



THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA

JUNE PROGRAMMES

S/N	COURSE TITLE	DATE	FEE
1	Feasibility Studies and Investment Analysis	June 6 th – 10 th , 2022	₦110,000.00
2	Computer Application to Secretarial Functions	June 6 th – 10 th , 2022	₦110,000.00
3	Computer Application to Registry Functions	June 6 th – 10 th , 2022	₦110,000.00
4	Fraud Prevention, Detection and Control	June 6 th – 10 th , 2022	₦110,000.00
5	Project Management Leadership and Communication	June 6 th – 10 th , 2022	₦110,000.00
6	Gender Appreciation for Managers and Administrators	June 6 th – 10 th , 2022	₦110,000.00
7	Effective Leadership and inter-Personal Skills	June 6 th – 10 th , 2022	₦110,000.00
8	Servicing and Managing Judicial Proceedings	June 6 th – 10 th , 2022	₦110,000.00
9	Workshop on Hospital Management for Effective Service	June 6 th – 10 th , 2022	₦110,000.00
10	Report Writing and Presentation for Consulting Assignments	June 6 th – 10 th , 2022	₦110,000.00
11	Effective Succession Planning in Management and Administration	June 6 th – 10 th , 2022	₦110,000.00
12	Research Methodology	June 6 th – 10 th , 2022	₦110,000.00
13	Advanced Public Enterprises Management	June 18 th – July 1 st , 2022	₦180,000.00
14	Electronic Records Management Course	June 18 th – July 1 st , 2022	₦160,000.00
15	Advanced Financial Management	June 18 th – July 1 st , 2022	₦160,000.00
16	Gender Responsive Skills in Community Development	June 18 th – July 1 st , 2022	₦160,000.00
17	General Management	June 18 th – July 1 st , 2022	₦160,000.00
18	Advanced Public Administration and Management Course	June 18 th – July 1 st , 2022	₦160,000.00
19	Women in Managerial Capacities in Tertiary Institutions	June 20 th – 24 th , 2022	₦110,000.00
20	Workshop on Schools Management and Administration	June 20 th – 24 th , 2022	₦110,000.00
21	Workshop on Emergency Management and Relief Operations	June 20 th – 24 th , 2022	₦110,000.00
22	Consulting For Productivity and Performance Improvement	June 20 th – 24 th , 2022	₦110,000.00
23	Effective Communication	June 20 th – 24 th , 2022	₦110,000.00
24	Role of Planning in Improving Office Operations	June 20 th – 24 th , 2022	₦110,000.00
25	Planning and Research in Co-operate Development	June 20 th – 24 th , 2022	₦110,000.00
26	The Role of Planning in Strengthening Security Operations	June 20 th – 24 th , 2022	₦110,000.00
27	Administrative Principles, Processes and Practices	June 20 th – 24 th , 2022	₦110,000.00
28	Speech and Report Writing	June 20 th – 24 th , 2022	₦110,000.00

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S/N	COURSE TITLE	DATE	FEE
29	Effective Leadership Strategies for Managing and Enhancing Personnel Productivity	June 27 th – July 1 st ,2022	₦110,000.00

