



LEGISLATIVE STUDIES DEPARTMENT



SUMMARY

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Good Governance, Accountability and Transparency Course	July., 6th – 18th, 2025	₦470,000.00
2.	New Trended Legislative Principles and Practices.	Sept., 7th – 19th, 2025	₦470,000.00
3.	Employee Hotlines, Legislative Procedures and Crime Prevention	Nov., 9th – 21st, 2025	₦470,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Effective Public Relations and Inter-Personal Skills for Legislative and Administrative competencies	1st Run: May, 5th – 9th, 2025 2nd Run: Oct., 20th – 24th, 2025	₦295,000.00
2.	Developing Advocacy and Lobbying Skills for Efficiency Personnel.	1st Run: April., 7th – 11th, 2025 2nd Run: Dec., 15th – 19th, 2025	₦295,000.00
3.	Conflict Management and Resolution Techniques	1st Run: Aug., 18th – 23rd, 2025 2nd Run: Oct., 13th – 17th, 2025	₦295,000.00
4.	Alternative Dispute Resolution in Organisation	1st Run: Aug., 18th – 23rd, 2025 2nd Run: Dec., 8th – 12th, 2025	₦295,000.00
5.	Management of Team-Based Conflict and Resolution Techniques.	1st Run: July, 28th – Aug 4th, 2025 2nd Run: Nov., 24th – 28th, 2025	₦295,000.00
6.	Legislative Drafting Techniques for Effective Public Service Delivery.	1st Run: June, 16th – 20th, 2025 2nd Run: Dec., 1st – 5th, 2025	₦295,000.00
7.	Alternative Dispute Resolution Techniques in the Public Service.	1st Run: May, 19th – 23rd, 2025 2nd Run: Sept., 22nd – 26th, 2025	₦295,000.00
8.	Management of Legislative and Judicial Functions for High Personnel Productivity	1st Run: April., 21st – 24th, 2025 2nd Run: Aug., 25th – 29th, 2025	₦295,000.00
9.	Developing Functional Approach to Administrative Laws, Ethical Principles and Practice	1st Run: March, 10th – 15th, 2025 2nd Run: Dec., 15th – 19th, 2025	₦295,000.00
10.	Ethics, Transparency and Accountability for Effective Public Service Delivery.	1st Run: March, 3rd – 7th, 2025 2nd Run: June, 23rd – 27th, 2025 3rd Run: Sept., 1st – 5th, 2025	₦295,000.00
11.	Management of Protocol Functions and Inter-Personal Skills in the Public Service.	1st Run: March, 24th – 28th, 2025 2nd Run: July., 21st – 25th, 2025	₦295,000.00
12.	Result-Oriented Administration and Legal Procedures for Effective Service Delivery.	1st Run: July., 14th – 18th, 2025 2nd Run: Oct., 20th – 24th, 2025	₦295,000.00

REGULAR PROGRAMMES

1. GOOD GOVERNANCE, ACCOUNTABILITY AND TRANSPARENCY COURSE

LEARNING OBJECTIVE:

Participants will be equipped with requisite knowledge, skills and right attitude for effective Management of Public Office.

COURSE BENEFITS:

- Enhance the capacity to manage and utilize public resources.
- Increase leadership efficiency and capability for fraud detection.
- Apply inclusive checks and balances for proper commutability.

WHO TO ATTEND:

Top and Senior Management level officers in Public and Private Sector Organizations.

Date: July, 6th – 18th, 2025

Duration: Two (2) Weeks

Venue: ASCON, 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

2. NEW TRENDEND LEGISLATIVE PRINCIPLES AND PRACTICES.

LEARNING OBJECTIVE:

Participants will be equipped with modern and effectives legislative practices and procedures.

COURSE BENEFIT:

Enhance the effectiveness in servicing leadership of the legislature and its committees and bringing about improved legislative outcomes and development.

WHO TO ATTEND:

Legislative and Administrative Officers in the Legislative Arm of Government in both National and State Assemblies as well as LGAs.

Date: Sept., 7th – 19th, 2025

Duration: Two (2) Weeks

Venue: ASCON, 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. EMPLOYEE HOTLINES LEGISLATIVE PROCEDURE AND CRIME PREVENTION.

Learning Objective:

- Participants will be equipped with Modern Employee Hotlines and Legislative procedures in preventing crime.
- Enhance the capacity of Legislative and Administrative staff in Modern Legislative and Crime Prevention Strategies.

WHO TO ATTEND:

Security Managers, Senior Legislative and Administrative Officers in the Legislative Arm of Government in both National and State Assemblies as well as LGAs and individuals in Leadership and Managerial position in Public and Private Organisations.

Date: Nov., 9th – 21st, 2025

Duration: Two (2) Weeks

Venue: ASCON, 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

WORKSHOPS

1. EFFECTIVE PUBLIC RELATIONS AND INTER-PERSONAL SKILLS FOR LEGISLATIVE AND ADMINISTRATIVE COMPETENCIES.

LEARNING OBJECTIVE:

Participants will be equipped with requisite knowledge, skills and right attitude to promote harmonious atmosphere for Effective Delivery and Productivity.

KEY BENEFIT:

Enhance the competence and capacity to respond to workplace behavior and desired outcome.

WHO TO ATTEND:

Senior and Middle level officers in public and private sector.

Date: 1st Run: May, 5th – 9th, 2025

2nd Run: Oct., 20th – 24th, 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. DEVELOPING ADVOCACY AND LOBBYING SKILLS FOR EFFICIENCY PERSONNEL

LEARNING OBJECTIVE:

Participants will be equipped with requisite knowledge, skills and attitude for results and getting.

KEY BENEFITS:

- Improve the capacity for advocacy and lobbying for results.
- Develop strategic skills and competence for successful leadership

WHO TO ATTEND:

Top and Senior Management staff in public and private sector.

Date: 1st Run: *April, 7th – 11th, 2025*
2nd Run: *Dec., 15th – 19th, 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

3. CONFLICT MANAGEMENT AND RESOLUTION TECHNIQUES

LEARNING OBJECTIVE:

Participants will be equipped with requisite knowledge and skills for effective conflict prevention and resolution.

KEY BENEFIT:

Enhance the ability to select and apply appropriate conflict prevention, resolution, strategies and techniques for win/win outcomes

WHO TO ATTEND:

Operation Managers, Protocol and Public Relation Officers and individual involved in handling organisational conflict.

Date: 1st Run: *Aug., 18th – 23rd, 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

4. ALTERNATIVE DISPUTE RESOLUTION IN ORGANISATION

LEARNING OBJECTIVES:

Participants will be able to use new legislations mandating parties to adopt ADR as first line processes for dispute resolution.

KEY BENEFIT:

Expose to ADR techniques and real-life experiences of the practice in resolving conflict.

WHO TO ATTEND:

Lawyers, Legal Managers, Registrar, Assistant Registrars, Court Administrative staff in the Ministries of Justice, Traditional Leaders, Local Government Heads, Senior Professionals in both private and public sector.

Date: 1st Run: Aug., 18th – 23rd 2025
2nd Run: Oct., 8th – 12th 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

5. MANAGEMENT OF TEAM-BASED CONFLICT AND RESOLUTION TECHNIQUES

LEARNING OBJECTIVE:

Participants will be equipped with requisite knowledge, skills and attitude for Effective Management and Conflict Resolution.

KEY BENEFITS:

- Enhance the ability to select and apply appropriate conflict management and resolution strategies for win/win outcomes.
- Apply a better understanding of post-conflict management for improved outcome

WHO TO ATTEND:

Senior and Middle Management level officers in public and private sector organizations.

Date: 1st Run: July, 28th – August 1st, 2025
2nd Run: Nov., 24th – 28th, 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

6. LEGISLATIVE DRAFTING TECHNIQUES FOR EFFECTIVE PUBLIC SERVICE DELIVERY

LEARNING OBJECTIVE:

Participants will be equipped with requisite knowledge, skills and right attitude in applying legislative drafting techniques for result.

KEY BENEFIT:

Enhance the competence in drafting process, minutes drafting and briefs, syntax and expression as well as policy drafting consideration.

WHO TO ATTEND:

Legislative and Administrative officers in Legislative Arm of Government in National and state Assemblies, LGAs as well as other categories of Administrative officers involved in Administrative Business.

Date: 1st Run: *June, 16th – 20th, 2025*
2nd Run: *Dec., 1st – 5th, 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. ALTERNATIVE DISPUTE RESOLUTION TECHNIQUES IN THE PUBLIC SERVICE.

LEARNING OBJECTIVE:

Participants will be able to use new legislations mandating parties to adopt ADR as first line processes for dispute resolution.

KEY BENEFIT:

Expose to ADR techniques and real life experiences of the practice in resolving conflict.

WHO TO ATTEND:

Solicitors, Registrars, Administrators and professionals in both public and private sector.

Date: 1st Run: *May, 19th – 23rd, 2025*
2nd Run: *Sept., 22nd – 26th, 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

8. MANAGEMENT OF LEGISLATIVE AND JUDICIAL FUNCTIONS FOR HIGH PERSONNEL PRODUCTIVITY

LEARNING OBJECTIVE:

Participants will be able to acquire requisite knowledge, skills and right attitude in the discharge of their statutory functions in government business.

KEY BENEFITS:

- Expose to the techniques of managing the statutory functions in government business.
- Develop a competence method of handling official documents in government business.

WHO TO ATTEND:

Administrative officers, legislators, registrars, clerks solicitors etc. in Public Sector Organizations.

Date: 1st Run: April, 21st – 24th, 2025
2nd Run: Aug., 25th – 29th, 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

9. DEVELOPING FUNCTIONAL APPROACH TO ADMINISTRATIVE LAWS, ETHICAL PRINCIPLES AND PRACTICE

LEARNING OBJECTIVE:

Participants will be equipped with relevant skills in the application of administrative laws and ethical practice.

KEY BENEFIT:

Awareness of best practices in enforcement of Administrative laws and ethical principles in public Administration.

WHO TO ATTEND:

Administrative officers, Human Resource Managers, Professionals, Pension Desk Officers, Public Service Manager and Administrators.

Date: 1st Run: March, 10th – 14th, 2025
2nd Run: Dec., 15th – 19th, 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

10. ETHICS, TRANSPARENCY AND ACCOUNTABILITY FOR EFFECTIVE PUBLIC SERVICE DELIEVERY.

LEARNING OBJECTIVE:

Participants will acquire relevant knowledge, skills and right attitude to cope with the challenges and current trend of managing resources for public accountability.

KEY BENEFIT:

Participants will acquire relevant knowledge in ethics, practical reflection in the public service delivery.

WHO TO ATTEND:

All Senior and middle level Management staff in the Public service and their counterparts in the Private Sector.

Date: 1st Run: *March., 3rd – 7th, 2025*
2nd Run: *June, 23rd – 27th, 2025*
3rd Run: *Sept., 1st – 5th, 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

11. MANAGEMENT OF PROTOCOL FUNCTIONS AND INTER-PERSONAL SKILLS IN THE PUBLIC SERVICE.

LEARNING OBJECTIVE:

Participants will acquire relevant knowledge, skills and attitude to cope with the current trend of techniques for protocol practices and functions.

KEY BENEFIT:

Participants will be exposed to the ideals and strategies as well as best practice for effective and efficient service delivery.

WHO TO ATTEND:

Senior and Middle level officers in the Public Service.

Date: 1st Run: *March, 24th – 28th, 2025*
2nd Run: *July, 21st – 25th, 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

12. RESULT-ORIENTED ADMINISTRATION AND LEGAL PROCEDURES FOR EFFECTIVE SERVICE DELIVERY.

LEARNING OBJECTIVE:

Participants will be equipped with the requisite knowledge, skills and right attitude to initiate and administer effective administration in a prescribed manner.

KEY BENEFITS:

- Enhance the administrative competences skills and capabilities as a change agent.
- Expose to effective techniques for achieving results.

WHO TO ATTEND:

The Workshop is designed for Senior and Middle level Management staff in Public and private sectors of the economy.

Date: 1st Run: July, 14th – 18th, 2025
2nd Run: Oct., 20th – 24th, 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

FOR ENQUIRIES, PLEASE CONTACT:

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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.**

