



THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA

P.M.B. 1004, TOPO BADAGRY



NOT FOR SALE

VISION, MISSION AND OBJECTIVES OF ASCON

VISION: TO BE A WORLD CLASS MANAGEMENT DEVELOPMENT INSTITUTE (MDI) INVOLVED WITH CUTTING EDGE PERFORMANCE AND STATE-OF-THE-ART TECHNOLOGY FOR RAPID AND SUSTAINABLE NATIONAL DEVELOPMENT.

MISSION: TO CONSISTENTLY PROVIDE EXCELLENT MANAGEMENT TRAINING, CONSULTANCY, RESEARCH AND ALLIED SERVICES FOR PERFORMANCE IMPROVEMENT IN ALL SECTORS OF THE ECONOMY

ASCON OBJECTIVES:

The Administrative Staff College of Nigeria was established by the Federal Government, through Decree no.39 of 1973, now ASCON Act, Cap.6, Vol.

1, LFN 1990 with the following objectives:

- (a) to provide higher management training for the development of senior executives for public and private sectors of the Nigerian economy;
- (b) to provide and arrange for a comparative study and investigation of the principles and techniques of management and administration, and for exchange of ideas and experience and for promotion of better understanding between persons connected with management and administration arising in different spheres of national life;
- (c) to award grants, scholarships or travel fellowship to research in public administration and allied subjects;
- (d) to conduct research into problems of management and administration arising in different spheres of national life;
- (e) to establish and maintain a library;
- (f) to undertake, organize and facilitate study courses, conferences, lectures, seminars and the like and to promote the aforesaid objectives;
- (g) to undertake and provide for the publication of journals research papers and books in furtherance of the aforesaid objectives.



DR. FOLASADE YEMI-ESAN
HEAD OF THE CIVIL SERVICE OF THE FEDERATION

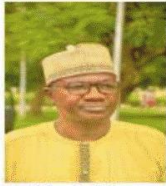
Credible Partner in Institutional and Human Capacity Building for Sustainable Development





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

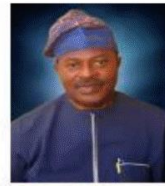
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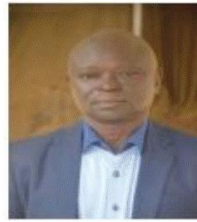
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*General Services & Internal Audit
Corporate Affairs*



Mr. T. K. Akran
*Finance & Accounts
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Ventures Manageress



Mrs. I. I. Oketola

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Mr. L. M. Tijani
Abuja Liaison Office



Mr. S. E. Kappo
North Central Zonal Office



Dr. A. I. Rufus
North West Zonal Office

FOREWORD

I have the pleasure to introduce to you, our 2023 Brochure of Courses with a congratulatory note wishing the ASCON family, past and present, at home and abroad a happy golden jubilee anniversary celebration.

The Administrative Staff College of Nigeria (ASCON) was established through Decree No. 39 of 1973 (now ASCON Act. Cap. 6 Vol. LFN 1990) with a tripod mandate to provide Training, Research and Consultancy services to organisations in all sectors of the economy.

Organizational survival and continuous growth is predicated on the capacity to consistently bring appropriate knowledge, skills and attitudes (KSA) to bear in the performance of daily tasks, proactively strategize and utilize environmental opportunities while minimizing the risks thrown up by a highly challenging environment. ASCON, recognizes that learning and development must meet the needs of organisations driving development initiatives in all sectors of the economy, giving due regard to the organic relationship between government development initiatives and the competences of managers of these initiatives for the achievement of expected results.

From a humble beginning in 1973, the College has become an Institution of repute not only in Nigeria and the West African Sub-Region but in the entire African Continent. The journey which started in 1973 has seen the College undergoing systemic reforms and rebranding in order to maintain its market niche through continuous re-alignment of departments, review of its programmes and courses, and building of strategic partnerships and collaborations within and outside the shores of Nigeria.

The year 2023 Brochure of Courses is a product of extensive review in the light of ours and our clients' understanding of the KSA needed to build an Efficient, Productive, Incorruptible and Citizen-centered (EPIC) Civil Service as envisioned by government. In addition, to the offerings provided in this Brochure, ASCON, is ready to work with individual organisations or governments within and outside the country in the areas of organizational Development, Training in Leadership Development, Management, Administrative Procedures, Project Management, Procurement Practices, Information and Communication Technology, Entrepreneurship, Human Resource Management, Train-the-Trainers, among others, to enhance the performance and increase the productivity of these entities.

Aside from the training programmes indicated in the 2023 Brochure of Courses, the College would honour requests from clients for the design and conduct of Tailor-Made/Customized programmes fit for purpose on and off site. May I also add that ASCON boasts of extensive experience in applied Research and Management Consulting geared towards finding solutions to organization's managerial, structural or operational problems, and would bring this experience to bear on any consulting assignment our clients may require us to undertake on their behalf.

In light of the above, I wish to enjoin both existing and prospective clients to continue to make ASCON their first choice Institution for Training Programme design, and delivery capable of satisfying their training needs.

Our vision for the next 50 years is to sustain and improve our service delivery capabilities to serve the needs of our various clients, through continuous institutional and human capital development with an eye towards being aware of the needs and challenges of our operating environment. It must be noted that the Head of the Civil Service of the Federation (HCSF) has taken the initiative to launch a new Federal Civil Service Strategic and Implementation Plan 2021-2025 (FCSSIP25) aimed at creating 'a World class Public Service' that is Efficient, Professional, Incorruptible and Citizen-centred (EPIC) focused. In response to this laudable initiative of the HOCSE, ASCON has also taken the initiative to review its training programmes which are presented in the 2023 Brochure of Courses to tally with the aspiration of this new initiative and will continue to do so as the operating environment dictates. In addition, as part of its re-strategizing efforts, the College is conducting a competency capacity assessment of its Faculty to ensure that it is in tune with the new realities of the workplace.

At this juncture, I would like to place on record our appreciation to our numerous Clients who have kept faith with us over the last 5 decades. We appreciate your continuous patronage and we believe that we can continue to deliver services to meet your needs. Indeed, we would not be where we are without you. Our appreciation also goes to our supervisory Ministry - the Office of the Head of the Civil Service of the Federation (OHCSF), and the various Heads of Service who had at various times super-intended over the College over the past 5 decades for their support and commitment. To various distinguished Nigerians who had at various times served and are still serving as members of ASCON Governing Board, we say a big thank you. Our appreciation cannot be complete without saying a big thank you to the Federal Government of Nigeria for its sustained support over the past 5 decades.

I wish to reiterate that challenging times requires increased creativity and innovative thinking towards getting things done and achieving the desired results. To this end, ASCON offers both public and private sector organizations the opportunity to build both human and organizational capabilities, rebrand and realign their processes for growth and development. We therefore look forward to a mutually beneficial relationship with our esteemed clients in the year 2023 and beyond.

Our value proposition speaks for itself. “ASCON, a Credible Partner in Institutional and Human Capacity Building for Sustainable Development”.

On a final note, I implore our esteemed customers and potential clients to participate fully in the 2023 ASCON training programmes as this will help to develop potential leaders and enhance the competencies of existing cream of leaders whose roles are critical to the success of government agenda.

Thank you.

Mrs. Cecilia Umaru Gayya, *mni.*
Director-General

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NATIONAL CONFERENCES

1. NATIONAL CONFERENCE ON ENHANCING THE ROLE OF AUDITORS IN THE NIGERIAN PUBLIC SERVICE.

Date: 24th – 26th July, 2023
Duration: Three (3) Days.
Venue: ASCON, Topo-Badagry, Lagos State
Fee: One Hundred Thousand Naira Only (₦100,000.00)

2. NATIONAL CONFERENCE ON STRENGTHENING PUBLIC PROCUREMENT FOR IMPROVED PERFORMANCE.

Date: 21st – 23rd August, 2023
Duration: Three (3) Days.
Venue: ASCON, Topo-Badagry, Lagos State
Fee: One Hundred Thousand Naira Only (₦100,000.00)

3. NATIONAL CONFERENCE ON ADOPTION AND IMPLEMENTATION OF INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) IN NIGERIA.

Date: 4th – 6th September, 2023
Duration: Three (3) Days.
Venue: ASCON, Topo-Badagry, Lagos State
Fee: One Hundred Thousand Naira Only (₦100,000.00)

4. NATIONAL CONFERENCE ON FINANCIAL REGULATIONS AND FISCAL RESPONSIBILITY ACT.

Date: 27th – 29th November, 2023
Duration: Three (3) Days.
Venue: ASCON, Topo-Badagry, Lagos State
Fee: One Hundred Thousand Naira Only (₦100,000.00)

5. FORUM FOR WOMEN DIRECTORATE OFFICERS

Date: 1 – 3 August, 2023
Duration: Three (3) days
Venue: ASCON, Topo – Badagry
Fee: One Hundred Thousand Naira Only (₦100,000.00) (This excludes Accommodation and Feeding)

6. CONFERENCE FOR WOMEN POLITICAL OFFICE HOLDERS

Date: 24 – 26 October, 2023
Duration: Three (3) Days.
Venue: ASCON, Topo-Badagry
Fee: One Hundred Thousand Naira Only (₦100,000.00) (This excludes Accommodation and Feeding)

7. ROUND TABLE CONFERENCE ON GENDER AND SUSTAINABLE DEVELOPMENT

Date: 28 – 30 November, 2023
Duration: Three (3) Days.
Venue: ASCON, Topo-Badagry
Fee: One Hundred Thousand Naira Only (₦100,000.00) (This excludes Accommodation and Feeding)

8. E-GOVERNANCE SEMINAR

Date: 6th – 8th November, 2023
Duration: Three (3) days
Venue: ASCON, Topo-Badagry
Fee: One Hundred Thousand Naira Only (₦100,000.00)

9. RECORDS DIGITIZATION AND SECURITY CONFERENCE

Date: 16th – 18th October, 2023
Duration: Three (3) days
Venue: ASCON, Topo-Badagry
Fee: One Hundred Thousand Naira Only (₦100,000.00)

10. CYBER SECURITY CONFERENCE

Date: 11th – 13th September, 2023
Duration: Three (3) days
Venue: ASCON, Topo-Badagry
Fee: One Hundred Thousand Naira Only (₦100,000.00)

SUMMARY OF 2023 BROCHURE OF COURSES

BUSINESS MANAGEMENT AND ENTREPRENEURSHIP STUDIES

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Public Enterprises Management Course	1 st Run: May, 6 th – 19 th , 2023 2 nd Run: Sept., 9 th – 22 nd , 2023	₦200,000.00
2.	Advanced Public Enterprises Management Course	1 st Run: July, 1 st – 14 th , 2023 2 nd Run: Nov., 4 th – 17 th , 2023	₦220,000.00
3.	Entrepreneurship For Sustainable Development Course	1 st Run: Aug., 12 th – 25 th , 2023 2 nd Run: Oct. 14 th – 27 th , 2023	₦200,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Tourism Management	April 24 th – 28 th , 2023	₦150,000.00
2.	Public-Private Partnership (PPP)	1 st Run: May 29 th – June 2 nd , 2023 2 nd Run: Nov. 6 th – 10 th , 2023	₦150,000.00
3.	Treasury Management	1 st Run: May 29 th – June 2 nd , 2023 2 nd Run: Nov. 6 th – 10 th , 2023	₦150,000.00
4.	Entrepreneurship Development Programme for Retiring Officers	1 st Run: May 8 th – 19 th , 2023 2 nd Run: Aug., 7 th – 18 th , 2023 3 rd Run: Nov., 27 th – Dec., 8 th , 2023	₦200,000.00
5.	Feasibility Studies and Investment Analysis	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Sept., 4 th – 8 th , 2023	₦150,000.00
6.	Events Management	1 st Run: July 3 rd – 7 th , 2023 2 nd Run: Sept. 4 th – 8 th , 2023	₦150,000.00
7.	Assets Management	1 st Run: July 3 rd – 7 th , 2023 2 nd Run: Oct. 16 th – 20 th , 2023	₦150,000.00
8.	Strategic Plan Development And Implementation	1 st Run: July, 17 th – 21 st , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00

9.	Quality and Effective Service Delivery in Organisations	July 17 th – 21 st , 2023	₦150,000.00
10.	Pension Administration And Management	July 17 th – 21 st , 2023	₦150,000.00
11.	Wealth Creation and Management	August, 7 th – 11 th , 2023	₦150,000.00
12.	Management of Cooperative Societies	July, 31 st – August, 4 th , 2023	₦150,000.00
13.	Credit Control and Debt Recovery In Organisations	Sept., 18 th – 22 nd , 2023	₦150,000.00
14.	Networking and Relationship Building In SMES	Oct., 30 th – Nov., 3 rd , 2023	₦150,000.00
15.	Effective Management of Micro, Small and Medium Enterprises	Nov., 13 th – 17 th , 2023	₦150,000.00

COMPUTER AND INFORMATION MANAGEMENT STUDIES DEPARTMENT

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Database Management Course	May, 6 th – 19 th , 2023	₦200,000.00
2.	Electronic Records Management Course	July, 1 st – 14 th , 2023	₦200,000.00
3.	Computer Application to Financial Management Course	November, 4 th – 17 th , 2023	₦200,000.00
4.	Management Information System Course	October, 14 th – 27 th , 2023	₦200,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Computer Proficiency Workshop for Senior Managers	1 st Run: Aug., 14 th – 18 th , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
2.	Computer Application to Secretarial Functions	1 st Run: April 17 th – 21 st , 2023 2 nd Run: June, 19 th – 23 rd , 2023 3 rd Run: Dec., 4 th – 8 th , 2023	₦150,000.00

3.	ICT for Office Productivity Workshop	July, 17 th – 21 st , 2023	₦150,000.00
4.	Computer Application to Registry Functions	1 st Run: April 17 th – 21 st , 2023 2 nd Run: June 19 th – 23 rd , 2023 3 rd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
5.	Microsoft Project Application to Project Management	1 st Run: May, 15 th – 19 th , 2023 2 nd Run: Aug., 14 th – 18 th , 2023	₦150,000.00
6.	ICT-Based Presentation Skills and Techniques	September 18 th – 22 nd , 2023	₦150,000.00
7.	Workshop on Data Processing and Analysis Using SPSS/PC+	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Nov., 20 th – 24 th , 2023	₦150,000.00
8.	Introduction to Oracle/SQL	July, 17 th – 21 st , 2023	₦150,000.00
9.	Facilities Maintenance Management Techniques	October, 23 rd – 27 th , 2023	₦150,000.00
10.	Financial Analysis and Modelling Using Microsoft Excel	September, 11 th – 15 th , 2023	₦150,000.00
11.	Computer Application to Records Management Workshop	1 st Run: May, 22 nd – 26 th , 2023 2 nd Run: June, 5 th – 9 th , 2023 3 rd Run: Oct., 9 th – 13 th , 2023	₦150,000.00
12.	Workshop on Social Media Skills for Public Officers	1 st Run: May, 22 nd – 26 th , 2023 2 nd Run: June, 5 th – 9 th , 2023 3 rd Run: Oct., 9 th – 13 th , 2023	₦150,000.00

CERTIFICATE PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Certificate In Electronic Data Processing	March, 6 th – May, 26 th , 2023	₦470,000.00
2.	Certificate In Database Administration And Management	May, 2 nd – October, 27 th , 2023	₦470,000.00

GENDER STUDIES DEPARTMENT (GSD)

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Gender Mainstreaming for Development Course	1 st Run: May, 6 th – 19 th , 2023 2 nd Run: Nov., 11 th – 24 th , 2023	₦200,000.00
2.	Gender Responsive Skills In Community Development Course	Sept., 9 th – 22 nd , 2023	₦200,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Gender Issues In Leadership & Delegation Skills For Managers And Administrators Workshop	May, 22 nd – 26 th , 2023	₦150,000.00
2.	Gender Appreciation For Managers and Administrators Workshop	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Oct., 30 th – Nov., 3 rd , 2023	₦150,000.00
3.	Women in Managerial Capacities in Tertiary Institutions Workshop	1 st Run: June, 19 th – 23 rd , 2023	₦150,000.00
4.	Managing Gender and Vulnerable Groups Workshop	1 st Run: July, 10 th – 14 th , 2023 2 nd Run: Oct., 9 th – 13 th , 2023	₦150,000.00
5.	Gender and Assertiveness Skills In Management Workshop	1 st Run: July, 24 th – 28 th , 2023 2 nd Run: Sept., 11 th – 15 th , 2023	₦150,000.00
6.	Management and Elimination of Gender Based Violence Workshop	September, 4 th – 8 th , 2023	₦150,000.00
7.	Gender Differences and Emotional Intelligence for Performance Improvement Workshop	November, 6 th – 10 th , 2023	₦150,000.00
8.	Effective Participation of Women in Management of Cooperative Societies Workshop	August, 21 st – 25 th , 2023	₦150,000.00

ECONOMIC AND FINANCIAL MANAGEMENT STUDIES DEPARTMENT

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Financial Management Course	May 6 th – 19 th , 2023	₦200,000.00
2.	Advanced Financial Management Course	July 1 st – 14 th , 2023	₦220,000.00
3.	Project Management Course	Sept., 9 th – 22 nd , 2023	₦200,000.00
4.	Procurement and Supply Chain Management Course	Aug., 12 th – 25 th , 2023	₦200,000.00
5.	Advanced Project Management Course	Oct., 14 th – 27 th , 2023	₦220,000.00
6.	Public Sector Auditing Course	Nov., 11 th – 24 th , 2023	₦200,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Auditing and Investigation Workshop	1 st Run: July, 17 th – 21 st , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
2.	Procurement and Materials Management Workshop	1 st Run: July, 17 th – 21 st , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
3.	Fraud Prevention, Detection and Control Workshop	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Nov., 27 th – Dec., 1 st , 2023	₦150,000.00
4.	Accountability and Transparency Workshop	1 st Run: Aug., 28 th – Sept., 1 st , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
5.	Government Budgeting Workshop	1 st Run: May, 29 th – June, 2 nd , 2023 2 nd Run: Aug., 21 st – 25 th , 2023	₦150,000.00
6.	Final Accounts preparation in Government Workshop	1 st Run: May, 22 nd – 26 th , 2023 2 nd Run: Oct., 30 th – Nov., 3 rd , 2023	₦150,000.00

7.	Excel for Public Financial Management (PFM) Workshop	1 st Run: <i>July, 24th – 28th, 2023</i> 2 nd Run: <i>Nov., 27th – Dec., 1st, 2023</i>	₦150,000.00
8.	Programme Monitoring and Evaluation Workshop	1 st Run: <i>May, 29th – June, 2nd, 2023</i> 2 nd Run: <i>Dec., 4th – 8th, 2023</i>	₦150,000.00
9.	Budget Monitoring and Evaluation Workshop	1 st Run: <i>May, 22nd – 26th, 2023</i> 2 nd Run: <i>Sept., 4th – 8th, 2023</i>	₦150,000.00
10.	Project Budgeting and Financing Workshop	1 st Run: <i>July, 31st – Aug., 4th, 2023</i> 2 nd Run: <i>Oct., 30th – Nov., 3rd, 2023</i>	₦150,000.00
11.	Productivity Management Workshop	1 st Run: <i>July, 31st – Aug., 4th, 2023</i> 2 nd Run: <i>Oct., 9th – 13th, 2023</i>	₦150,000.00
12.	Project Management Leadership and Communication Workshop	1 st Run: <i>June, 5th – 9th, 2023</i> 2 nd Run: <i>Oct., 9th – 13th, 2023</i>	₦150,000.00

LEADERSHIP AND LEGISLATIVE STUDIES DEPARTMENT

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Coaching and Mentoring for Leadership Development Course	<i>Sept. 9th – 22nd, 2023</i>	₦200,000.00
2	Conflict Management and Resolution Course	1 st Run: <i>May, 6th – 19th, 2023</i> 2 nd Run: <i>Oct., 14th – 27th, 2023</i>	₦200,000.00
3	Arbitration and Mediation Course	1 st Run: <i>July, 1st – 14th, 2023</i> 2 nd Run: <i>Nov., 11th – 24th, 2023</i>	₦200,000.00
4	Alternative Dispute Resolution Course	<i>Aug., 12th – 25th, 2023</i>	₦200,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Developing Leadership Competence and Capabilities Course	1 st Run: May, 29 th – June, 2 nd , 2023 2 nd Run: Oct., 30 th – Nov., 3 rd , 2023	₦150,000.00
2.	Leadership, Creativity and Innovation Course	1 st Run: Aug., 28 th – Sept., 1 st , 2023 2 nd Run: Oct., 9 th – 13 th , 2023	₦150,000.00
3.	Emotional Intelligence and Effective Leadership	1 st Run: Sept., 4 th – 8 th , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
4.	Team Building and Leadership Skills	1 st Run: July, 3 rd – 7 th , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
5.	Career Development Skills for Effective Leadership	1 st Run: May, 22 nd – 26 th , 2023 2 nd Run: Oct., 30 th – Nov., 3 rd , 2023	₦150,000.00
6.	Leadership, Decision-Making and Implementation Strategies	1 st Run: July, 31 st – Aug., 4 th , 2023 2 nd Run: Nov., 28 th – Dec., 2 nd , 2023	₦150,000.00
7.	Effective Leadership and inter-Personal Skills	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
8.	Leadership and Strategic Management	1 st Run: Sept., 18 th – 22 nd , 2023 2 nd Run: Oct., 9 th – Dec., 13 th , 2023	₦150,000.00
9.	Effective Leadership Strategies for Managing and Enhancing Personnel Productivity	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Aug., 28 th – Sept., 1 st , 2023	₦150,000.00
10.	Leading and Managing Change in Organisations	1 st Run: May, 8 th – 12 th , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
11.	High Performance People Skills for Leaders	1 st Run: July, 24 th – 28 th , 2023 2 nd Run: Oct., 30 th – Nov., 3 rd , 2023	₦150,000.00
12.	Legislative Drafting Techniques	1 st Run: July, 17 th – 21 st , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00

LOCAL GOVERNMENT STUDIES DEPARTMENT

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Governance And Sustainable Development Course	May, 6 th – 19 th , 2023	₦200,000.00
2.	Security Management Course	August, 12 th – 25 th , 2023	₦200,000.00
3.	Primary Health Care Management Course	Sept., 9 th – 22 nd , 2023	₦200,000.00
4.	Managing Humanitarian Operations Course	Oct., 14 th – 27 th , 2023	₦200,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Workshop On Waste And Safety Management	1 st Run: May, 8 th – 12 th , 2023 2 nd Run: Oct., 30 th – Nov., 3 rd , 2023	₦150,000.00
2.	Workshop On Hospital Management For Effective Service Delivery	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Sept., 11 th – 15 th , 2023	₦150,000.00
3.	Workshop On Schools Management And Administration	1 st Run: June, 19 th – 23 rd , 2023 2 nd Run: Sept., 18 th – 22 nd , 2023	₦150,000.00
4.	Workshop On Emergency Management And Relief Operations	1 st Run: June, 19 th – 23 rd , 2023 2 nd Run: Oct., 16 th – 20 th , 2023	₦150,000.00
5.	Workshop On Sustainable Development Goals	1 st Run: July, 17 th – 21 st , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
6.	Workshop On Managing Grassroots And Rural Development	1 st Run: July, 24 th – 28 th , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
7.	Workshop On Revenue Generation Strategies In Local Government	1 st Run: August, 7 th – 11 th , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
8.	Workshop On General Management For Local Government	1 st Run: Aug., 21 st – 25 th , 2023 2 nd Run: Nov., 20 th – 24 th , 2023	₦150,000.00

9.	Workshop On Management For Local Government	1 st Run: Aug., 14 th – 18 th , 2023 2 nd Run: Oct., 23 rd – 27 th , 2023	₦150,000.00
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MANAGEMENT CONSULTANCY SERVICES

REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Management Consulting Course	1 st Run: Aug., 26 th – Sept., 22 nd , 2023 2 nd Run: Oct., 28 th – Nov., 24 th , 2023	₦320, 000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Proposal Writing And Presentation	1 st Run: July, 24 th – 28 th , 2023 2 nd Run: Sept., 4 th – 8 th , 2023	₦150,000.00
2.	Consulting And Organizational Change Management	1 st Run: Aug., 21 st – 25 th , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
3.	Report Writing And Presentation For Consulting Assignments	1 st Run: June, 5 th – 9 th , 2023 2 nd Run: Nov., 27 th – Dec., 1 st , 2023	₦150,000.00
4.	Consulting Skills And Techniques	1 st Run: May, 22 nd – 26 th , 2023 2 nd Run: Nov., 20 th – 24 th , 2023	₦150,000.00
5.	Internal Consulting Skills And Techniques	1 st Run: May, 29 th – June, 2 nd , 2023 2 nd Run: July, 31 st – Aug, 4 th , 2023	₦150,000.00
6.	Consulting For Productivity And Performance Improvement	1 st Run: June, 19 th – 23 rd , 2023 2 nd Run: Oct., 23 rd – 27 th , 2023	₦150,000.00
7.	Knowledge Management	1 st Run: July, 3 rd – 7 th , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
8.	Consulting in Strategic Management	1 st Run: May, 8 th – 12 th , 2023 2 nd Run: Sept., 18 th – 22 nd , 2023	₦150,000.00

MANAGEMENT STUDIES DEPARTMENT

REGULAR PROGRAMMES

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

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Career Management	1 st Run: May, 8 th – 12 th , 2023 2 nd Run: Oct., 16 th – 20 th , 2023	₦150,000.00
2.	Supervisory Management	1 st Run: April, 24 th – 28 th , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
3.	Human Capital Management	1 st Run: May, 8 th – 12 th , 2023 2 nd Run: Oct., 16 th – 20 th , 2023	₦150,000.00
4.	Effective Communications	1 st Run: June, 19 th – 23 rd , 2023 2 nd Run: Aug., 7 th – 11 th , 2023	₦150,000.00
5.	Human Resource Counselling Skills	1 st Run: April, 24 th – 28 th , 2023 2 nd Run: July, 24 th – 28 th , 2023	₦150,000.00
6.	Management Of Secretarial Functions	1 st Run: March, 27 th – 31 st , 2023 2 nd Run: Sept., 18 th – 22 nd , 2023	₦150,000.00

7.	Human Relation And Interpersonal Skills For Managers	1 st Run: <i>July, 10th – 14th, 2023</i> 2 nd Run: <i>Oct., 23rd – 27th, 2023</i>	₦150,000.00
8.	Target Setting For Managers	1 st Run: <i>July, 24th – 28th, 2023</i> 2 nd Run: <i>Nov., 20th – 24th, 2023</i>	₦150,000.00
9.	Labour-Management Relation	1 st Run: <i>April, 17th – 21st, 2023</i> 2 nd Run: <i>Nov., 13th – 17th, 2023</i>	₦150,000.00
10.	Performance Management	1 st Run: <i>March, 27th – 31st, 2023</i> 2 nd Run: <i>Sept., 18th – 22nd, 2023</i>	₦150,000.00
11.	Office Management For Improved Service Delivery	1 st Run: <i>June, 19th – 23rd, 2023</i> 2 nd Run: <i>Dec., 4th – 8th, 2023</i>	₦150,000.00
12.	Coaching and Mentoring Skills	1 st Run: <i>May, 16th – 20th, 2023</i> 2 nd Run: <i>Aug., 15th – 19th, 2023</i>	₦150,000.00

PLANNING RESEARCH AND PUBLICATION

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Administrative Research	1 st Run: <i>May, 8th – 12th, 2023</i> 2 nd Run: <i>Oct., 9th – 13th, 2023</i>	₦150,000.00
2.	Workshop On Document And Office Security Management	1 st Run: <i>July, 10th – 14th, 2023</i> 2 nd Run: <i>Nov., 13th – 17th, 2023</i>	₦150,000.00
3.	Data Collection and Analysis	1 st Run: <i>July, 17th – 21st, 2023</i> 2 nd Run: <i>Nov., 6th – 10th, 2023</i>	₦150,000.00
4.	Value of Research in Records Management	1 st Run: <i>Sept., 4th – 8th, 2023</i> 2 nd Run: <i>Oct., 16th – 20th, 2023</i>	₦150,000.00
5.	Effective Strategic Planning for Peak Performance	1 st Run: <i>May, 22nd – 26th, 2023</i> 2 nd Run: <i>Sept., 11th – 15th, 2023</i> 3 rd Run: <i>Dec., 4th – 8th, 2023</i>	₦150,000.00
6.	Preparation of Research Report	1 st Run: <i>July, 24th – 28th, 2023</i> 2 nd Run: <i>Nov., 20th – 24th, 2023</i>	₦150,000.00
7.	Planning and Research in Co-operate Development	1 st Run: <i>June 5th – 9th, 2023</i> 2 nd Run: <i>Nov., 27th – Dec., 1st, 2023</i>	₦150,000.00

8.	Research on Behavioural Variance in Organization	1 st Run: Aug., 28 th – Sept., 1 st , 2023 2 nd Run: Nov., 6 th – 10 th , 2023	₦150,000.00
9.	Research Methodology	1 st Run: July, 17 th – 21 st , 2023 2 nd Run: Dec., 4 th – 8 th , 2023	₦150,000.00
10.	Personal Planning For Effective Performance at Work	1 st Run: June, 19 th – 23 rd , 2023 2 nd Run: Nov., 13 th – 17 th , 2023 3 rd Run: Dec., 11 th – 15 th , 2023	₦150,000.00
11.	Effective Succession Planning	1 st Run: June, 19 th – 23 rd , 2023 2 nd Run: Aug., 7 th – 11 th , 2023 3 rd Run: Nov., 27 th – Dec., 1 st , 2023	₦150,000.00
12.	Effective Planning and Management of Records and Operation of Records Centre in Organisations	1 st Run: Aug., 14 th – 18 th , 2023 2 nd Run: Oct., 23 rd – 27 th , 2023 3 rd Run: Dec., 11 th – 15 th , 2023	₦150,000.00

PUBLIC ADMINISTRATION STUDIES DEPARTMENT (PASD)

REGULAR PROGRAMMES

	TITLE	DATE	COURSE FEES
1.	Corporate Governance Course	1 st Run: May, 6 th – 19 th , 2023 2 nd Run: Sept., 9 th – 22 nd , 2023	₦200,000.00
2.	Performance Improvement Course	October, 14 th – 27 th , 2023	₦200,000.00
3.	Advanced Public Administration and Management Course	July, 1 st – 14 th , 2023	₦220,000.00
4.	Creativity and Innovation in the Public Sector	November, 11 th – 24 th , 2023	₦200,000.00
5.	Public Sector Management Course	August, 12 th – 25 th , 2023	₦200,000.00

WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	Administrative Principles, Processes and Practices	1 st Run: <i>June, 19th – 23rd, 2023</i> 2 nd Run: <i>Aug., 21st – 25th, 2023</i> 3 rd Run: <i>Nov., 6th – 10th, 2023</i>	₦150,000.00
2.	Public Policy Analysis and Management	<i>September, 11th – 15th, 2023</i>	₦150,000.00
3.	Improving Personal Effectiveness For Performance	1 st Run: <i>April, 3rd – 7th, 2023</i> 2 nd Run: <i>Sept., 4th – 8th, 2023</i>	₦150,000.00
4.	Workshop on Management of Registry Function	1 st Run: <i>May, 8th – 12th, 2023</i> 2 nd Run: <i>Sept., 18th – 22nd, 2023</i>	₦150,000.00
5.	Ethics And Attitudinal Change In The Public Service	1 st Run: <i>May, 8th – 12th, 2023</i> 2 nd Run: <i>Sept., 18th – 22nd, 2023</i> 3 rd Run: <i>Nov., 20th – 24th, 2023</i>	₦150,000.00
6	Effective Service Delivery	1 st Run: <i>Aug., 7th – 11th, 2023</i> 2 nd Run: <i>Nov., 20th – 24th, 2023</i>	₦150,000.00
7	Administrative Communication Skills	1 st Run: <i>July, 3rd – 7th, 2023</i> 2 nd Run: <i>Dec., 4th – 8th, 2023</i>	₦150,000.00
8	Result Oriented Public Sector Management	<i>Sept., 4th – 8th, 2023</i>	₦150,000.00
9	Work Life Balance	1 st Run: <i>July, 3rd – 7th, 2023</i> 2 nd Run: <i>Nov., 20th – 24th, 2023</i>	₦150,000.00
10	Managing Stakeholders Engagement	1 st Run: <i>July, 17th – 21st, 2023</i> 2 nd Run: <i>Nov., 6th – 10th, 2023</i>	₦150,000.00
11	Speech And Report Writing	1 st Run: <i>July, 31st – Aug., 4th, 2023</i> 2 nd Run: <i>Nov., 20th – 24th, 2023</i>	₦150,000.00

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	30,000.00	75
2.	Field Trip/Study Administration	45,000.00	100
3.	Examination Fee	15,000.00	50
4.	Graduation Fee	10,000.00	50
5.	Use of Facilities	30,000.00	75
6.	Tuition Fee	170,000.00	800
7.	Alumni Membership	5,000.00	10
8.	Medical Examination Fee	5,000.00	20
9.	Acceptance Fee	10,000.00	20
Total Fee		₦320,000.00	1,200

Table 2: FOUR (4) WEEKS MANAGEMENT CONSULTING PROGRAMME

S/N		Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	400,000.00	1,000
2.	Field Trip	20,000.00	50
Total Fees		420,000.00	1,050

Table 3: TWO (2) WEEKS ADVANCED REGULAR PROGRAMMES

S/N		Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	220,000.00	550
2.	Field Trip	10,000.00	25
Total Fees		230,000.00	575

Table 4: TWO (2) WEEKS REGULAR PROGRAMMES

S/N		Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	200,000.00	500
2.	Field Trip	10,000.00	25
Total Fees		210,000.00	525

Table 5: FIVE (5) DAYS WORKSHOP

S/N		Participants (₦)	Foreign Participants (\$)
1.	Tuition Fee	150,000.00	300
2.	Field Trip	10,000.00	50
Total Fees		160,000.00	350

Table 6: 3-DAYS WORKSHOPS

S/N		Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	100,000.00	200
2.	Field Trip	10,000.00	50
Total Fees		110,000.00	250

***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	4,500
2.	Double Room	Lodging and Breakfast only	₦8,000.00	₦ 672,000.00	2,700
3.	Single Room	Lodging and Breakfast only	₦5,000.00	₦ 420,000.00	2,250

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	1,500
2.	Double Room	Lodging and Breakfast only	₦8,000.00	₦ 224,000.00	2,700
3.	Single Room	Lodging and Breakfast only	₦5,000.00	₦ 140,000.00	2,250

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	700
2.	Double Room	Lodging and Breakfast only	₦8,000.00	112,000.00	420
3.	Single Room	Lodging and Breakfast only	₦5,000.00	70,000.00	350

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	100
2.	Double Room	8,000.00	56,000.00	80
3.	Single Room	5,000.00	35,000.00	30
4.	Executive Room	25,000.00	175,000.00	130
5.	Suite	40,000.00	280,000.00	150

FACILITY USERS

S/N	Types of Accommodation	Amount Per Day (₦)
1.	Auditorium (Phase I)	150,000
2.	Lecture Theatre (Phase I)	100,000
3.	Restaurant (Phase I)	80,000
4	Syndicate Classroom (Phase I & II)	30,000
5	Club House Classroom (Phase I)	30,000
6	PGDPA Classroom	30,000
7	Chalet	20,000
8	Double Room	15,000
9	Single Room	10,000
10	CBN Auditorium	400,000
11	CBN Restaurant	200,000
12	Block of Flat (CBN 3-Bedroom Apartment)	180,000
13	CBN Syndicate Classroom (50 – 59)	80,000
14	CBN Syndicate Classroom (40 – 49)	60,000
15	Suite	50,000
16	Use of Projector – CBN Auditorium	40,000
17	Executive Room (CBN)	35,000
18	Use of Public Address System – CBN Auditorium	15,000

Table 11: CHARGES FOR USE OF SPORTING FACILITIES

Participants
₦ 1,000.00

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:

Payments through TSA on Remita Platform can be effected to ASCON under the payment sub menu called **“Pay Registered Billers” (TSA).**

Account Number: 0230055861019

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.**

APPLICATION FOR ASCON TRAINING PROGRAMMES

Participants can request for reservation and nomination for admission

For further information, please contact:

Headquarter

Director-General,

Administrative Staff College of Nigeria,
Nigeria, (ASCON), P. M. B. 1004,
Topo – Badagry, Lagos.

For enquires contact:

Tel: 08164824000

e-mail: info@ascon.gov.ng

dg@ascon.gov.ng

website: www.ascon.gov.ng

Abuja Office

(Liaison Office)

Administrative Staff College of
(ASCON), Federal Secretariat,
Phase 2, Block B, 6th Floor

P. M. B. 150, Abuja.

For enquires contact:

Mr. L.M. Tijjani

Tel: 08033352749, 08039241808

e-mail: asconabuja@ascon.gov.ng

Course Registrar

Administrative Staff College of Nigeria,
(ASCON), Topo – Badagry.

For enquiries contact:

Mrs. R. N. Ogun

Tel: 08028335434, 07038984085

e-mail: cad@ascon.gov.ng

Port-Harcourt

South-South Zonal Office

Federal Secretariat Complex,
Aba Road, Port-Harcourt.

For enquires contact:

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North-West Zonal Office (Kano)

Sheikh Nasiru Kabara Estate,
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Behind Industrial Arbitration Court,
Zaria Road, Kano.

For enquires contact:

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Niger State

(North Central) Zonal Office

Abdulsalam Youth Center,
Opposite State Secretariat,
Minna. Niger State

For enquires contact:

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Planning, Research & Publications

For enquires contact:

Mr. S. E. Ukah

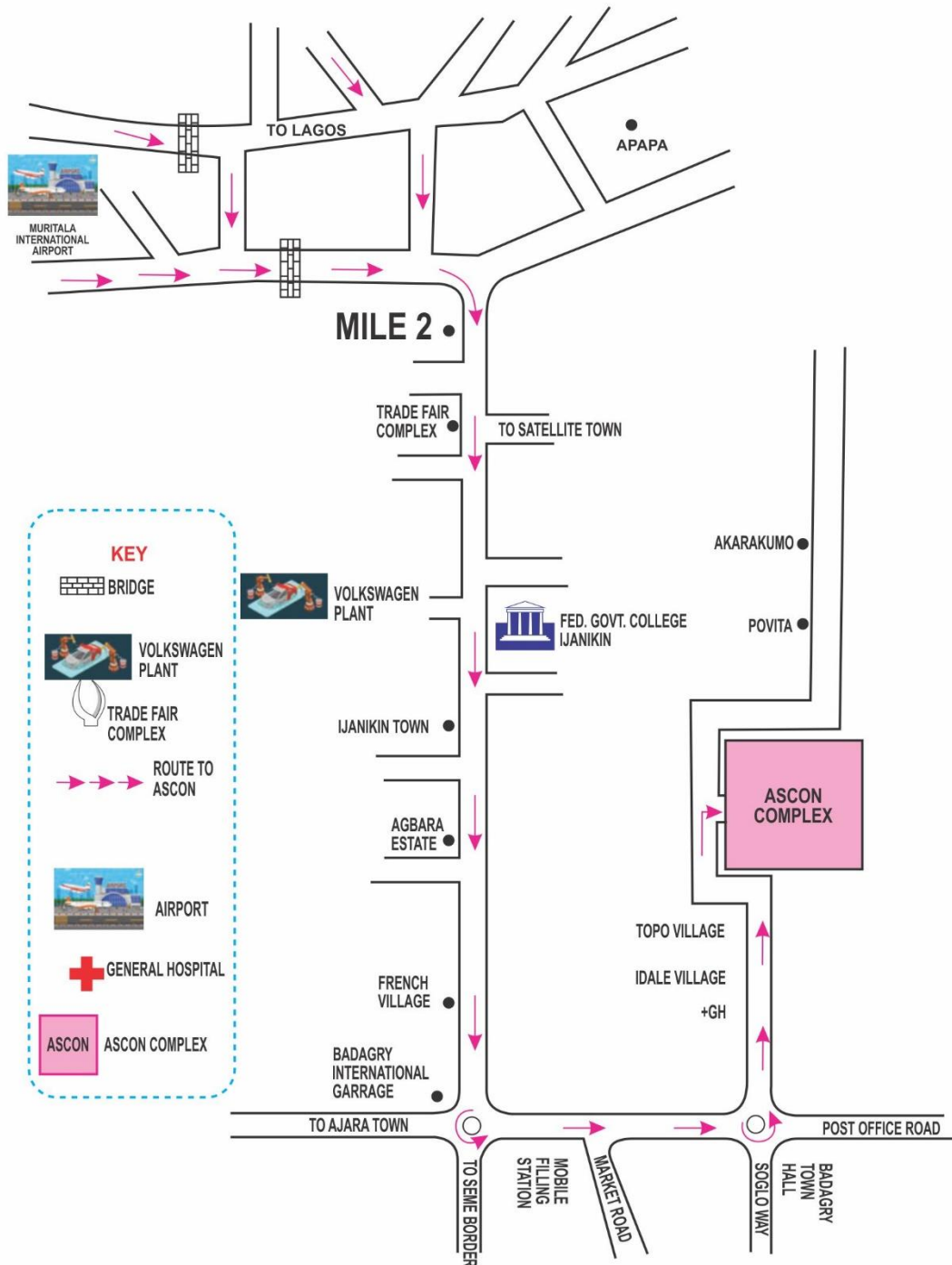
Stanukah03@gmail.com

Tel: 08033194015, 08179547647

For Complaint Call: 08116743310

e-mail: complaint@ascon.gov.ng

ROUTE DIRECTION TO ASCON FROM AIRPORT OR MILE 2



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