₦75,000
7.	Development and Implementation of Group Action Plan for Gender and Vulnerable	July 22 – 26, 2019	Five Days	₦75,000
8.	Gender Responsive Skills and Community Development Project	December 2 – 6, 2019	Five Days	₦75,000
9.	Gender Appreciation for Managers and Administrators	1 <sup>st</sup> Run: May 13 – 17, 2019 2 <sup>nd</sup> Run: November 4 – 8, 2019	Five Days	₦75,000

## LEADERSHIP DEVELOPMENT STUDIES DEPARTMENT

### REGULAR PROGRAMME

COURSE TITLE	DATE	DURATION	COURSE FEES
Coaching and Mentoring for Leadership Development	September 14 – 27 2019	Two Weeks	₦107,500

### WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Developing Leadership Competence and Capabilities	1 <sup>st</sup> Run: May 6 - 10, 2019 2 <sup>nd</sup> Run: Oct. 7 – 11, 2019	Five Days	₦75,000
2.	Leadership, Creativity and Innovation	October 21 – 25, 2019	Five Days	₦75,000
3.	Emotional Intelligence and Effective Leadership	1 <sup>st</sup> Run: August 19 – 23, 2019 2 <sup>nd</sup> Run: December 2 – 6, 2019	Five Days	₦75,000
4.	Team Building and Leadership Skills	1 <sup>st</sup> Run: August 19 – 23, 2019 2 <sup>nd</sup> Run: November 11 – 15, 2019	Five Days	₦75,000
5.	Leadership and Career Development Skill	1 <sup>st</sup> Run: May 13 -17, 2019 2 <sup>nd</sup> Run: October 28 – 1 Nov,2019	Five Days	₦75,000
6.	Leadership and Resource Management Challenges in Organisation	November 11 – 15, 2019	Five Days	₦75,000
7.	Leadership Effectiveness and Inter-personal Skills	1 <sup>st</sup> Run: June 10 – 14, 2019 2 <sup>nd</sup> Run: December 9 – 13, 2019	Five Days	₦75,000
8.	Fundamentals of Leadership for Office Management	1 <sup>st</sup> Run: August 5 – 9, 2019 2 <sup>nd</sup> Run: Nov. 25 – 29, 2019	Five Days	₦75,000
9.	Leadership and Strategic Management	1 <sup>st</sup> Run: September 23 – 27, 2019 2 <sup>nd</sup> Run: November 18 – 22, 2019	Five Days	₦75,000

## LEGISLATIVE STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Protocol Management	August 17 – 30, 2019	Two Weeks	₦107,500
2.	Legislative Management	Sept. 14 – 27, 2019	Two Weeks	₦107,500
3.	Conflict Management and Resolution	Nov. 16 – 29, 2019	Two Weeks	₦107,500

### WORKSHOPS

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Constitutional and Administrative Law	1 <sup>st</sup> Run: April 1 - 5, 2019 2 <sup>nd</sup> Run: July 15 - 19, 2019	Five Days	₦75,000
2.	Legislative Drafting Techniques	1 <sup>st</sup> Run: July 29 – Aug 2, 2019 2 <sup>nd</sup> Run: Oct 21 - 25, 2019	Five Days	₦75,000
3.	Managing Judicial Proceedings	1 <sup>st</sup> Run: June 10 - 14, 2019 2 <sup>nd</sup> Run: Sept. 23 – 27, 2019	Five Days	₦75,000
4.	Alternative Dispute Resolution	1 <sup>st</sup> Run: July 1 - 5, 2019 2 <sup>nd</sup> Run: Dec. 2 - 6, 2019	Five Days	₦75,000
5.	Diplomacy and Foreign Policy	1 <sup>st</sup> Run: July 8 - 12, 2019 2 <sup>nd</sup> Run: Nov., 4 - 8, 2019	Five Days	₦75,000
6.	Arbitration and Mediation	1 <sup>st</sup> Run: May 13 - 17, 2019 2 <sup>nd</sup> Run: Oct. 28 – Nov 1, 2019	Five Days	₦75,000

## LOCAL GOVERNMENT STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	COURSE TITLE	DATE	DURATION	COURSE FEES
1.	Governance and Sustainable Development	May 4 – 17, 2019	Two Weeks	₦107,500
2.	Managing Social and Community Services	June 29 – July 12, 2019	Two Weeks	₦107,500
3.	Security Management	August 17 – 30, 2019	Two Weeks	₦107,500
4.	Primary Health Care Management	Sept. 14 – 27, 2019	Two Weeks	₦107,500
5.	Accelerated Sustainable Rural Development	October 12 – 25, 2019	Two Weeks	₦107,500
6.	Local Government Administration and Management	November 16 - 29, 2018	Two Weeks	₦107,500

### WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Waste and Safety Management	Sept.9 – 13, 2019	Five Days	₦80,000
2.	Hospital Management	Sept 16 – 20, 2019	Five Days	₦75,000
3.	Schools Management and Administration	October 7 – 11, 2019	Five Days	₦80,000
4.	Emergency Management and Relief Operations	1 <sup>st</sup> Run: July 1 - 5, 2019 2 <sup>nd</sup> Run: Oct. 21 - 25, 2019	Five Days	₦75,000
5.	Sustainable Development Goals	1 <sup>st</sup> Run: August 5– 9, 2019 2 <sup>nd</sup> Run: Dec. 9 – 13, 2019	Five Days	₦80,000
6.	Document & Office Security Management	1 <sup>st</sup> Run: June 17 – 21, 2019 2 <sup>nd</sup> Run: Sept. 23 – 27, 2019	Five Days	₦75,000

## MANAGEMENT CONSULTANCY SERVICES DEPARTMENT

### REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Management Consulting	1 <sup>st</sup> Run: Aug. 17 – 13 Sept, 2019 2 <sup>nd</sup> Run: Nov.16– 13 Dec , 2019	Four Weeks	₦230,000
2.	Management Methods, Techniques And Skills Development	1 <sup>st</sup> Run: June 8 – July 5, 2019 2 <sup>nd</sup> Run: Aug 24 – Sept. 20, 2019	Four Weeks	₦230,000

### WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Proposal Writing and Presentation	1 <sup>st</sup> Run: July 1 – 5, 2019 2 <sup>nd</sup> Run: October 7 – 11, 2019	Five Days	₦80,000
2.	Consulting and Organizational Change Management	1 <sup>st</sup> Run: July 15 – 19, 2019 2 <sup>nd</sup> Run: November 25 – 29, 2019	Five Days	₦80,000
3.	Report Writing and Presentation for Consulting Assignments	1 <sup>st</sup> Run: July 1– 5, 2019 2 <sup>nd</sup> Run: October 7 – 11, 2019	Five Days	₦80,000
4.	Consulting Skills and Techniques	1 <sup>st</sup> Run: July 15 – 19, 2019 2 <sup>nd</sup> Run: November 11 – 15, 2019	Five Days	₦75,000

## MANAGEMENT STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Train-the-Trainers'	May 4 - 17, 2019	Two Weeks	₦107,500
2.	Human Resource Management	June 29 – July 12, 2019	Two Weeks	₦107,500
3.	General Management	August 17 - 30, 2019	Two Weeks	₦107,500
4.	Advanced Management	Sept. 14 - 27, 2019	Two Weeks	₦132,500
5.	Advanced Train-The-Trainers	Oct. 12 - 25, 2019	Two Weeks	₦132,500
6.	Advanced Human Resource Management	November 16 - 29, 2019	Two Weeks	₦132,500

### WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Career Development Skills	1 <sup>st</sup> Run: May 13 -17, 2019 2 <sup>nd</sup> Run: Oct 28 – Nov. 1, 2019	Five Days	₦75,000
2.	Supervisory Management	1 <sup>st</sup> Run: April 8 – 12, 2019 2 <sup>nd</sup> Run: December 9 - 13, 2019	Five Days	₦75,000
3.	Human Capital Management	1 <sup>st</sup> Run: May 13 - 17, 2019 2 <sup>nd</sup> Run: October 21 - 25, 2019	Five Days	₦75,000
4.	Effective Communication	1 <sup>st</sup> Run: June 17 -21, 2019 2 <sup>nd</sup> Run: August 5 -9, 2019	Five Days	₦75,000
5.	Human Resource Counselling Skills	1 <sup>st</sup> Run: April 8 -12, 2019 2 <sup>nd</sup> Run: July 22 -26, 2019	Five Days	₦75,000
6.	Registry Administration	1 <sup>st</sup> Run: May 13 -17, 2019 2 <sup>nd</sup> Run: August 26 – 30, 2019	Five Days	₦75,000
7.	Management of Secretarial Functions	1 <sup>st</sup> Run: March 25 – 29, 2019 2 <sup>nd</sup> Run: Sept. 16 – 20, 2019	Five Days	₦75,000
8.	Labour-Management Relations	July 1 – 5, 2019	Five Days	₦75,000
9.	Human Relation and Interpersonal Skills for Managers	1 <sup>st</sup> Run: July 22 – 26, 2019 2 <sup>nd</sup> Run: October 7 – 11, 2019	Five Days	₦75,000
10.	Target Setting for Managers	November 25 – 30, 2019	Five Days	₦75,000
11.	Negotiation and Influencing Skills for Managers and Labour Leaders	November 5 – 9, 2019	Five Days	₦75,000

## PUBLIC ADMINISTRATION STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Public Sector Management	1 <sup>st</sup> Run: May 4 – 17, 2019 2 <sup>nd</sup> Run: Oct., 12 – 25, 2019	Two Weeks	₦107,500
2.	Performance Improvement	1 <sup>st</sup> Run: June 29 – July 12, 2019 2 <sup>nd</sup> Run: November 16 – 29, 2019	Two Weeks	₦107,500
3.	Advanced Public Administration and Management	August 17 – 30, 2019	Two Weeks	₦132,500

### WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Administrative Principles, Processes and Practices	1 <sup>st</sup> Run: August 19–23, 2019 2 <sup>nd</sup> Run: November 25 – 29, 2019	Five Days	₦75,000
2.	Public Policy Analysis	September 16 – 20, 2019	Five Days	₦85,000
3.	Personal Effectiveness	1 <sup>st</sup> Run: April 1 – 5, 2019 2 <sup>nd</sup> Run: September 9 – 13, 2019	Five Days	₦75,000
4.	Ethics and Attitudinal Change in the Public Service	1 <sup>st</sup> Run: May 13 – 17, 2019 2 <sup>nd</sup> Run: October 14 – 18, 2019	Five Days	₦75,000
5.	Effective Service Delivery	October 7 – 11, 2019	Five Days	₦75,000
6.	Speech and Report Writing	1 <sup>st</sup> Run: June 17 - 21, 2019 2 <sup>nd</sup> Run: November 11– 15, 2019	Five Days	₦75,000
7.	Pension Administration Management	July 8 – 12, 2019	Five Days	₦75,000

### POSTGRADUATE DIPLOMA PROGRAMME

TITLE	DATE	DURATION	COURSE FEES
Postgraduate Diploma in Public Administration	October 2019 – June, 2020	9 Months	₦207,000



## RESEARCH AND PUBLICATIONS DEPARTMENT

### REGULAR PROGRAMME

TITLE	DATE	DURATION	COURSE FEES
Research Methods	August 17 – 30, 2019	2 Weeks	₦107,500

### WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Data Collection and Analysis	1 <sup>st</sup> Run: July 22 – 26, 2019 2 <sup>nd</sup> Run: Nov. 11 – 15, 2019	Five Days	₦75,000
2.	Data Protection	1 <sup>st</sup> Run: June 10 – 14, 2019 2 <sup>nd</sup> Run: Dec. 9 – 13, 2019	Five Days	₦75,000
3.	Research Proposal Preparation	1 <sup>st</sup> Run: June 24 - 28, 2019 2 <sup>nd</sup> Run: October 7 –12, 2019	Five Days	₦75,000
4.	Statistical Research for Health Service Providers	1 <sup>st</sup> Run: May 20 – 24, 2019 2 <sup>nd</sup> Run: Nov. 23 – 27, 2019	Five Days	₦75,000
5.	Market Research	1 <sup>st</sup> Run: June 17 – 21, 2019 2 <sup>nd</sup> Run: Nov. 4 – 8, 2019	Five Days	₦75,000
6.	Research on Customers Satisfaction	1 <sup>st</sup> Run: August 19 – 23, 2019 2 <sup>nd</sup> Run: Dec. 2 – 6, 2019	Five Days	₦75,000
7.	Legislative Research	1 <sup>st</sup> Run: July 8 – 12, 2019 2 <sup>nd</sup> Run: Oct. 7 – 11, 2019	Five Days	₦75,000

## SMALL AND MEDIUM ENTERPRISES STUDIES DEPARTMENT

### REGULAR PROGRAMMES

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Small and Medium Enterprises Development	May 4 – 17, 2019	2 Weeks	₦107,500
2.	Management of Micro, Small and Medium Business	October 12 – 25, 2019	2 Weeks	₦107,500
3.	Accounting Procedures And Practices In Small And Medium Enterprises	September 14 - 27, 2019	2 Weeks	₦107,500

### WORKSHOPS

S/N	TITLE	DATE	DURATION	COURSE FEES
1.	Customer Relations in Small and Medium Enterprises	May 6 – 10, 2019	Five Days	₦75,000
2.	Working Capital Management in SMEs	April 15 – 19, 2019	Five Days	₦75,000
3.	Marketing Management for SMEs	October 7 – 11, 2019	Five Days	₦75,000
4.	Credit Control and Debt Recovery for SMEs	November 15 – 19, 2019	Five Days	₦75,000
5.	Youth Empowerment and Wealth Creation Management	1 <sup>st</sup> Run: July 22 - 26, 2019 2 <sup>nd</sup> Run: Dec. 2 – 6, 2019	Five Days	₦75,000
6.	Quality and Effective Service Delivery in Organisations	Oct. 21 – 25, 2019	Five Days	₦75,000
7.	Entrepreneurship and Project Development	Aug.5 – 9, 2019	Five Days	₦75,000

## COURSE FEES AND ACCOMMODATION RATES FOR 2019

**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
<b>Total Fees</b>		<b>₦207,000.00</b>	<b>\$1,230</b>

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
<b>Total Fees</b>		<b>₦107,500.00</b>	<b>\$635</b>

**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
	<b>Total Fees</b>	<b>₦132,500.00</b>	<b>\$782</b>

**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
	<b>Total Fees</b>	<b>₦230,500.00</b>	<b>\$1,358</b>

## 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)**

<b>S/N</b>	<b>Types of Accommodation</b>	<b>AMOUNT</b>
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**

<b>AMOUNT</b>	
<b>Local Participants</b>	<b>Foreign Participants</b>
<b>₦1,000.00</b>	<b>\$ 6</b>

## 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 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:**

**Director-General,**

Administrative Staff College  
of Nigeria (ASCON),

P. M. B. 1004,

Topo – Badagry,

Tel: **+234 816 482 4000**

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[dg@ascon.gov.ng](mailto:dg@ascon.gov.ng)

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**Abuja Liaison Office**

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**Course Registrar**

Administrative Staff College  
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**For Complaint Call: +234 811 674 3310**

e-mail: [complaint@ascon.gov.ng](mailto:complaint@ascon.gov.ng)