

# ASCON COURSES FOR THE MONTH OF JUNE

## BUSINESS MANAGEMENT AND ENTREPRENEURSHIP STUDIES

### WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Feasibility Studies and Investment Analysis	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00

## COMPUTER AND INFORMATION MANAGEMENT STUDIES DEPARTMENT

### WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Computer Application to Secretarial Functions	2 <sup>nd</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00
2.	Computer Application to Registry Functions	2 <sup>nd</sup> Run: <i>June 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00
3.	Workshop on Data Processing and Analysis Using SPSS/PC+	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
4.	Computer Application to Records Management Workshop	2 <sup>nd</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
5.	Workshop on Social Media Skills for Public Officers	2 <sup>nd</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00

## GENDER STUDIES DEPARTMENT

### WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Gender Appreciation For Managers and Administrators Workshop	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
2.	Women in Managerial Capacities in Tertiary Institutions Workshop	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00

**ECONOMIC AND FINANCIAL MANAGEMENT STUDIES DEPARTMENT**

**WORKSHOPS**

S/N	TITLE	DATE	COURSE FEES
1.	Fraud Prevention, Detection and Control Workshop	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
2.	Project Management Leadership and Communication Workshop	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00

**LEADERSHIP AND LEGISLATIVE STUDIES DEPARTMENT**

**WORKSHOPS**

S/N	TITLE	DATE	COURSE FEES
1.	Effective Leadership and inter-Personal Skills	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
2.	Effective Leadership Strategies for Managing and Enhancing Personnel Productivity	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00

**LOCAL GOVERNMENT STUDIES DEPARTMENT**

**WORKSHOPS**

S/N	TITLE	DATE	COURSE FEES
1.	Workshop On Hospital Management For Effective Service Delivery	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
2.	Workshop On Schools Management And Administration	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i> 2 <sup>nd</sup> Run: <i>Sept., 18<sup>th</sup> – 22<sup>nd</sup>, 2023</i>	₦150,000.00
3.	Workshop On Emergency Management And Relief Operations	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00

**MANAGEMENT CONSULTANCY SERVICES****WORKSHOPS**

S/N	TITLE	DATE	COURSE FEES
1.	Report Writing And Presentation For Consulting Assignments	1 <sup>st</sup> Run: <i>June, 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
2.	Consulting For Productivity And Performance Improvement	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00

**MANAGEMENT STUDIES DEPARTMENT****WORKSHOPS**

S/N	TITLE	DATE	COURSE FEES
1.	Effective Communications	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00
2.	Office Management For Improved Service Delivery	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00

**PLANNING RESEARCH AND PUBLICATION****WORKSHOPS**

S/N	TITLE	DATE	COURSE FEES
1.	Planning and Research in Co-operate Development	1 <sup>st</sup> Run: <i>June 5<sup>th</sup> – 9<sup>th</sup>, 2023</i>	₦150,000.00
2.	Personal Planning For Effective Performance at Work	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00
3.	Effective Succession Planning	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00

**PUBLIC ADMINISTRATION STUDIES DEPARTMENT****WORKSHOPS**

S/N	TITLE	DATE	COURSE FEES
1.	Administrative Principles, Processes and Practices	1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i>	₦150,000.00