# ASCON COURSES FOR THE MONTH OF DECEMBER

## BUSINESS MANAGEMENT AND ENTREPRENEURSHIP STUDIES

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Strategic Plan Development And Implementation | 2$^{nd}$ Run: *Dec., 4$^{th}$ – 8$^{th}$, 2023* | ₦150,000.00 |

## COMPUTER AND INFORMATION MANAGEMENT STUDIES DEPARTMENT

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Computer Application to Secretarial Functions | 3$^{rd}$Run: *Dec., 4$^{th}$ – 8$^{th}$, 2023* | ₦150,000.00 |
| 2. | Computer Application to Registry Functions | 3$^{rd}$ Run: *Dec., 4$^{th}$ – 8$^{th}$, 2023* | ₦150,000.00 |

## ECONOMIC AND FINANCIAL MANAGEMENT STUDIES DEPARTMENT

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Auditing and Investigation Workshop | 2$^{nd}$ Run: *Dec., 4$^{th}$– 8$^{th}$, 2023* | ₦150,000.00 |
| 2. | Programme Monitoring and Evaluation Workshop | 2$^{nd}$ Run: *Dec., 4$^{th}$– 8$^{th}$, 2023* | ₦150,000.00 |

## LEADERSHIP AND LEGISLATIVE STUDIES DEPARTMENT

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Emotional Intelligence and Effective Leadership | 2nd Run: *Dec., 4th – 8th, 2023* | ₦150,000.00 |
| 2. | Leadership, Creativity and Innovation Course | 2nd Run: *Oct., 9th – 13th, 2023* | ₦150,000.00 |
| 3. | Effective Leadership and Inter-Personal Skills | 2nd Run: *Dec., 4th – 8th, 2023* | ₦150,000.00 |
| 4. | Legislative Drafting Techniques | 2nd Run: *Dec., 4th – 8th, 2023* | ₦150,000.00 |

## LOCAL GOVERNMENT STUDIES DEPARTMENT

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Workshop On Revenue Generation Strategies In Local Government | 2nd Run: *Dec., 4th – 8th, 2023* | ₦150,000.00 |

## MANAGEMENT CONSULTANCY SERVICES

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Knowledge Management | 2nd Run: Dec., 4th – 8th, 2023 | ₦150,000.00 |

## MANAGEMENT STUDIES DEPARTMENT

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Supervisory Management | 2nd Run: *Dec., 4th – 8th, 2023* | ₦150,000.00 |

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 2. | Office Management For Improved Service Delivery | 2<sup>nd</sup> Run: *Dec., 4<sup>th</sup> – 8<sup>th</sup>, 2023* | ₦150,000.00 |

## PLANNING RESEARCH AND PUBLICATION

### WORKSHOPS

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Effective Strategic Planning for Peak Performance | 3<sup>rd</sup> Run: *Dec., 4<sup>th</sup>– 8<sup>th</sup>, 2023* | ₦150,000.00 |
| 2. | Research Methodology | 2<sup>nd</sup> Run: *Dec., 4<sup>th</sup>– 8<sup>th</sup>, 2023* | ₦150,000.00 |
| 3. | Personal Planning For Effective Performance at Work | 3<sup>rd</sup> Run: *Dec., 11<sup>th</sup> – 15<sup>th</sup>, 2023* | ₦150,000.00 |
| 4. | Effective Planning and Management of Records and Operation of Records Centre in Organisations | 3<sup>rd</sup> Run: *Dec., 11<sup>th</sup> – 15<sup>th</sup>, 2023* | ₦150,000.00 |

## PUBLIC ADMINISTRATION STUDIES DEPARTMENT (PASD)

### REGULAR PROGRAMMES

| S/N | TITLE | DATE | COURSE FEES |
|---|---|---|---|
| 1. | Administrative Communication Skills | 2<sup>nd</sup> Run: *Dec., 4<sup>th</sup> – 8<sup>th</sup>, 2023* | ₦150,000.00 |