



THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA

NOVEMBER PROGRAMMES

S/N	COURSE TITLE	DATE	FEE
1	Procurement and Materials Management	November 7 th –11 th , 2022	₦110,000.00
2	Treasury Management	November 7 th –11 th , 2022	₦110,000.00
3	Accountability and Transparency	November 7 th –11 th , 2022	₦110,000.00
4	Computer Proficiency Workshop for Senior Managers	November 7 th –11 th , 2022	₦110,000.00
5	Gender Appreciation for Managers and Administrators	November 7 th –11 th , 2022	₦110,000.00
6	Team Building and Leadership Skills	November 7 th –11 th , 2022	₦110,000.00
7	Workshop on Sustainable Development Goals	November 7 th –11 th , 2022	₦110,000.00
8	Workshop on Managing Social and Community Services	November 7 th –11 th , 2022	₦110,000.00
9	Consulting and Organizational Change Management	November 7 th –11 th , 2022	₦110,000.00
10	Knowledge Management	November 7 th –11 th , 2022	₦110,000.00
11	Data Collection and Analysis	November 7 th –11 th , 2022	₦110,000.00
12	Role of Planning in Improving Office Operations	November 7 th –11 th , 2022	₦110,000.00
13	Preparation of Research Report	November 7 th –11 th , 2022	₦110,000.00
14	Administrative Principles, Processes and Practices	November 7 th –11 th , 2022	₦110,000.00
15	Public Sector Auditing	November 12 th – 25 th , 2022	₦160,000.00
16	Gender Mainstreaming And Development	November 12 th – 25 th , 2022	₦160,000.00
17	Corporate Governance Course	November 12 th – 25 th , 2022	₦160,000.00
18	Use of Computer for Financial Management Course	November 12 th – 25 th , 2022	₦160,000.00
19	Advanced Public Enterprises Management	November 12 th – 25 th , 2022	₦180,000.00
20	Advanced Human Resource Management	November 12 th – 25 th , 2022	₦180,000.00
21	Workshop for Pension Desk Officers	November 14 th – 18 th , 2022	₦110,000.00
22	Effective Management of Micro, Small and Medium Enterprises	November 14 th – 18 th , 2022	₦110,000.00
23	Women in Managerial Capacities in Tertiary Institutions	November 14 th – 18 th , 2022	₦110,000.00
24	Leadership, Decision-Making and Implementation Strategies	November 14 th – 18 th , 2022	₦110,000.00
25	Workshop On Document And Office Security Management	November 14 th – 18 th , 2022	₦110,000.00
26	Consulting Skills And Techniques	November 14 th – 18 th , 2022	₦110,000.00
27	Negotiation and Influencing Skills	November 14 th – 18 th , 2022	₦110,000.00
28	Research on Behavioural Variance in Organization	November 14 th – 18 th , 2022	₦110,000.00
29	Data Processing and Analysis Using SPSS/Pc+ Workshop	November 21 st – 25 th , 2022	₦110,000.00
30	Assertiveness Skill for Women in Management	November 21 st – 25 th , 2022	₦110,000.00
31	Fundamentals of Office Management for Effective Leadership	November 21 st – 25 th , 2022	₦110,000.00

For Enquiries call:
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S/N	COURSE TITLE	DATE	FEE
32	Workshop on Accelerated and Sustainable Rural Development	November 21 st – 25 th , 2022	₦110,000.00
33	Target Setting for Managers	November 21 st – 25 th , 2022	₦110,000.00
34	Ethics and Attitudinal Change in the Public Service	November 21 st – 25 th , 2022	₦110,000.00
35	Effective Service Delivery	November 21 st – 25 th , 2022	₦110,000.00
36	Speech and Report Writing	November 21 st – 25 th , 2022	₦110,000.00
37	Work-Life Balance	November 21 st – 25 th , 2022	₦110,000.00
38	Computer Application to Records Management Workshop	Nov. 28 th – Dec. 2 nd , 2022	₦110,000.00
39	Fraud Prevention, Detection and Control	Nov. 28 th – Dec. 2 nd , 2022	₦110,000.00
40	Emotional Intelligence for Women in Management	Nov. 28 th – Dec. 2 nd , 2022	₦110,000.00
41	Leadership and Strategic Management	Nov. 28 th – Dec. 2 nd , 2022	₦110,000.00
42	Entrepreneurship Development Programme For Retiring Officers	Nov. 28 th – Dec. 9 th , 2022	₦160,000.00



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