



THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA (ASCON)

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

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

OFFICE OF THE DIRECTOR GENERAL
+234 803 282 5389

Website: www.ascon.gov.ng

E-mail: dg@ascon.gov.ng
info@ascon.gov.ng

Dear Sir/Ma,

INVITATION TO ATTEND THE MANDATORY TRAINING PROGRAMME FOR CHIEF EXECUTIVE OFFICERS OF FEDERAL GOVERNMENT PARASTATALS/AGENCIES

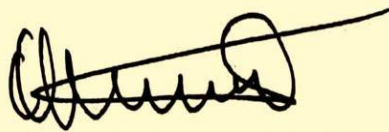
The Administrative Staff College of Nigeria (ASCON) is pleased to invite you to the next edition of the Mandatory Training Programme (MTP) for Chief Executive Officers (CEOs) of Federal Government Parastatals and Agencies which is scheduled to run from **Monday 15th – Friday 26th April, 2024 at ASCON Complex, Topo – Badagry.**

2. The Mandatory Training Programme (MTP) for CEOs is a management and leadership capacity enhancement programme which was approved by the President, Commander-in-Chief of the Federal Republic of Nigeria in 2020 as contained in the Circular of the Secretary to the Government of the Federation (SGF), No. 59814/S.3/I/T/282 of 30th November, 2020. The SGF's circular emphasized not only mandatory attendance of the MTP by all CEOs but also that attendance of the MTP should serve as a prelude to full assumption of duties of newly appointed CEOs. A copy of the former SGF's circular is attached herewith for reference.

3. The overall aim of the MTP is to equip Chief Executive Officers (CEOs), who shoulder enormous responsibilities, with the requisite knowledge of the relevant rules, regulations and administrative guidelines governing the operations of the Public Service as well as the requisite skills for sound management, strong governance and results achievement in the complex Public Service ecosystem. This is to enable the CEOs, most of whom would have been appointed from outside the Public Service, to shorten their learning curves relating to the practical workings of the Public Service and attain peak performance in good time.

4. ASCON has successfully run eight (8) batches of the MTP between 2021 and 2023. Due to the 2023 General Elections and the subsequent changes in the leadership of many Parastatals and Agencies, the College was able to conduct only one edition of the MTP in 2023. In view of the fact that most of the newly appointed CEOs have settled down to business, the College is now set to conduct the 9th Batch of the programme from 15th – 26th April, 2024 for both old and new CEOs.

5. We therefore, implore you to take advantage of this opportunity to attend the programme. It would be highly appreciated if you can write or send a text, WhatsApp or email message to inform us of your participation in good time to enable us make necessary arrangements for a hitch-free programme.
6. You may wish to note that the programme is designed to deliver cutting edge ideas, principles and tools to enable you safely navigate the complex Public Service environment and build a culture of creativity, innovation, collaboration and results achievement to enable you deliver on the mandate of your Parastatal or Agency and contribute to the achievement of the goals and objectives of the Federal Government's Renewed Hope Agenda.
7. In order to give you the opportunity of first-hand experience and an insightful learning journey, the MTP sessions are led by highly-skilled, seasoned experts and practitioners including retired and serving Permanent Secretaries, CEOs of both Public and Private sector organizations and subject matter experts (SMEs) in a highly immersive and interactive learning environment.
8. The course fee is ₦1,500,000 (One Million, Five Hundred Thousand Naira) only per participant. The fee covers programme design and delivery, training materials, breakfast, tea/coffee and snacks, group lunch as well as dinner excluding accommodation. Participants are expected to arrive on Sunday 14th April, 2024.
9. Payment for the programme fee should be made to any of the following ASCON accounts:
 - i. **Account Number: 0230055642023** (Payment to this account is by Mandate)
 - ii. **Account Number: 0020055866016** (Payment to this account is by generating RRR)
10. Payment for accommodation should be made to the ASCON Hospitality Hub Limited using the following account details (please see attached joining instructions):
 - i. **Bank: Zenith Bank**
 - ii. **Account Number: 1310061927**
11. It would be highly appreciated if all payments for both programme fee and accommodation are made at least two (2) weeks before the commencement of the programme and evidence of such payment forwarded to the College immediately.
12. Please, find attached the MTP *Joining Instructions* containing details about the programme, the types and cost of accommodation available in ASCON, and hotels in Badagry, among other things.
13. Please accept, as always, the assurances of my warmest regards.



Mrs. C.U. Gayya, *mni.*
Director-General