



**BUSINESS
MANAGEMENT AND
ENTREPRENEURSHIP
STUDIES DEPARTMENT
(BMESD)**

SUMMARY

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Business Management Course	1st Run: <i>May, 4th – 16th, 2025</i> 2nd Run: <i>Aug., 31st – Sept., 12th, 2025</i>	₦470,000.00
2.	Advanced Business Management Course	1st Run: <i>July, 6th – 18th, 2025</i> 2nd Run: <i>Nov., 9th – 21st, 2025</i>	₦517,000.00
3.	Entrepreneurship For Sustainable Development Course	1st Run: <i>Aug., 3rd – 15th, 2025</i> 2nd Run: <i>Oct., 12th – 24th, 2025</i>	₦470,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Treasury Management	1st Run: <i>June, 2nd – 6th, 2025</i> 2nd Run: <i>Nov., 3rd – 7th, 2025</i>	₦295,000.00
2.	Entrepreneurship Development Programme for Retiring Officers	1st Run: <i>May, 5th – 16th, 2025</i> 2nd Run: <i>Aug., 4th – 15th, 2025</i> 3rd Run: <i>Nov., 24th – Dec., 5th, 2025</i>	₦475,000.00
3.	Feasibility Studies and Investment Analysis	1st Run: <i>June, 2nd – 6th, 2025</i> 2nd Run: <i>Sept., 1st – 5th, 2025</i>	₦295,000.00
4.	Assets Management	1st Run: <i>June, 30th – July, 4th, 2025</i> 2nd Run: <i>Oct., 13th – 17th, 2025</i>	₦295,000.00
5.	Strategic Plan Development and Implementation	1st Run: <i>July, 21st – 25th, 2025</i> 2nd Run: <i>Dec., 1st – 5th, 2025</i>	₦295,000.00
6.	Quality and Effective Service Delivery in Organisations	1st Run: <i>July, 14th – 18th, 2025</i> 2nd Run: <i>Oct., 13th – 17th, 2025</i>	₦295,000.00
7.	Pension Administration and Management	1st Run: <i>July 7th – 11th, 2025</i> 2nd Run: <i>Oct., 6th – 10th, 2025</i>	₦295,000.00
8.	Management of Cooperative Societies	1st Run: <i>Aug., 4th – 8th, 2025</i> 2nd Run: <i>Sept., 8th – 12th, 2025</i>	₦295,000.00
9.	Effective Management of Micro, Small and Medium Enterprises	1st Run: <i>May, 5th – 9th, 2025</i> 2nd Run: <i>Nov., 3rd – 7th, 2025</i>	₦295,000.00

REGULAR PROGRAMMES

1. BUSINESS MANAGEMENT COURSE

LEARNING OBJECTIVE:

To equip participants with the requisite knowledge, skills and tools for strategic business decisions and their implementation to increase organizational productivity, performance and impact.

COURSE BENEFITS:

- in-depth knowledge of the major principles of business management and their inter-relationships;
- improved ability to apply essential managerial tools and techniques for the effective management of scarce organizational resources – human, material, financial, technological, etc.
- enhanced skills for critical thinking, problem solving, decision making and managing organizational change; and
- improved knowledge and ability to adopt commercial or business orientation to the management of organizations including government-owned companies, parastatals and agencies.

WHO TO ATTEND:

Middle level officers and managers in both Public and Private sector organizations.

Date: 1st Run: *May 4th – 16th, 2025*
2nd Run: *Aug., 31st – Sept., 12th, 2025*

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo-Badagry, Lagos State.

Course Fee: ₦470,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Fees: As indicated on page 13 of this Brochure

2. ADVANCED BUSINESS MANAGEMENT COURSE

LEARNING OBJECTIVE:

To equip participants with the requisite knowledge, skills and frameworks for making high-stake strategic decisions, building resilient organizations and delivering great value to customers/clients/citizens.

COURSE BENEFITS:

- enhanced capacity for analyzing the business operating environment and challenges;
- improved ability to design and build responsive and agile business-oriented organizations;
- increased leadership capability to create, guide and inspire unit and organizational teams effectively; and
- Enhanced strategic knowledge and practical skills for creating and leading organizational change.

WHO TO ATTEND:

Executive and Senior Managers in both Public and Private sector organizations.

Date: 1st Run: *July, 6th – 18th, 2025*
2nd Run: *Nov., 9th – 21st, 2025*

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo-Badagry, Lagos State.

Course Fee: ₦470,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

3. ENTREPRENEURSHIP FOR SUSTAINABLE DEVELOPMENT COURSE

LEARNING OBJECTIVE:

To provide participants with the essential knowledge, skills and tools for fostering entrepreneurship as a tool for sustainable development.

COURSE BENEFITS:

- deeper insight into the role of entrepreneurship in promoting sustainable development in an increasingly complex world;
- increased ability for the creation and promotion of sustainable businesses, products and services for the enhancement of society's well-being;
- improved ability to adopt sustainable business practices; and
- enhanced capacity to engage and empower entrepreneurs and intrapreneurs, as the case may be, with sustainable development knowledge and skills.

WHO TO ATTEND:

Senior officers in Government at all levels and senior managers in the private and nonprofit sectors who are involved with, responsible for, or interested in the promotion of sustainable development practices and development of small and medium scale enterprises; and owners/managers of small and medium scale enterprises.

Date: 1st Run: *Aug., 3rd – 15th, 2025*
2nd Run: *Oct., 12th – 24th, 2025*

Duration: Two (2) Weeks

Venue: ASCON, Topo-Badagry, Lagos State

Course fees: ₦470,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

WORKSHOPS

1. TREASURY MANAGEMENT

LEARNING OBJECTIVE:

To equip participants with the requisite knowledge, skills and frameworks for effective treasury management including effective mobilization, use, investment and control of organizational financial resources.

KEY BENEFITS:

- exposure to good practices and effective techniques of treasury management;
- enhanced capability for cash flow forecasting, liquidity management, financial risk mitigation and sound investment decisions; and
- increased capacity for sound financial management practices that guarantees financial sustainability.

WHO TO ATTEND:

Senior and middle level Finance/Accounts Officers who work in the Treasury Department or Accountant-General's Office in Government as well as Treasury Managers and Cashiers in private and nonprofit sector organizations.

Date: 1st Run: *June, 2nd – 6th, 2025*
2nd Run: *Nov., 3rd – 7th, 2025*

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry, Lagos State.

Workshop Fee: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

2. ENTREPRENEURSHIP DEVELOPMENT PROGRAMME FOR RETIRING OFFICERS

LEARNING OBJECTIVE:

To provide participants with the relevant knowledge, practical skills and appropriate techniques and tools to enable them plan for a purposeful and rewarding retirement.

KEY BENEFITS:

- increased confidence and ability to overcome the fears and uncertainties that overwhelm officers who are due for retirement;
- exposure to effective strategies for coping with the inherent challenges of retirement;
- enhanced capacity to live a worthy and useful retirement life; and
- improved skills for planning, starting and scaling small and medium scale business and social enterprises that positively impact society.

WHO TO ATTEND:

All Officers who are due to retire in the next 1 – 5 years from Public, Private and Nonprofit organizations.

Date: 1st Run: *May, 5th – 16th, 2025*
2nd Run: *Aug., 4th – 15th, 2025*
3rd Run: *Nov., 24th – Dec., 5th, 2025*

Duration: Two (2) Weeks

Venue: ASCON, Topo-Badagry, Lagos State

Workshop Fee: ₦475,000.00 per participant (₦50,000.00 field trip fee inclusive) (This excludes accommodation and feeding)

Accommodation Charges: As indicated on page 13 of this Brochure

3. FEASIBILITY STUDIES AND INVESTMENT ANALYSIS

LEARNING OBJECTIVE:

To equip participants with the essential knowledge, skills, tools and techniques for successfully conducting feasibility studies and assessing investment proposals for informed business and developmental project decisions.

KEY BENEFITS:

- increased knowledge of the nature and processes involved in feasibility studies and investment appraisal;
- enhanced ability to appraise projects' viability using different investment appraisal methods;
- improved capability to write sound and bankable feasibility reports that facilitate access to funding and other forms of support; and
- increased ability to make well-informed investment decisions based on financial and other data.

WHO TO ATTEND:

Investment, Project and Planning Officers in Public and Private Organisations.

Date: 1st Run: June, 2nd – 6th, 2025
2nd Run: Sept., 1st – 5th, 2025

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry, Lagos State.

Workshop Fee: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

4. ASSETS MANAGEMENT

LEARNING OBJECTIVE:

To equip participants with the requisite knowledge and practical skills to more effectively manage organizational assets to get the most value from them and deliver quality services.

KEY BENEFITS:

- in-depth knowledge of the core principles of good asset management for improved efficiency and effectiveness in organizations;
- increased ability to more effectively manage organizational assets to ensure they deliver maximum value throughout their lifecycle;
- enhanced capability for identifying, assessing and mitigating risks associated with the assets use in organizations; and
- improved ability for maximizing the efficiency and effectiveness of assets to achieve organizational goals.

WHO TO ATTEND:

Finance, Accounts and Budget Officers, Assets Managers and Risk Managers in Public and Private organizations.

Date: 1st Run: *June, 30th – July, 4th, 2025*
2nd Run: *Oct., 13th – 17th, 2025*
Duration: Five (5) Days
Venue: ASCON, Topo-Badagry, Lagos State.
Workshop Fee: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

5. STRATEGIC PLAN DEVELOPMENT AND IMPLEMENTATION

LEARNING OBJECTIVE:

To provide participants to essential knowledge, practical skills, and tested tools and techniques for formulating, executing evaluating strategic plans to achieve organizational goals, vision and mission.

KEY BENEFIT:

- improved ability to conduct business environmental analysis and set organizational goals and objectives;
- enhanced capability for developing and implementing a practical plan that is aligned to, and capable of ensuring the achievement of, organizational goals; and
- increased ability to apply tested tools and techniques to monitor, evaluate and adapt strategic plans to ensure organizational success.

WHO TO ATTEND:

Senior Government officials at Federal, State and Local levels and Senior executives in private and non-profit organizations.

Date: 1st Run: *July, 21st – 25th, 2025*
2nd Run: *Dec., 1st – 5th, 2025*
Duration: Five (5) Days
Venue: ASCON, Topo-Badagry, Lagos State.
Workshop Fee: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

6. QUALITY SERVICE DELIVERY IN ORGANISATIONS

LEARNING OBJECTIVE:

To equip participants with essential knowledge, practical skills and tested tools and techniques for the design and delivery of efficient and effective services that meet and surpass customer expectations.

KEY BENEFIT:

- in-depth understanding of the concepts of service and service quality;
- improved ability to design and deliver services that are aligned with customer needs;
- exposure to practical tools and techniques for monitoring, evaluating and improving services and service delivery methods; and
- increased capability for enhancing customer satisfaction and loyalty.

WHO TO ATTEND:

Senior and middle level officers in the public sector and marketing managers, product and service managers, customer relation officers, front office managers and public relation practitioners in the private and non-profit sectors.

Date: 1st Run: July, 14th – 18th, 2025
2nd Run: Oct., 13th – 17th, 2025

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry, Lagos State.

Workshop Fees: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

7. PENSION ADMINISTRATION AND MANAGEMENT

LEARNING OBJECTIVE:

To provide participants with the requisite knowledge, skills and tools for effective administration and management of pension for the benefits of pensioners and all key stakeholders.

KEY BENEFIT:

- in-depth knowledge of the Pension Act and the workings/processes of pension management and administration in Nigeria;
- improved ability to more effectively manage pension matters/issues and make informed decisions for the benefits of pensioners and key stakeholders;
- enhanced ability in communicating with relevant stakeholders and resolving pension problems and challenges; and
- increased ability to properly guide, assist and make life easy for pensioners.

WHO TO ATTEND:

The workshop is designed for Pension Desk Officers in the Ministries, Departments and Agencies (MDAs) and Pension Officers and HR managers overseeing employee benefits schemes in Private sector organizations.

Date: 1st Run: July, 7th – 11th, 2025
2nd Run: Oct., 6th – 10th, 2025

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry, Lagos State.

Workshop Fee: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

8. MANAGEMENT OF COOPERATIVE SOCIETIES

LEARNING OBJECTIVE:

To provide participants with the requisite knowledge, practical skills and relevant tools and techniques for managing the operations and affairs of Cooperative Societies for the benefits of members of the societies.

KEY BENEFIT:

- in-depth understanding of the concept, principles and operations of Cooperative Societies;
- improved skills in loans management for optimum returns on investment and increased dividends to members;
- improved ability for effective records management to ensure accountability and transparency in management of cooperative resources; and
- enhanced capability for making informed investment decisions that provide the societies with maximum returns on investment.

WHO TO ATTEND:

Cooperative Executives, Cooperators, Employees of Cooperative Societies and Investment Officers in both Public and private organisations.

Date: 1st Run: Aug., 4th – 8th, 2025
2nd Run: Sept., 8th – 12th, 2025

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry, Lagos State.

Workshop Fee: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

9. EFFECTIVE MANAGEMENT OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSMEs)

LEARNING OBJECTIVE:

To equip participants with the essential knowledge, skills and tools for the planning, management and scaling of micro, small and medium enterprises (MSMEs).

KEY BENEFIT:

- enhanced knowledge of business (MSMEs) development and support services;
- improved ability to prepare and defend sound and viable business proposals/plans for increased access to funding and better management;

- increased capability for efficient and effective mobilization and utilization of resources – human, materials, financial, technology, information, etc.;
- enhanced capability for marketing and scaling of business; and
- improved ability to create value to customers and ensure customer loyalty in the long-term.

WHO TO ATTEND:

Managers of public enterprises, cooperative societies, accountants, Retiring Officers and Entrepreneurs who are desirous of starting a Micro, Small and Medium Size business.

Date: 1st Run: May, 5th – 9th, 2025
 2nd Run: Nov., 3rd – 7th, 2025
Duration: Five (5) Days
Venue: ASCON, Topo-Badagry, Lagos State.
Workshop Fees: ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).

Accommodation Charges: As indicated on page 13 of this Brochure

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COURSE AND ACCOMMODATION FEES

COURSE FEES

Table 1: NINE (9) MONTHS POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION

S/N	Description Of Facilities/Services	Participants (₦)	Foreign Participants (\$)
1.	Course Materials	100,000.00	105
2.	Field Trip/Study Administration	150,000.00	150
3.	Examination Fee	30,000.00	56.25
4.	Graduation Fee	50,000.00	37.5
5.	Use of Facilities	60,000.00	105
6.	Tuition Fee	800,000.00	570
7.	Alumni Membership	20,000.00	18.75
8.	Medical Examination Fee	40,000.00	18.75
9.	Acceptance Fee	50,000.00	37.5
Total Fee		1,300,000.00	1,098.75

Table 2: FOUR (4) WEEKS MANAGEMENT CONSULTING PROGRAMME

S/N	Description Of Facilities/Services	Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	807,400.00	1,200
2.	Field Trip	20,000.00	60
Total Fees		827,400.00	1,260

Table 3: TWO (2) WEEKS ADVANCED REGULAR PROGRAMMES

S/N	Description Of Facilities/Services	Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	517,000.00	660
2.	Field Trip	10,000.00	30
Total Fees		527,000.00	690

Table 4: TWO (2) WEEKS REGULAR PROGRAMMES

S/N	Description Of Facilities/Services	Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	470,000.00	600
2.	Field Trip	10,000.00	30
Total Fees		480,000.00	630

Table 5: FIVE (5) DAYS WORKSHOP

S/N	Description Of Facilities/Services	Participants (₦)	Foreign Participants (\$)
1.	Tuition Fee	295,000.00	450
2.	Field Trip	10,000.00	30
Total Fees		305,000.00	480

Table 6: 3-DAYS WORKSHOPS

S/N	Description Of Facilities/Services	Participants (₦)	Foreign Participants (\$)
1.	Tuition Fee	197,000.00	300
2.	Field Trip	10,000.00	30
Total Fees		207,000.00	330

*****The above stated fees exclude accommodation charges.**



ACCOMMODATION FEES

POST-GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION (PGDPA)

The Course is fully residential. The fee for Accommodation is **Eight Hundred and Sixty- Eight Thousand Naira (₦868, 000.00)** per participant @ ₦4,000 per night for 217 days, the duration of the programme.

Table 7: THREE (3) MONTHS COURSE

S/N	Types of Accommodation	Description of Services	Accommodation per Day	Participants ₦	Foreign (\$)
1.	Chalet	Lodging and Breakfast only	₦15,000.00	₦ 1,260,000.00	2,520
2.	Double Room	Lodging and Breakfast only	₦8,000.00	₦ 672,000.00	1,500
3.	Single Room	Lodging and Breakfast only	₦5,000.00	₦ 420,000.00	1,000

Table 8: FOUR (4) WEEKS COURSE

S/N	Types of Accommodation	Description of Services	Accommodation per Day	Participants ₦	Foreign (\$)
1.	Chalet	Lodging and Breakfast only	₦15,000.00	₦ 420,000.00	1,000
2.	Double Room	Lodging and Breakfast only	₦8,000.00	₦ 224,000.00	550
3.	Single Room	Lodging and Breakfast only	₦5,000.00	₦ 140,000.00	350

Table 9: TWO (2) WEEKS COURSE

S/N	Types of Accommodation	Description of Services	Accommodation per Day	Participants ₦	Foreign Participants (\$)
1.	Chalet	Lodging and Breakfast only	₦15,000.00	210,000.00	540
2.	Double Room	Lodging and Breakfast only	₦8,000.00	112,000.00	340
3.	Single Room	Lodging and Breakfast only	₦5,000.00	70,000.00	180

Table 10: ONE (1) WEEK COURSE AND OTHER PROGRAMMES

S/N	Types of Accommodation	Accommodation per Day	Participants ₦	Foreign Participants (\$)
1.	Chalet	15,000.00	105,000.00	310

2.	Double Room	8,000.00	56,000.00	30
3.	Single Room	5,000.00	35,000.00	72
4	Executive Room	25,000.00	175,000.00	400
5	Suite	40,000.00	470,000.00	560

FACILITY USERS

S/N	Types of Accommodation	Amount Per Day ₦	Foreign Participants (\$)
1.	Auditorium (Phase I)	200,000	265
2.	Lecture Theatre (Phase I)	150,000	250
3.	Restaurant (Phase I)	30,000	182
4	Syndicate Classroom (Phase I & II)	30,000	70
5	Club House Classroom (Phase I)	40,000	70
6	PGDPA Classroom	30,000	70
7	Chalet	25,000	50
8	Double Room	20,000	35
9	Single Room	12,000	25
10	CBN Auditorium	500,000	1,000
11	CBN Restaurant	300,000	500
12	Block of Flat (CBN 3-Bedroom Apartment)	150,000	480
13	CBN Syndicate Classroom (50 – 59)	80,000	220
14	CBN Syndicate Classroom (40 – 49)	60,000	150
15	Suite	55,000	125
16	Use of Projector – CBN Auditorium	40,000	100
17	Executive Room (CBN)	40,000	72
18	Use of Public Address System – CBN Auditorium	15,000	35

Table 11: CHARGES FOR USE OF SPORTING FACILITIES

Participants	Foreign Participants
₦ 1,000.00	\$ 2

ACCOMMODATION FEES BREAKDOWN

Block of Flats (3 Bedroom Apartment)

N150,000
per day



N40,000
per day

**Participant's
Rate**



Suite



N55,000
per day

**Facility
Users**



N25,000
per day

**Participant's
Rate**



Executive Room



N40,000
per day

**Facility
Users**



N15,000
per day

**Participant's
Rate**



Chalet



N25,000
per day

**Facility
Users**





**N8,000
per day**

Double Room



**N20,000
per day**

**Participant's
Rate**



**Facility
Users**



**N5,000
per day**

Single Room



**N12,000
per day**

**Participant's
Rate**



**Facility
Users**



Restaurant

**N300,000
per day**



Auditorium

**N500,000
per day**



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.**
- iii. **POS at the Cash Office** (Participants are expected to pay relevant charges by Banks)

NOTE 1:

TRAINING AND CONSULTANCY SERVICES

1. **Account Number: 0020055866016**
(Payment to this Account is by Generating RRR)
2. **Account Number: 0230055642023**
(Payment to this Account is by Mandate)

NOTE 2:

- (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 Tuesday for Workshops. **Participants who report late will not be registered.**

