

**MANAGEMENT STUDIES DEPARTMENT**

**REGULAR PROGRAMMES**

| S/N | TITLE  | DATE  | COURSE FEES |
|-----|--|---|-------------|
| 1.  | Basic Course on Management of Training Function    | May, 6 <sup>th</sup> – 19 <sup>th</sup> , 2023        | ₦200,000.00 |
| 2.  | Human Resource Management Course                   | September., 9 <sup>th</sup> – 22 <sup>nd</sup> , 2023 | ₦200,000.00 |
| 3.  | General Management Course                          | July, 1 <sup>st</sup> – 14 <sup>th</sup> , 2023       | ₦200,000.00 |
| 4.  | Advanced Management Course                         | October, 14 <sup>th</sup> – 27 <sup>th</sup> , 2023   | ₦220,000.00 |
| 5.  | Advanced Course on Management of Training Function | August, 12 <sup>th</sup> – 25 <sup>th</sup> , 2023    | ₦220,000.00 |
| 6.  | Advanced Human Resource Management Course          | November, 11 <sup>th</sup> – 24 <sup>th</sup> , 2023  | ₦220,000.00 |

**WORKSHOPS**

| S/N | TITLE  | DATE   | COURSE FEES |
|-----|--|--|-------------|
| 1.  | Career Management                                    | 1 <sup>st</sup> Run: May, 8 <sup>th</sup> – 12 <sup>th</sup> , 2023<br>2 <sup>nd</sup> Run: Oct., 16 <sup>th</sup> – 20 <sup>th</sup> , 2023     | ₦150,000.00 |
| 2.  | Supervisory Management                               | 1 <sup>st</sup> Run: April, 24 <sup>th</sup> – 28 <sup>th</sup> , 2023<br>2 <sup>nd</sup> Run: Dec., 4 <sup>th</sup> – 8 <sup>th</sup> , 2023    | ₦150,000.00 |
| 3.  | Human Capital Management                             | 1 <sup>st</sup> Run: May, 8 <sup>th</sup> – 12 <sup>th</sup> , 2023<br>2 <sup>nd</sup> Run: Oct., 16 <sup>th</sup> – 20 <sup>th</sup> , 2023     | ₦150,000.00 |
| 4.  | Effective Communications                             | 1 <sup>st</sup> Run: June, 19 <sup>th</sup> – 23 <sup>rd</sup> , 2023<br>2 <sup>nd</sup> Run: Aug., 7 <sup>th</sup> – 11 <sup>th</sup> , 2023    | ₦150,000.00 |
| 5.  | Human Resource Counselling Skills                    | 1 <sup>st</sup> Run: April, 24 <sup>th</sup> – 28 <sup>th</sup> , 2023<br>2 <sup>nd</sup> Run: July, 24 <sup>th</sup> – 28 <sup>th</sup> , 2023  | ₦150,000.00 |
| 6.  | Management Of Secretarial Functions                  | 1 <sup>st</sup> Run: March, 27 <sup>th</sup> – 31 <sup>st</sup> , 2023<br>2 <sup>nd</sup> Run: Sept., 18 <sup>th</sup> – 22 <sup>nd</sup> , 2023 | ₦150,000.00 |
| 7.  | Human Relation And Interpersonal Skills For Managers | 1 <sup>st</sup> Run: July, 10 <sup>th</sup> – 14 <sup>th</sup> , 2023<br>2 <sup>nd</sup> Run: Oct., 23 <sup>rd</sup> – 27 <sup>th</sup> , 2023   | ₦150,000.00 |
| 8.  | Target Setting For Managers                          | 1 <sup>st</sup> Run: July, 24 <sup>th</sup> – 28 <sup>th</sup> , 2023<br>2 <sup>nd</sup> Run: Nov., 20 <sup>th</sup> – 24 <sup>th</sup> , 2023   | ₦150,000.00 |
| 9.  | Labour-Management Relation                           | 1 <sup>st</sup> Run: April, 17 <sup>th</sup> – 21 <sup>st</sup> , 2023<br>2 <sup>nd</sup> Run: Nov., 13 <sup>th</sup> – 17 <sup>th</sup> , 2023  | ₦150,000.00 |
| 10. | Performance Management                               | 1 <sup>st</sup> Run: March, 27 <sup>th</sup> – 31 <sup>st</sup> , 2023<br>2 <sup>nd</sup> Run: Sept., 18 <sup>th</sup> – 22 <sup>nd</sup> , 2023 | ₦150,000.00 |

|     |   |   |             |
|-----|---|---|-------------|
| 11. | Office Management For Improved Service Delivery | 1 <sup>st</sup> Run: <i>June, 19<sup>th</sup> – 23<sup>rd</sup>, 2023</i><br>2 <sup>nd</sup> Run: <i>Dec., 4<sup>th</sup> – 8<sup>th</sup>, 2023</i>  | ₦150,000.00 |
| 12. | Coaching and Mentoring Skills                   | 1 <sup>st</sup> Run: <i>May, 16<sup>th</sup> – 20<sup>th</sup>, 2023</i><br>2 <sup>nd</sup> Run: <i>Aug., 15<sup>th</sup> – 19<sup>th</sup>, 2023</i> | ₦150,000.00 |