



DETAILS OF PROGRAMMES FOR YEAR 2011

MANAGEMENT PROGRAMMES (MP)

REGULAR COURSES

1. COURSE TITLE:

TRAIN-THE-TRAINERS (MP 601)

Date: 1st Run: April 14 – 27, 2012

2nd Run: August 4 – 17, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Identify the roles of human resource development and training managers;
- Analyze organizational performance;
- Identify organizational and individual training needs;
- Design appropriate training programmes to meet identified needs;
- Implement training programmes;
- Evaluate training programmes; and
- Present training packages.

Course Contents:

The course covers the following:

- Overview of Human Resource Management;
- Psychology of Adult Learning;
- Overview of Training;
- The Roles of Human Resource Development /Training Managers;
- Organisational Analysis;
- Identification of training and development needs;
- Selecting and writing training objectives;
- Training Programme Design and Development/Implementation;
- Evaluation of training programmes;
- Presentation Skills;
- Training Budget Preparation;
- Training Programme Co-ordination;
- Micro Teaching Techniques;
- Practical use of Instructional aids;
- Training Strategies, Methods and Techniques;
- Ethical Issues in Training; and
- Report Writing.

Target Audience:

The course is designed for officers on GL. 08 and above in the Public Service and their counterparts in the private sector, who are engaged in Training and Human Resource development activities and have not yet been exposed to any course on the administration and management of training function.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00

Accommodation Charges: As indicated on page _____ of this Brochure

2. **COURSE TITLE:**
HUMAN RESOURCE MANAGEMENT COURSE (MP 604)

Date: 1st Run: April 14 – 27, 2012

2nd Run: August 4 - 17, 2012

Course Objectives:

Specifically, at the end of the course, participants should be able to:

- Discuss the concept of Human Resource Management;
- Analyse the processes involved in Recruitment, Selection and Placement;
- Examine the techniques of Performance Appraisal;
- Discuss the importance of effective Service Delivery;
- Acquire skills in the use of ICT;
- Analyse issues in Labour Management Relations.

Course Contents:

In order to achieve the course objectives, the following topics will be discussed extensively:

- Overview of Human Resource Management;
- Human Resource Planning;
- Recruitment, Selection and Placement;
- Performance Appraisal;
- Overview of Training;
- Induction Processes;
- Pension Administration;
- Employee Safety & Health in the Workplace;
- Communication and Interpersonal Skills;
- Overview of Labour Management Relations;
- Ethics and Code of Conduct in the Workplace;
- Effective Customer Service Delivery;
- Use of ICT in HRM;

Target Audience:

The course is designed for officers on GL 08 – 12 in the Public Service and their counterparts in the Private Sector.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00

Accommodation Charges: As indicated on page _____ of this Brochure

3. **COURSE TITLE:**
GENDER IN MANAGEMENT COURSE (MP 603)
Date: May 12 - 25, 2012

Course Objectives:

The objectives of the course are to:

- Examine different gender concepts and their social constructs;
- Highlight and sensitize participants to gender issues that are pertinent to the productivity and performance of managers in the workplace;
- Examine ways in which women have been made politically and economically invisible; and
- Discuss gender mainstreaming and its implications for planning and sustainable development.

Course Contents:

In order to achieve the course objectives, the following topics will be discussed extensively:

- Gender Issues in Contemporary society;
- Gender and Development: International and National Perspectives;
- Gender and Human Resource Development;
- Gender Concepts and Social Constructs of Gender;
- Gender Mainstreaming;
- Gender and HIV/AIDS;
- Balancing Work and Life;
- Mentoring and Networking;
- Overview of National Gender Policy;
- Gender Disaggregated data;
- Emotional Intelligence and Leadership;
- Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW);
- Advocacy, Lobbying and Negotiation Skills;
- Time and Stress Management;
- Assertiveness and Other Forms of Behaviour ;
- Women and Organisational Politics;
- Challenges to Upward Mobility of Women;
- Women and Human Rights.

Target Audience:

The course is designed for Men and Women Managers/Gender Desk Officers in both Private and Public Sector Organizations.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00

Accommodation Charges: As indicated on page _____ of this Brochure

4. **COURSE TITLE:**
GENERAL MANAGEMENT COURSE (MP 600)

Date: 1st Run: May 12 - 25, 2012
2nd Run: October 6 - 19, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Describe the Basic Functions of Management;
- List the Characteristics of an Effective Manager;
- Describe the Concept of Result-Oriented Management;
- Analyse Tools of Result-Oriented Management;
- Identify Performance Standards for Self Appraisal;
- Translate Objectives into Concrete Action.

Course Contents:

In order to achieve the course objectives, the following topics will be discussed extensively:

- Overview of Management;
- Overview of Human Resources;
- Basic Functions of Management;
- Management Skills;
- Total Quality Management;
- Target Setting;
- Performance Appraisal: An Overview

Target Audience:

The Target Audience for this course comprises middle-level officers on GL. 08 – 12 in the Public Service and their counterparts in the Private Sector with responsibility for translating organisational policies into concrete action/tangible results.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00

Accommodation Charges: As indicated on page----- of this Brochure

5. **COURSE TITLE:**
ADVANCED MANAGEMENT COURSE (MP 700)

Date: 1st Run: June 9 - 22, 2012
2nd Run: November 3 - 16, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Differentiate the Various Aspects of Result-Oriented Management and Contribute Effectively to Policy Formulation in specific areas of Management
- Establish Performance Standards for the Manager's Self-appraisal

- Analyse Management Concepts, Systems and Approaches for Efficiency and Effectiveness;
- Relate Management Knowledge to the Solution of Social, Organizational and Political Problems;
- Identify Management Tools for Managing Change in their Organizations.

Course Contents:

In order to achieve the course objectives, the following topics will be discussed extensively:

- Human Resource Management;
- Basic Approaches to Modern Management;
- Management Processes in the Public and Private Sectors of the Economy;
- General Economic Trends and Conditions;
- Financial and Information Management;
- Strategic Management;
- Performance Management Analytical Tools;
- Policy Formulation and Analysis;
- Changing Roles of Government;
- Private-Public Sector Partnership (PPP);
- Improving Service Delivery;
- Leadership and Mentoring;
- Labour and Industrial Relations;
- Problem Solving and Decision-Making Skills;
- Conflict Sensitive Development;
- Stress Management and Personal Effectiveness;
- Planning for Retirement.

Target Audience:

The Advanced Management Course is targeted at public officers holding positions of substantial responsibility in their departments on GL. 13 and above and their counterparts in private sector organizations. The course is also open to senior officers who have attended ASCON General Management Course and are about to assume higher responsibilities in their departments or other arms of the public service.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00

Accommodation Charges: As indicated on page _____ of this Brochure

6. **COURSE TITLE:**
ADVANCED TRAIN-THE-TRAINERS COURSE (MP 702)
Date: 1st Run: July 7 - 20, 2012
2nd Run: October 6 - 19, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Explain the role of training in Corporate Governance;
- Formulate a forward looking and realistic Training policy;
- Prepare a Corporate Training Plan/Budget and defend same;
- Outline steps involved in Case Writing;
- Evaluate the usefulness and effectiveness of training proposals;
- Describe the skills required in Consulting; and
- Demonstrate the use of power point in presentation.

Course Contents:

The topics to be covered include:

- Overview of Human Resource Management;
- Current Management Concepts;
- Overview of Training;
- Job Analysis as a tool for Training and Development;
- Setting Training Objectives;
- Training Policy Development and Implementation;
- Corporate Training Plan/ Budget Preparation and Defence;
- Corporate Governance and Human Resource Development;
- Training Proposal Preparation and Evaluation;
- Consulting Skills for Trainers;
- Case Study Writing Techniques;
- Career Development;
- Use of Internet;
- Use of Power Point;
- Managing a Training Outfit/Institution;
- Training Evaluation; and
- Writing a Training Report;
- Role of Research in Training.

Target Audience:

The course is designed for Officers on GL. 13 and above in the public sector and their equivalent in the private sector whose responsibilities include the management of training function and development of organizational human capacity. In addition, all officers that have attended the train-the-trainers' course are eligible to attend.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00

Accommodation Charges: As indicated on page ____ of this Brochure

7. **COURSE TITLE:**
ADVANCED HUMAN RESOURCE MANAGEMENT COURSE (MP 701)

Date: 1st Run: July 7 - 20, 2012

2nd Run: November 3 - 16, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Explain Human Resource Management concepts, politics and framework required to run a Human Resource Management Department;
- Identify the role and skills of Human Resource managers as internal consultants to their organizations;
- Describe the phases of Human Resource Planning and Programming including Position Management;
- Compare current state of Human Resource Managers in Public and Private Sectors; and
- Describe the activities required in establishing effective labour relations;

Course Contents:

The course covers the following areas:

- Current Management Concepts;
- Overview of Human Resource Management ;
- Overview of Industrial and Labour Relations;
- Human Resource Planning and Administration;
- Leadership and Motivation in Management of Human Resource;
- Job Analysis;
- Appointments, Promotion and Discipline: Implication of Current Practice for Performance;
- Compensation Management;
- Career Management and Succession Planning;
- Government Reforms and Implications for HRM;
- Performance Appraisal Interview and Counselling;
- Mentoring and Career Counselling;
- Knowledge and Talent Management;
- Emotional Intelligence and Leadership;
- Team Building;
- Contributory Pension Scheme – Features, Benefits and Modalities;
- Legal Imperatives in Human Resource Management;
- Application of ICT to HRM;
- Employee Safety and Health in the Workplace.

Target Audience:

The course is designed for Officers on GL 13 and above in the Public Service and Senior Managers in the Private Sector who have direct or supervisory

responsibilities for Human Resource Management. In addition, officers who have attended Human Resource Management Course are eligible to attend.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00

Accommodation Charges: As indicated on page ____ of this Brochure

SHORT DURATION PROGRAMMES

1. WORKSHOP TITLE:

SUPERVISORY MANAGEMENT WORKSHOP FOR HUMAN RESOURCE MANAGERS (MP 619)

Date: 1st Run: March 5 – 9, 2012

2nd Run: August 27 – 31, 2012

Workshop Objectives:

At the end of the course, participants should be able to:

- Apply the techniques of effective supervision;
- Discuss ways of managing resources effectively;
- Analyse team characteristics;
- Improve on their standard of supervision in their respective workplaces.

Workshop Contents:

The workshop covers the following:

- Concept of supervisory management;
- Roles of Supervisors in an organization;
- Time Management;
- Customer Service Delivery;
- Public and Interpersonal Relations;
- Problem Solving and Decision-making techniques;
- Effective Communication Skills.
- Effective Delegation;
- Leadership and Team Building;
- Mentoring and Succession Planning.

Target Audience:

The workshop is designed for Supervisors, Line Managers, Personnel Officers, Public Relation Officers etc.

Duration: Five (5) days.

Venue: ASCON, Topo - Badagry

Fee: ~~N~~60,000.00 per participant (This excludes accommodation and feeding).

2. **WORKSHOP TITLE:**
EFFECTIVE COMMUNICATION FOR PERSONNEL/HUMAN RESOURCE MANAGERS (MP 620)

Date: 1st Run: March 19 – 23, 2012

2nd Run: August 13 – 17, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Acquire skills and ability to manage human and material resources more effectively;
- Organize, motivate and control subordinates for higher productivity;
- Communicate effectively;
- Reduce conflict due to failure in communication.

Workshop Contents:

In order to achieve the Workshop objectives and derive the aforementioned benefits, the following topics will be discussed extensively:

- Overview of Human Resource Management;
- Overview of Communication;
- Effective meeting skills;
- Report Writing;
- Minuting, Memo and Letter Writing;
- Effective Communication in Difficult Situations;
- Handling of Official Documents;
- Counselling Skills for the Workplace;
- Use of ICT in HRM;
- Influencing and Persuasion Skills;
- Better Public Speaking and Presentation Skills.

Target Audience:

The workshop is designed for

- Personnel/Human Resource Managers;
- Heads of Department;
- Management Staff;
- Heads of Division/Unit;

Duration: Five (5) days.

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

3. **WORKSHOP TITLE:**

HUMAN RESOURCE COUNSELING SKILLS IN THE WORKPLACE (MP 605)

Date: 1st Run: March 26 - 30, 2012

2nd Run: August 13 – 17, 2012

Workshop Objectives:

The workshop is designed to enable participants to:

- Identify, analyze, adopt and adapt the various techniques of counseling individual worker;
- Share experiences, exchange ideas and practically reflect on the problems facing the individual worker;
- Appraise the present practice of conducting government business as it relates to workers' welfare;
- Devise strategies and systems of assisting individual worker manage and balance work and life.

Workshop Contents:

In order to achieve the Workshop objectives and derive the aforementioned benefits, the following topics will be discussed extensively:

- Overview of Personality Psychology;
- Managing Difficult Officers;
- Use of Neuro-Linguistic Programming (NLP) in Counseling;
- Communication Skills;
- Balancing Work and Life;
- Planning for Retirement;
- Contributory Pension Scheme
- Negative Employment Practice;
- Handling of Personnel Documents;
- Appraisal Interview and Counseling;
- Counseling Skills.

Target Audience:

The workshop is designed for

- Directing Staff
- Heads of Department
- Management Staff
- Personnel Managers
- Human Resource Managers

Duration: Five (5) days.

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

4. **WORKSHOP TITLE:**
WORKSHOP ON MANAGEMENT OF PERSONNEL REGISTRY (MP 623)

Date: 1st Run: March 26 - 30, 2012
2nd Run: September 17 - 21, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Explain the concept of Human Resource Management;
- Define and explain the concept of registry;
- Define record, file and record management;
- List the processes in the life cycle of records;
- List and define the current practices in the management of registry functions;
- Identify the strategies for managing personnel registry;
- Identify the basic filing principles.

Workshop Contents:

The following topics will be covered namely:

- Overview of Human Resource Management;
- Introduction to Personnel Records Management;
- Basic Filing Principles;
- Classification and Indexing;
- Managing people in the Registry;
- Common Registry Practices;
- File Maintenance in the Registry;
- Security of Records/Information;
- New Strategies for Human Resource Registry Management;

Target Audience:

The workshop is designed for all category of registry officials both in the Public and Private Sectors of the economy.

Duration: Five (5) days.

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

5. **WORKSHOP TITLE:**
MODERNIZING THE HUMAN RESOURCE FUNCTION IN ORGANISATIONS
(MP 606)

Date: April 2- 6, 2012

The workshop aims to examine the role of the Human Resource function and to develop the knowledge and skills needed to improve current processes within participants' organizations.

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Review the operation of the Human Resource Function in their own organizations, identify strengths and weaknesses and highlight priorities for attention and change;
- Proffer Recommendations to improve the contribution of the Human Resource Function;
- Discuss conflict management; and
- Identify the factors involved in repositioning the human resource function from the transactional to the transformational;

Workshop Contents:

These include:

- Overview of Human Resource Management;
- Repositioning Human Resource Management Functions;
- Relationship Building and Management Style;
- Skills for Modernizing Human Resource Management;
- Consultancy Model in Human Resource Management;
- Performance Management and Improvement;
- Team Building;
- Appraisal Interview and Counselling;
- Conflict Management;
- Mentoring and Coaching Skills;
- Human Resource Management in the 21st Century.

Target Audience:

The workshop is designed for

- Human Resource Managers
- Directors of Administration
- Other Directing Staff
- Heads of Department
- Management Staff
- Personnel Managers
- Admin. Officers.

Duration: Five (5) days.

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

6. **WORKSHOP TITLE:**

WORKSHOP ON MANAGEMENT OF SECRETARIAL PERSONNEL (MP 624)

Date: 1st Run: May 7 - 11, 2012

2nd Run: September 3 -7, 2012

Workshop Objectives:

At the end of the workshop, participants are expected to:

- Identify the basic functions of management as they relate to staffing and structuring;
- Identify the techniques involved in the practice of good human relations;
- List the principles of minutes writing and note taking;
- Examine the processes involved in obtaining, managing and retiring imprests;
- List the approaches in safeguarding secretariat properties;
- Identify the techniques of managing the personnel of the secretariat and indeed, other members of staff of the organization.

Workshop Contents:

The content shall include:

- Overview of Human Resource Management
- File Maintenance in the Registry
- Letter, Memo and Minutes Writing
- Human Relations and Effective Communication
- Managing and Retiring Imprest
- Security Consciousness
- Managing Secretariat Personnel.
- Time Management
- Handling Official Documents
- Introduction to Personnel Records Management

Target Audience:

The workshop is meant for all Secretaries, Private Secretaries and Personal Assistants in both the Public and private Sectors of the economy.

Duration: Five (5) days.

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

7. **WORKSHOP TITLE:**

TECHNIQUES OF EFFECTIVE TIME AND STRESS MANAGEMENT (MP610)

Date: 1st Run: June 11- 15, 2012

2nd Run: September, 3 - 7, 2012

Workshop Objectives:

The essence of this workshop is to equip the participants with the skills needed to:

- Identify Stress and its Various Components;
- Analyze different types of Stressors;
- Use and Audit of Time;
- Eliminating Time Wasters;
- Introduce Participants to Useful Games/Exercises

Workshop Contents:

The main focus of the Workshop is on the following:

- Basic Concept of Time Management;
- Setting of goals and priorities;
- Dealing with Stress;
- Effects of Stress on Performance and Productivity;
- Managing Time wasters;
- Making the most use of our Time;
- Balancing Work and Life;
- Developing Action Plan on Time and Stress Management.

Target Audience:

The workshop is designed for Top/Senior officers in public and private sector organizations.

Duration: Five (5) days

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

8. WORKSHOP TITLE:

LABOUR MANAGEMENT RELATIONS (MP 602)

Date: September 10 - 14, 2012

Workshop Objectives:

At the end of the Workshop, participants should be able to:

- Identify and discuss the key actors in Labour Management relations, formations of their organizations, and their growth and development;
- Discuss the legal framework for Labour-Management relations;
- Discuss strategies for establishing and maintaining effective Labour-Management relations;
- Highlight and discuss the machinery for grievances and conflict resolutions;
- Analyze and discuss the environment of Labour-Management relations.

Workshop Contents:

The main focus of the Workshop is on the following:

- Current Management Concepts;
- Overview of Human Resource Management;
- Overview of Industrial and Labour Relations;

- Growth and Development of Unions and Unionism in Nigeria;
- The Role of the State, Unions and Employers in Industrial Relations;
- Machineries for Negotiation and Consultation;
- Industrial Relations Systems Rules;
- Collective Bargaining;
- Legal Framework for Labour Management Relations;
- Managing Health and Safety at Work;
- Industrial Disputes and Conflict Resolution;
- Democratization of Industrial Relations Practice;
- Government Reforms and its Implications for Labour.

Target Audience:

The Workshop is designed for Officers on GL. 09 and above whose pre-occupation is Industrial Relations or Labour Management Relations in Ministries and Extra-Ministerial Departments of the Civil Service, Parastatals and their counterparts in Private Sector Organizations and Labour Relations Practitioners.

Duration: Five (5) days

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

9. **WORKSHOP TITLE:**

TRAINING METHODS AND PRESENTATION SKILLS (MP 617)

Date: September 17 – 21, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Identify the roles of Human Resource Development and Training Managers;
- Identify organizational and individual training needs;
- Design appropriate training programmes to meet identified needs;
- Describe steps taken to organize conferences, workshop, seminars etc.,
- Identify the appropriate methods for implementing training programmes; and
- Present training modules using power point.

Workshop Contents:

The Workshop covers the following areas:

- Overview of Training;
- Psychology of Adult Learning;
- Systems Approach to Training
- Programme and Module Design;
- Training Methods and Strategy;
- Innovation in Training Technology
- Evaluation of Training Programmes;
- Presentation and Facilitation Skills;
- Giving and Receiving Feedback;
- Micro-Teaching;

- Organising conferences, seminars and workshop;
- Creativity and Facilitator Style;
- Use of Power Point;
- Group Dynamics;
- Writing communiqué.

Target Audience:

The Workshop is designed for Officers on GL 09 and above in the public sector and their counterparts in the private sector, who are engaged in training and Human Resource development activities in Ministries, Extra-Ministerial Department, Parastatals, Management Development Institutes, and Staff Development/Training Centres.

Duration: Five (5) days

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

BUSINESS AND ENTERPRISE MANAGEMENT PROGRAMMES (BEMP)

REGULAR COURSES

1. COURSE TITLE:

PUBLIC ENTERPRISES MANAGEMENT COURSE (BEMP 601)

Date: 1st Run: April 14 – 27, 2012

2nd Run: August 4 – 17, 2012

Course Objectives:

At the end of the course, participants would be able to:

- Discuss the problems/peculiarities of Public Enterprises in contrast to other public service organisations;
- Identify management tools and techniques for effective management of public enterprises;
- Describe the role of private and public enterprises in national development;
- Identify structural linkages between enterprises and national development objectives.

Course Contents:

The topics to be covered in modular form include:

- Module 1 Overview of Public Enterprise Management
- Module:2 Basic Functions of Management.
- Module:3 Human Resource Management in Public Enterprises.
- Module:4 Financial Management in Public Enterprises.
- Module:5 Programme/Project Management.
- Module:6 Pricing in Public Enterprises.
- Module:7 Records Management.
- Module:8 Report Writing and Presentation.

Target Audience:

This course is designed for middle-level managers on GL.08-12 in the Federal/State Ministries, Departments and Agencies(MDAs) and Research Institutes, Teaching Hospitals and Private Sector Organisations.

Duration: Two (2) weeks.

Venue: ASCON Complex, Topo - Badagry.

Course Fee: ~~N~~85,000.00

Accommodation Charges: As indicated on page ... of this Brochure

2. **COURSE TITLE:**
ADVANCED PUBLIC ENTERPRISES MANAGEMENT COURSE (BEMP 701)

Date: 1st Run: May 12 – 25, 2012

2nd Run: September 1 – 14, 2012

Course Objectives:

At the end of the course, participants would be able to:

- Analyse issues and policies that have impact on Public Enterprise Management;
- Identify strategies for Managing Public Enterprises;
- Describe appropriate strategies for Financing Public Enterprises
- Analyse criteria for choice of Technology;
- Identify Methods of Monitoring and Evaluating the Performance of Public Enterprises.

Course Contents:

The topics to be covered in Modular form include:

- Module:1 Nigerian Economic environment..
- Module:2 Public Enterprises and the National Development Agenda.
- Module:3 Human Resource Management in Public Enterprises.
- Module:4 Financial Management in Public Enterprises.
- Module:5 Programme/Project Management.
- Module:6 Management Information System.
- Module:7 Globalisation and need/justification for Public Private Partnership (PPP);
- Module:8 Report Writing and Presentation

Target Audience:

This course is open to very senior officers in parastatal organisations, government agencies and departments who are generally on GL.14 and above. Those who have attended the PEMC course in ASCON can also apply. Senior Managers in Private Sector Organisations will equally find the course useful and highly relevant.

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page.... of this Brochure.

3. **COURSE TITLE:**
PUBLIC ENTERPRISES FINANCIAL MANAGEMENT COURSE (BEMP 602)

Date: 1st Run: June 9 – 22, 2012
2nd Run: September 1 – 14, 2012

Course Objectives

At the end of the Course, participants would be able to:

- Identify the skills required for effective Financial Management in Public Enterprises;
- Analyse and interpret financial statements; and
- Utilise computers in financial analysis and management;

Course Contents

The topics to be covered in Modular form include:

- Module:1 Basic Management Concepts;
- Module:2 Overview of Enterprise Financial Management;
- Module:3 Public Finance;
- Module:4 Financial Statement Analysis;
- Module:5 Revenue and Expenditure Control;
- Module:6 Budgeting, Accounting and Auditing of Public Enterprises;
- Module:7 Sources and Application of Funds (Cash Flow Statements);
- Module:8 International Funds Sourcing;
- Module:9 Project Management; and
- Module:10 Computer, Records and Information Management in Public Enterprises.

Target Audience:

This course is meant for officers on GL. 08 - 12 who work in positions of financial responsibility in parastatal organisations, agencies and departments in the Federal, States and Local Governments, and those in the private sector organisations.

Duration: Two (2) Weeks

Venue: ASCON, Complex, Topo - Badagry.

Course Fee: ~~N~~85,000.00

Accommodation charges: As indicated on page of this Brochure

4. **COURSE TITLE:**
ADVANCED PUBLIC ENTERPRISES FINANCIAL MANAGEMENT COURSE (BEMP 702)

Date: 1st Run: July 7 – 20, 2012
2nd Run: November 3 – 16, 2012

Course Objectives:

At the end of the course, participants would be able to:

- Formulate financial policies and strategies for Public Enterprises;
- Analyse programmes/projects and Financial proposals;

- Conduct effective project monitoring and evaluation
- Manage the inter-relationship between finance and other departments in the organisation; and
- Utilise computers in financial analysis and management.

Course Contents:

The modules to be covered include:

- Module:1 An overview of Public Enterprise Financial Management;
- Module:2 The Nigerian Economic Environment;
- Module:3 Human Capital Management in Public Enterprises;
- Module:4 Financial Management in Public Enterprises;
- Module:5 Public and Private Sector Partnership;
- Module:6 Public Enterprises Reforms;
- Module:7 Programme/Project Management;
- Module:8 International Funds Sourcing;
- Module:9 Pricing in Public Enterprises;
- Module:10 Management Information System;
- Module:11 Financial Report/Presentation;
- Module:12 Analysing Financial Statements; and
- Module:13 Auditing in Public Enterprises.

Target Audience:

Senior Public Servants on grade level 14 and above in the MDAs, and Senior Managers in the Private Sector Organisations.

Duration: Two (2) weeks

Venue: ASCON Complex, Topo – Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page..... of this Brochure

SHORT DURATION PROGRAMMES

1. **WORKSHOP TITLE:
WORKSHOP ON EFFECTIVE MANAGEMENT OF SMALL BUSINESS
(BEMP616)**

Date: 1st Run: April 16 – 20, 2011

2nd Run: November 5 - 9, 2012

Workshop Objectives:

The broad objective of the Workshop is to provide the Small business managers with the working knowledge and skills in all aspects of small business management. Specifically, at the end of the workshop, participants would be able to:

- Discuss effective management of resources in small business;
- Identify and appraise sources of finance available to small business;
- Identify the nitty-gritty of marketing goods and services in small business

- Analyse the problems and proffer solutions to the management of small business

Workshop Contents:

The following among others are the workshop contents:

- Nature of Small Business
- Generating Business Ideas
- Business Plan Preparation
- Financing Options for Small Business
- Determination of Cash Flows
- Inventory Management and Control
- Credit Control and Debt Management
- Costing and Pricing in Small Business
- Effective Customer Service Delivery
- Record and Book Keeping in Small Business
- Marketing of Product and Services in Small Business
- Causes and Symptoms of Business Failure

Target Audience:

The Workshop is designed for officers on grade level 08 and above who are responsible for small business in Ministries, Departments and Agencies (MDAs) and private sector organisations. Entrepreneurs who are desirous of starting a small business or are currently running micro/small and medium size businesses will find this Workshop beneficial.

Duration: Five (5) days

Venue: ASCON Complex, Topo-Badagry

Fee: ₦75,000.00 per participant (This excludes accommodation and feeding)

2. WORKSHOP TITLE:

ENTREPRENEURSHIP DEVELOPMENT PROGRAMME (EDP) FOR RETIRING OFFICERS (BEMP 605)

Date: 1st Run: April 23 – May 4, 2012

2nd Run: December 3 – 14, 2012

Workshop Objectives:

At the end of the workshop, the participants would be able to plan for and work towards a purposeful and rewarding post-retirement life by overcoming the fears and uncertainties which often overwhelm officers immediately after retirement.

The specific objectives of the workshop, among others, are that at the end of the programme, the participants would be able to:

- Plan and work towards a purposeful and rewarding post-retirement life;
- Discuss the nitty-gritty of the Pension Reform Act 2004;
- Identify the causes of delays in processing retirement benefits and how to forestall such delays;
- Overcome fears, uncertainties, manage their health and funds which often overwhelm officers immediately after retirement from active service;

- Identify the raw materials available in their localities; and
- Prepare feasibility studies report/bankable Business plan and manage a micro-business profitably.

Workshop Contents:

Topics to be covered include:

- Implications of, and preparation for retirement
- Management of health and family in retirement;
- The nature of small business;
- Legal requirements for starting a business;
- Identification of business opportunities;
- Business and its environment;
- Financing small business;
- Financial records keeping in small business;
- Business plan preparation/production
- Investment in stocks and shares

Target Audience:

Senior, middle or other officers who have retired or about to retire from the private and public sectors, within the next three (3) - five (5) years.

Duration: Two (2) weeks

Venue: ASCON Complex, Topo - Badagry

Fee: A fee of ₦120,000.00 is charged per participant. Inclusive of N10, 000.00 field trip (This excludes feeding and accommodation). Sponsors are strongly advised to encourage their nominees to participate in the field trip which will provide an opportunity for an on the spot assessment of successful micro businesses using local materials and giving participants an insight into how the proprietors source for funds.

3. **WORKSHOP TITLE:**

PUBLIC PRIVATE PARTNERSHIP (PPP) WORKSHOP(BEMP 617)

Date: 1st Run: May 21 – 25, 2012
 2nd Run: November 19 – 23, 2012

Workshop Objectives:

The broad objective of the workshop is to sensitise the participants to the benefits of public-private partnership (PPP). Specifically, at the end of the workshop, participants would be able to:

- Discuss the advantages of public-private partnership;
- Evaluate the performance of organisations involved in public-private partnership;
- Explain factors necessitating public-private partnership; and
- Formulate (PPP) strategies for their organizations.

Workshop Contents:

Among others, the contents include:-

- Government reforms.
- Nature of Public Private Partnership.
- Types of Public – Private Partnership.

- Public-Private Partnership Policy and Guidelines.
- Building Partnerships for good governance.
- Developing Trust, Transparency and Accountability in Public-Private Partnership.

Target Audience:

The workshop is designed for Policy Makers, Senior Officers of Public and Private Sector Organisations, Chief Executive Officers of Parastatal Organisations, Legislators and other government functionaries across the three tiers of government.

Duration: Five (5) days

Venue: ASCON, Topo - Badagry

Fee: ₦75, 000.00 per participant(This excludes accommodation & feeding)

4. **WORKSHOP TITLE:
TREASURY MANAGEMENT WORKSHOP (BEMP 624)**

Date: 1st Run: June 4 - 8, 2012

2nd Run: August 27 – 31, 2012

Workshop Objectives:

The broad objective of this Workshop is to equip participants with the skills of effective treasury management.

Specifically, at the end of the workshop, participants would be able to:

- Identify techniques of sourcing of funds;
- Explain the techniques of capital budgeting;
- Identify the facets of cash management; and
- Prepare cash flow forecasts

Workshop Contents:

Topics to be covered include:

- Overview of Treasury Management
- Cash Flow Forecasting
- Working Capital Management
- Internal Control Systems for Corporate Treasury Management
- Credit and Debt Management
- Financial Market.

Target Audience:

The Workshop is designed for Treasury Managers, Cashiers and their supervisors in Federal, State and Local Governments on Grade level 08 and above. Treasury Managers and Officers in Private Sector organizations can also apply.

Duration: Five (5) days

Venue: ASCON Complex, Topo-Badagry

Fee: ₦75,000.00 per participant (This excludes accommodation and feeding)

5. **WORKSHOP TITLE:**
EVENTS AND FACILITIES MANAGEMENT WORKSHOP (BEMP 603)

Date: 1st Run: June 18 – 22, 2012
2nd Run: September 17 - 21, 2012

Workshop Objectives:

The overall objective of the workshop is to enable the participants to acquire the skills, knowledge, and right attitude for planning, management and implementation of conferences, seminars and workshops.

Specifically, at the end of the workshop, participant should be able to:

- Identify event types and target audience;
- Analyse the conditions of their finances effectively;
- Negotiate for sponsorship and logistic requirement;
- Effectively plan for conferences, seminars and workshops;
- Apply appropriate procedures and presentation Techniques; and
- Effectively manage non-core activities of their organisations including outsourcing of facilities.

Workshop Contents:

Topics to be covered include:

- Events Planning and Marketing,
- Budgeting and Budgetary Control;
- Programme Coordination; and Preparation of Communique;
- Facilities Management and Outsourcing in Organisations;
- Team Work in Conference Management
- Presentation Techniques and Use of aids.

Target Audience:

The workshop is designed for officers in public and private sector organisations whose duties are to plan, organize and manage events, conferences, seminars, workshops and non-core activities.

Duration: Five (5) days
Venue: ASCON, Topo – Badagry
Fee: ₦75, 000.00 per participant(This excludes accommodation and feeding)

6. **WORKSHOP TITLE:**
FEASIBILITY STUDIES AND INVESTMENT ANALYSIS WORKSHOP (BEMP 615)

Date: 1st Run: June 25 – 29, 2012
2nd Run: August 27 – 31, 2012

Workshop Objectives:

The broad Objective of this workshop is to enrich the knowledge and skills of participants in preparation of feasibility studies and assessment of investment proposals.

Specifically at the end of the workshop, the participants would be able to:

- Conduct feasibility studies (Writing Project proposals and reports).
- Carry out investment analysis and appraisals; and
- Critique and assess feasibility reports and investment proposals.

Workshop Contents:

Topics to be covered include:

- Business and its environments;
- Data gathering Techniques for writing a feasibility study/report;
- Writing a feasibility Report: Format and Content;
- Evaluation of Feasibility Study/Report;
- Techniques of Investment Analysis including Cost-Benefit Analysis;
- Determination of Cash Flows;
- Sources and Cost of Capital;
- Bankable Business Plan Preparation.

Target Audience:

The workshop is designed for Investment Officers responsible for investment appraisal, project Officers and planning Officers, and officers working in the Department of Planning Research and Statistics in the public and private sectors of the economy.

Duration: Five (5) days

Venue: ASCON Complex, Topo, Badagry.

Fee: ₦75,000.00 per participant (This excludes accommodation and feeding).

7. WORKSHOP TITLE: WORKSHOP ON MARKETING OF GOODS AND SERVICES IN ORGANISATIONS (BEMP 621)

Date: 1st Run: July 2 – 6, 2012

2nd Run: October 15 – 19, 2012

Workshop Objectives:

The workshop is designed essentially to equip participants to acquire the skills and knowledge of the latest development in marketing practices with focus on determining customer wants and needs and then providing customers with goods and services that meet or exceed their expectations.

Workshop Contents:

The contents include:

- The Nigeria Business Environment and Marketing;
- Marketing planning/implementation and key challenges;
- Principles of marketing;
- Marketing Research, and Sales;
- Selling Strategies;
- Customer Behaviour

Target Audience:

The workshop is designed for Marketing officers, Sales representatives and Procurement officers from both public and private sectors of the economy.

Duration: Five (5) days
Venue: ASCON, Topo - Badagry
Fee: ₦75,000.00 per participant (This exclude accommodation and feeding).

8. **WORKSHOP TITLE:**
WORKING CAPITAL MANAGEMENT WORKSHOP (BEMP 611)

Date: 1st Run: July 23 – 27, 2012
2nd Run: November 5 - 9, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to identify modern methods of working capital management.

Specifically, at the end of the workshop, participants should be able to:

- discuss the concept of Working Capital Management;
- identify how to plan and manage liquidity effectively;
- discuss the strategies and good practices for effective working capital management, and
- describe how to measure cost of funds for investment purposes.

Workshop Contents:

In order to achieve the above specific objectives of the workshop, its contents shall include among others:

- Basic functions of Management
- Working Capital Management
- Scope of Financial Management
- Sources of Finance in Business Concern
- Cash Flow Management
- Credit Control Management
- The Use of Computer in Financial Management

Target Audience:

The workshop on Working Capital Management is open to all Accounting, Investment and Financial Managers on GL. 08 - 14 in the public sector and their equivalents in the private sector.

Duration: Five (5) days
Venue: ASCON Complex, Topo – Badagry
Fee: ₦75,000.00 per participant (This excludes accommodation and feeding)

9. **WORKSHOP TITLE:**
WORKSHOP ON TOURISM DEVELOPMENT (BEMP 620)

Date: 1st Run: July 30 – August 3, 2012
2nd Run: November 26 – 30, 2012

Workshop Objectives:

The broad objective is to equip the participants with the skills, knowledge, and attitude for effective tourism development. Specifically, at the end of the workshop participants would be able to:

- Explain the contribution of tourism to the Nigerian economy;
- Identify tourism products in Nigeria;
- Apply strategies for tourism development in Nigeria;
- Describe safety and security challenges in tourism industry;
- Discuss the roles of effective communication and interpersonal relationship in tourism development.
- Explain the role of Public Private Partnership (PPP) in tourism development.

Workshop Contents:

The workshop contents among others include:

- Overview of Tourism Policy in Nigeria
- Service Delivery
- Communication and Interpersonal Skills
- Public Private Partnership in Tourism Development
- Strategies for Developing Tourism in Nigeria
- Safety and Security Challenges in Tourism Industry
- International and Local Travels

Target Audience:

The workshop is designed for managers and officers in public and private sector organisations in tourism and hospitality industry.

Duration: Five (5) Days

Venue: ASCON, Topo, Badagry.

Fee: ₦75,000.00 per participant(This excludes accommodation and feeding)

10. **WORKSHOP TITLE:
WORKSHOP ON EFFECTIVE MANAGEMENT OF COOPERATIVE SOCIETY
(BEMP625)**

Date: 1st Run: August 6 – 10, 2012
2nd Run” December 10 – 14, 2012

Workshop Objectives:

The overall objective of the workshop is to enable the participants to acquire the skills, knowledge, and the right attitude for forming, planning, and management of cooperative society for the economic benefit of their members.

Specifically, at the end of the workshop, participants should be able to:

- Identify and form various types of cooperative societies;
- Apply effective planning steps for a successful cooperative society management;
- Describe the principles of cooperative society management;

- Identify performance and accounting standards for effective management of cooperative societies.

Workshop Contents:

The Workshop contents, among others, include:

- The Basic Functions of Management
- The Origin of Cooperative Society
- Formation of Cooperative Society
- Types of Cooperative Society
- Cash Flow Forecasting in Cooperative Society
- Credit and Debt Management
- Techniques of Investment Analysis
- Cost Benefit Analysis
- Effective Management of Dividends
- Effective Management of Cooperative Meetings.

Target Audience:

Accounting and Investment officers in organisations, and officers responsible for management of cooperative society in both Public and Private sector organisations.

Duration: Five (5) Days

Venue: ASCON, Topo, Badagry.

Fee: ₦75,000.00 per participant(This excludes accommodation and feeding).

11. **WORKSHOP TITLE: CREDIT CONTROL AND DEBT RECOVERY WORKSHOP (BEMP 604)**

Date: 1st Run: September 24 – 28, 2012
2nd Run: December 3 – 7, 2012

Workshop Objectives:

At the end of the workshop the participants would be able to discuss the theories and practice of effective Credit Control and Debt Recovery Management.

Specifically, at the end of the workshop, the participants would be able to:

- identify various techniques of Credit Control Management;
- Conduct effective credit investigation analysis; and
- apply modern Techniques of debt recovery.

Workshop Contents:

Topics to be covered include:

- Overview of Financial Management;
- Overview of Debt Management;
- Working Capital Management;
- Credit Management Techniques;
- Management of creditors; and
- Debt collection Techniques.

Target Audience:

Credit Control Managers; sales Managers; Purchasing Officers; Debt Managers; Accountants; Debt collectors and Sales officers.

Duration: Five (5) days

Venue: ASCON, Complex, Topo - Badagry

Fee: ₦75,000.00 per participant (This excludes accommodation and feeding)

LOCAL GOVERNMENT AND LEGISLATIVE PROGRAMMES (LGLP)**REGULAR COURSES****1. COURSE TITLE:****GOVERNANCE AND SUSTAINABLE DEVELOPMENT
COURSE (LGLP601)**

Date: March 10 – 23, 2012

Course Objectives:

At the end of the Course, participants should be able to:

- define governance and sustainable development;
- discuss the role of government in development;
- explain participatory democracy;
- identify pitfalls to development planning and explain leadership styles;
- examine the rudiments of programme planning; and
- discuss development strategies and options.

Course Contents:

Topics to be covered include:

- Governance: An Overview
- Participatory Democracy
- Development Planning
- Leadership Skills
- Programme Management
- Development Strategies
- Democratization and Good Governance
- Transparency and Accountability
- New Government Policy and Reforms
- Anti-Corruption Crusade
- Constitutional and Administrative Law.

Target Audience:

The programme is designed for Project and Senior Officers in the Public and Private Sector Organizations as well as non-government organisation. Non-Legislative Staff of State and National Assemblies are also among the target audience.

Duration: Two (2) Weeks

Venue: ASCON, Topo - Badagry

Fee: N85,000.00.

Accommodation Charges: As indicated on page of this Brochure

2. **COURSE TITLE:**
CONFLICT MANAGEMENT AND RESOLUTION COURSE (LGLP604)
Date: May 12 – 25, 2012

Course Objectives:

At the end of the course, participants would be able to identify the major pattern of conflicts in Nigeria communities and describe the Conflict Management Strategies to prevent their recurrence with a view to establishing lasting peace for sustainable development.

Course Contents:

Topics to be covered include:

- Theories of Conflict
- Religious Conflict in Nigeria
- Communal Conflicts in Nigeria
- Conflict Management and Prevention
- Problems of Multi-Ethnicity in Nigeria
- Peace-Building for sustainable development
- Relationship Between peace and Development
- Conflict Sensitive Development
- Nigerian Multi Ethnic Society: Problems and Strategies of Development
- Gender Issues in Conflict Management.

Target Audience:

The Programme is designed for Security and Administrative Officers working in the Ministries, Parastatals and Agencies of the State and Federal Governments' organisations. Legal officers and administrative staff working with the State and National Assemblies, Local Governments as community relation officers are also among the target audience

Duration: Two (2) Weeks
Venue: ASCON, Topo – Badagry
Fee: ₦85,000.00
Accommodation Charges: As indicated on page of this Brochure

3. **COURSE TITLE:**
LEGISLATIVE MANAGEMENT COURSE (LGLP602)

Date: 1st Run: July 7 – 20, 2012
2nd Run: September 1 – 14, 2012

Course Objectives:

The objectives of the Programme are to:

- Introduce newly recruited members of legislative staff to the organizational structure and workings of the National and State Assemblies;
- Develop in participants the capacities for planning, organizing, and servicing the work of the Legislatures and their various Committees;
- Prepare participants for positions of higher responsibilities in the National and State Assemblies;

- Provide a forum for exchange of ideas on problems of Legislative Planning, Administration and Management; and
- Lay a foundation upon which the participants' further training and development could be based.

Course Contents:

Topics to be covered include:

- Culture and People of Nigeria
- Constitutional Development in Nigeria
- Party Politics in the Present Democratic Dispensation
- Nigeria's Role in International Affairs
- Evolution and Development of Legislative Institutions in Nigeria.
- The Nature of Bi-Cameralism in Parliamentary and Presidential Systems.
- The Relationship Between the Senate and the House of Representatives in Nigeria (A View from the House of Representatives).
- The Nature and Scope of Modern Management
- Tasks of Management
- Introduction to TQM
- The Essence of Planning
- From Bills to Laws: Legislative Planning and Monitoring Models.
- Proceedings on the Floor: Management Support and Logistics Implications
- The General "House Keeping" (Role of the Legislative Manager); and
- The Management of Time.

Target Audience:

The Programme is designed for Legislatures and non-Legislative Staff of both State and National Assemblies. Ministry and Parastatal Staff with legal background are also targeted.

Duration: Two (2) Weeks
Venue: ASCON, Topo - Badagry
Fee: ₦85,000.00
Accommodation Charges: As indicated on page... of this Brochure.

4. **COURSE TITLE:**
ACCELERATED AND SUSTAINABLE RURAL DEVELOPMENT COURSE (LGLP606)

Date: 1st Run: August 4 - 17, 2012
 2nd Run: November 3 - 16, 2012

Course Objectives:

At the end of the course, participants should be able to:

- identify the causes of project failure;
- know and apply existing strategies for inducing and managing changes;
- propose alternative methods for pursuing integrated rural development, innovation and agricultural modernization;
- impact on the lives of the rural masses.

Course Contents:

The contents of the course, among others, are as follows:

- Concept and Scope of Rural/Urban Development
- Introduction to Programme Management
- Project Negotiation and Implementation
- Project Monitoring and Evaluation
- Community Mobilization and Evaluation
- Community Project/Resource Management
- Report Writing
- Customer Service Delivery.

Target Audience:

The course is designed for all project workers at the federal, state and local government levels, as well as the Private Sector/Non-governmental organizations (NGOs).

Those eligible to attend in the public sector include:

- Social Welfare Officers
- Cultural Officers
- Agricultural/rural Development Officers in the Local Government.

Duration: Two (2) Weeks

Venue: ASCON, Topo – Badagry

Fees: ₦85,000.00

Accommodation Charges: As indicated on page of this Brochure

5. COURSE TITLE:

PRIMARY HEALTH CARE MANAGEMENT COURSE (LGLP605)

Date: 1st Run: August 4 - 17, 2012

2nd Run: November 3 - 16, 2012

Course Objectives:

The major objective of the course is to improve the capacity of participants in the planning and implementation of consistent, systematic and effective Primary Health Care Service at the grassroots.

At the end of the course, participants should be able to:

- Manage primary health care facilities effectively;
- Acquire skills required to plan and effectively organize National Health Care Delivery Programme within the Local Government;
- Apply existing strategies for inducing and managing development;
- Programme (change) at the Local Government level;
- Be familiar with the integrated nature of health care projects (i.e. water, sanitation, mobilization, household, food, security nutrition, education etc) in the overall development of communities.

Course Contents:

Topics to be covered include:

- Overview of the National Health Policy
- Concepts and Major Components of Primary Health Care Service Delivery in Nigeria
- Scope of Rural/Urban Development
- Corporate Management Target Setting and Performance Measurement;
- Community Participation and Empowerment;
- Community Resource Management
- Monitoring and Evaluation of Primary Health Care Services
- Roles of NGOs, CBOs and Donor Agencies in Primary Health Care Services
- Use of Computer in Project Management
- National Health Insurance Scheme.

Target Audience:

The course is designed for Primary Health Workers at the Local, State, and Federal levels, including

- Medical Officers
- Heads of Department
- Primary Health Care Coordinators
- Community/Environmental Health Officers
- Staff Nurses
- Social Welfare Officers
- Community Health Extension Workers (CHEWs) and other Health Officers on GL 08 and above.

Duration: Two (2) Weeks

Venue: ASCON, Topo – Badagry

Fee: ₦85,000.00

Accommodation Charges: As indicated on page...of this Brochure.

6. COURSE TITLE

ORGANIZATIONAL SECURITY MANAGEMENT COURSE (LGLP603)

Date: 1st Run: October 6 – 19, 2012

2nd Run: November 3 - 16, 2012

Course Objectives:

The Organizational Security Management course is designed to provide participants the opportunity to:

- Acquire the necessary knowledge, skills and attitudes which will enable them to formulate security policies and procedures for the protection of corporate assets against theft, vandalism, destruction by fire and other unforeseen disaster;
- Acquire capacity to deal with such security threats as political assassinations kid-napping and extortion, terrorism, riots, violent demonstrations and other civil disturbances; and

- Familiarize themselves with the latest developments in security technology and the application of modern security equipment and electronic gadgets in the security industry.

Course Contents:

Topics to be covered include:

- Theories of Crime
- The Pattern of Crime in Nigeria
- Crime Prevention Strategies and Measures
- Security Consciousness for Crime Prevention;
- Liaison with Security Agencies etc
- Security Overview
- Security Ethics
- Physical Security, Planning and Access Control;
- Security Threats (Espionage, subversion, sabotage)
- Patrolling and surveillance
- Security Documentation
- Sensitive/Classified Documents
- Types and Uses of Security Equipment
- Rapid Response Technique (Emergencies)
- Internal Crime Control
- Security and the Law (Theft, Arrest, Wilful/Malicious Damage, Searching Procedure, Offence Assault)
- Crime Scene Procedures
- Communication and Human Relations
- Case Study.

Target Audience:

The course will benefit individuals who want to learn the principles of asset protection and crime prevention generally. It is particularly beneficial to Accountants, Auditors, Stores and Supplies Staff as well as those who desire to protect personal values and life, Armed Forces and the Police Officers stand to benefit immensely from the course. Security supervisors /managers, safety officers, administrative/personnel officers would also find the course beneficial.

Duration: Two (2) Weeks

Venue: ASCON, Topo – Badagry

Fee: ₦85,000.00

Accommodation Charges: As indicated on page... of this Brochure.

SHORT DURATION PROGRAMMES

1. **WORKSHOP TITLE:**
**WORKSHOP ON DONOR ASSISTANCE AND CAPACITY
DEVELOPMENT (LGLP614)**

Date: 1st Run: March 12 – 16, 2012
2nd Run: August 6 – 10, 2012

Workshop Objectives:

At end of the workshop, participants should be able to:

- Define donor assistance;
- Identify sources for donor assistance
- Understand the techniques for writing proposal and report;
- Discuss participatory democracy;
- Explain sustainable development strategies.

Workshop Contents:

Topics to be covered include:

- Definition of Donor Assistance;
- Sources of Donor Assistance;
- Community Resource Management (Empowerment);
- Proposal and Report Writing;
- Participatory Democracy;
- Sustainable Development Strategies.

Target Audience:

Project Workers in the Local Government as well as the public, private and non-governmental organizations (NGOs), social welfare officers, officers on GL. 08 and above in the ministries of Interior and Foreign Affairs, community development officers and directors of finance

Methodology: Lectures, syndicate discussions and case studies

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

2 **WORKSHOP TITLE:**
WORKSHOP ON CONSTITUTIONAL AND ADMINISTRATIVE LAW (LGLP623)

Date: 1st Run: April 16 – 20, 2012
2nd Run: December 3 – 7, 2012

Workshop Objectives:

At the end of the workshop, participants would have:

- Acquire the necessary knowledge of the constitution and administrative law; and
- Enhanced skills and attitude in the application of administrative rules and regulations for better performance of their duties.

Workshop Contents:

Topics to be covered include:

- Principle of Constitutional Law;
- Context of Administrative Law;
- Public Service Rules and Regulations;
- Conduct of Government Business;
- Ethics in the Public Service;
- Disciplinary Procedures in the Public Service;
- Communication Skills

Target Audience:

The workshop is designed for Administrators in both public and private sectors on GL. 08 and above.

Duration: Five (5) Days

Venue: ASCON, Topo – Badagry

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

3. **WORKSHOP TITLE:**
HUMAN RELATIONS AND INTERPERSONAL SKILLS IN GOVERNANCE
(LGLP 720)

Date: 1st Run: April 23 – 27, 2012

2nd Run: September 3 – 7, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Understand the Concept of Governance
- Identify the democratic Governance and its Values
- Understand the Concept of Human Relations and Interpersonal Skills
- Recognise the Relevant Interpersonal Skills in Governance
- Appreciate the Attributes of Good Governance

Workshop Contents:

Topics to be covered include:

- Concept of Governance
- Types of Governance
- Values of Democratic Governance
- Interpersonal Skills
- Principles of Human Relations in Governance
- Understanding Human Psychology in Interpersonal Relations
- Human Relations in Management
- Attributes of Good Governance
- General Problems of Governance

Target Audience:

Senior Managers/Officers in ministries, departments and Agencies (MDAs) at Federal, State and Local Government Levels.

Duration: Five (5) days

Venue: ASCON

Course fee: ₦60,000.00

4. WORKSHOP TITLE:**WORKSHOP ON MANAGING JUDICIAL PROCEEDINGS (LGLP 619)**

Date: 1st Run: May 7 – 11, 2012

2nd Run: October 8 – 12, 2012

Workshop Objectives:

The Workshop Objective are to:

- Understand the principles of records management and its applicability to court system;
- Explain how records can be used for effective judiciary service delivery
- Discuss the role of Information Technology in judicial Administration and
- Examine the relationship between court functions and records

Workshop Contents:

Topics to be covered include:

- Scheduling of cases and their Management
- Customer Service Delivery
- The Planning and Management of Change in the Court Environment
- Core principles of Managing Judicial Proceedings
- Legislative and Regulatory Control on the Care of Legal Records
- Establishing record Keeping Standard
- Ensuring Appropriate Preservation and Access
- The relationship between Court Functions and records of Proceedings
- Control, Indexing and Retrieval Mechanisms
- Automating Case File Management
- Legal Admissibility and Evidential Weight of Electronic Records
- Measuring Performance and Identifying Priorities for improvement

Target Audience:

Registrars, Assistant Registrars, Court Administrators, Senior Administrative Staff in Ministries of Justice, Personal Assistants and Secretaries and Senior Staff from GL 08 and above in the public and private sectors.

Duration: Five (5) Days

Venue: ASCON Topo - Badagry

Course Fee: ₦60, 000.00 (excluding accommodation and feeding).

5. **WORKSHOP TITLE:**
WORKSHOP ON LEGISLATIVE DRAFTING TECHNIQUES (LGLP630)
Date: 1st Run: May 21 – 25, 2012
2nd Run: August 6 – 10, 2012

Workshop Objectives:

The Objectives of the workshop are to:

- Prepare staff of the national/state assemblies to perform the basic duties and responsibilities in legislative drafting;
- Enable participants acquire and apply new techniques in legislative drafting;
- Enhance their knowledge, skills, and attitude in the performance of their duties.

Workshop Contents:

Topics to be covered include:

- The Drafting Process;
- Practical Constraints in the Preparation of Legislation;
- Rules of Drafting;
- The Draft Special Responsibilities;
- Minuting, Drafting and Briefs;
- Communication Skills;
- Organizing a Drafting Office;
- Syntax and Expression;
- Research Methods;
- Legislative Sentence;
- Policy Drafting Consideration in Tax Legislation.

Target Audience:

The Workshop is designed for new staff of the State and National Assemblies, Lawyers and other Officers saddled with the responsibility of legislative drafting in both public and private sectors.

Duration: Five (5) Days

Venue: ASCON, Topo – Badagry.

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

6. **WORKSHOP TITLE:**
WORKSHOP ON ORGANISATIONAL SECURITY MANAGEMENT(LGLP 725)
Date: May 21 – 25, 2012

Workshop Objectives:

The workshop on Organizational Security Management is designed to provide participants the opportunity to:

- acquire the necessary knowledge, skills and attitudes which will enable them to formulate security policies and procedures for the protection of corporate assets against theft, vandalism, destruction by fire and other unforeseen disaster;

- develop the participants' capacity to deal with such security threats as political assassinations, kid-napping and extortion, terrorism, riots, violent demonstrations and other civil disturbances; and
- expose the participants to the latest developments in security technology and the application of modern security equipment and electronic gadgets in the security industry.

Workshop Contents:

Topics to be covered include:

- The Pattern of Crime in Nigeria
- Crime Prevention Strategies and Measures
- Physical Security, Planning and Access Control
- Sensitive/Classified Documents
- Types and Uses of Security Equipment
- Rapid Response Technique (Emergencies)
- Internal Crime Control
- Communication and Human Relations

Target Audience:

Accountants, Auditors, Stores and Supplies Staff as well as those who desire to protect personal values and life, Armed Forces and the Police Officers stand to benefit immensely from the course. Security Supervisors/Managers, safety officers, administrative/personnel officers would also find the Course beneficial.

Methodology:

Lecture, power point presentation, syndicate assignment and case studies.

Duration: Three (3) Days

Date: To be determined by the client

Venue: To be decided by the client

Fee: ₦60,000.00 per participant which covers workshop materials, bags, with certificate of attendance (excluding accommodation and feeding)

7. **WORKSHOP TITLE:**

WORKSHOP ON EMERGENCY MANAGEMENT AND RELIEF OPERATIONS (LGLP610)

Date: 1st Run: June 11 – 15, 2012

2nd Run: November 5 – 9, 2012

Workshop Objectives:

The objectives of the workshop are to enable participants:

- Adopt current innovations in the field of disaster and emergency management;
- Recognize the vital role of the disaster manager in the achievement of the overall objectives of their organizations;
- Devise measures of preventing and planning for any disaster and emergency occurrences; and
- Review current relief strategies and operations in Nigeria.

Workshop Contents:

Topics to be covered include:

- Disaster Management: An Overview
- Disaster Mitigation
- Disaster Preparedness
- Rescue Operations
- Relief and Rehabilitation Strategies

Target Audience:

The Programme is designed for Senior and Risk Managers in the Ministries and Parastatals both at the Federal and State Levels. The programme also targets Security Officers in the Public and Private Sector Organisations.

Methodology:

Lectures, Syndicate discussions and case studies.

Duration: Five (5) Days

Venue: ASCON, Topo – Badagry.

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

8. **WORKSHOP TITLE:**
WORKSHOP ON HOSPITAL MANAGEMENT FOR EFFECTIVE SERVICE DELIVERY (LGLP652)

Date: 1st Run: July 9 – 13, 2012
2nd Run: October 8 – 12, 2012

Workshop Objectives:

The objectives of the workshop are among other things, to:

- Introduce the participants to the General Concept of Hospital Administration;
- Facilitate the participants' Understanding of hospital Management;
- Expose participants to the relevant skills in Management;
- Introduce the participants to the concept of Service Delivery in Management.

Workshop Contents:

Topics to be covered include:

- Concept of Hospital Management
- Administrative Setting in Hospital Environment
- Interpersonal Skills
- Performance Appraisal
- Conflict Management and Resolution in Labour Relations
- Material Management
- Records Management
- Security Consciousness and Management
- Team-Building

Target Audience:

The following officers on GL. 10 and above

- Medical Consultants
- Medical Officers
- Health Workers
- Non-Medical Staff working at hospital and other health centres.

Methodology:

Workshop methodology will include lectures, discussion and syndicate sessions among others.

Duration: Five (5) Days

Venue: ASCON, Topo – Badagry.

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

9. WORKSHOP TITLE:**WORKSHOP ON CONFLICT MANAGEMENT AND PEACE-BUILDING
(LGLP 650)**

Date: 1st Run: July 23 – 27, 2012

2nd Run: November 26 – 30, 2012

Workshop Objectives:

At the end of the workshop, participants would be able to identify the major pattern of conflicts in Nigeria communities and describe the Conflict Management Strategies to prevent their recurrence with a view to establishing lasting peace for sustainable development.

Workshop Contents:

Topics to be covered include:

- Theories of Conflict
- Religious Conflict in Nigeria
- Communal Conflicts in Nigeria
- Conflict Management and Prevention
- Problems of Multi-Ethnicity in Nigeria
- Peace-Building for sustainable development
- Relationship Between peace and Development
- Conflict Sensitive Development
- Nigerian Multi Ethnic Society: Problems and Strategies of Development
- Gender Issues in Conflict Management.

Target Audience:

Senior Managers in Ministries, Parastatals and Local Government and Private Organizations, Risk Managers, Logistic and Intelligence Managers, Security Managers and Coordinators in all Companies, Members of the Armed Forces, Nigeria Police Force, Para-military organisations and Heads of Security Unit in Private and Public Sector Organizations, Legal Officers, Community Relation Officers and Honourable Members of the National and State Assemblies.

Duration: Five (5) Days
Venue: ASCON, Topo – Badagry
Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

10. **WORKSHOP TITLE:**
WORKSHOP ON DOCUMENT AND OFFICE SECURITY MANAGEMENT
(LGLP640)

Date: 1st Run: July 23 – 27, 2012
2nd Run: November 12 – 16, 2012

Workshop Objectives:

The workshop on management of records and official secret/confidential documents is designed to familiarize participants on procedures for the protection of official secrets.

Specifically the objectives of the workshop are to:

- identify the major threats to National Security and how to neutralize them;
- protect organizational secrets from espionage agents, curious journalists and subversive elements and apply necessary counter measures;
- understand and apply the Federal Republic of Nigeria Security Instructions;
- learn and apply Personnel Security Procedures;
- describe basic fire prevention and control in the office; and
- describe measures to safeguard vital documents in the office.

Workshop Contents:

Topics to be covered include:

- Security Problems in the Public Service;
- Loss of Information and Leakages in the Public Service and the necessary counter measures;
- Records Management;
- Physical Security Measures to Protect Official Secrets and Important Records/ documents
- Government Security Instructions and Procedures;
- The Official Secrets Act, 1962;
- Personnel Security in the Public Service;
- Fire Prevention and Control in Public Buildings;

Target Audience:

All categories of the officers dealing with all kinds of records in the ministries and parastatals of the State and Federal Governments' organisations are the target audience.

Duration: Five (5) Days.
Venue: ASCON, Topo – Badagry
Fee: ₦60,000.00 per participant excluding accommodation and feeding

11. **WORKSHOP TITLE:**
WORKSHOP ON ALTERNATIVE DISPUTE RESOLUTION (LGLP701)
Date: 1st Run: August 6 – 10, 2012
2nd Run: October 15 – 19, 2012

Workshop Objectives:

The main objectives of the workshop are to:

- expose participants to court systems that are now being reformed to fully integrate ADR through the concept of multi-door court room;
- appraise current issues and practices in alternative dispute resolution;
- review the roles of litigants in setting disputes;
- expose participants to new concepts of ADR clauses mandating parties to use ADR as first line processes for dispute resolution.

Workshop Contents:

Topics to be covered include:

- Nature, Sources and Causes of Conflict;
- Role of Language and Culture in Dispute Resolution;
- Domestic Arbitration Practice and Procedure Customary Arbitration;
- ADR Menu/International Comparative Study of ADR Structure and Institutions;
- Introduction to Arbitration;
- Mock Arbitration Scenario;
- Negotiation Skills;
- Mediation Skills;
- Arbitration and ADR Structures and Institutions in Africa.

Target Audience:

Lawyers in full time employment as counsel to private and public companies, corporations, institutions, agencies and local government, senior professional public officers, e.g Accountants, Surveyors, Medical Practitioners, Architects, Engineers, etc at all levels of Government, Risk Managers, Logistics and Intelligence Managers, Security Managers and Coordinators in Oil Companies, Members of the Armed Forces, Nigeria Police Force, Paramilitary Organisations, Community Relations Officers, Heads of Security Unit of Tertiary Institutions.

Duration: Five (5) Days.

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

12. **WORKSHOP TITLE:**
WORKSHOP ON WEALTH CREATION AND POVERTY REDUCTION
(LGLP 730)

Date: 1st Run: September 10 – 14, 2012

2nd Run: December 3 – 7, 2012

Workshop Objectives:

The Workshop objectives are to:

- Explain wealth creation in an open economy;
- Discuss the importance of micro-credit financing in poverty reduction;
- Explain strategies for achieving the millennium development goals;
- Discuss key elements of democracy and good governance.

Workshop Contents:

Topics to be covered include:

- Overview of Wealth Creation;
- Strategies for Poverty Reduction;
- Micro-credit financing;
- Role of NGOs and CBOs;
- Strategies for Achieving the Millennium Development Goals;
- Community Mobilisation and Participation;
- Roles of Local Government in Poverty Reduction
- Sustainable Development Strategies;
- Democracy and Good Governance;
- Community Mobilisation and Participation.

Target Audience:

Senior Managers in Ministries, Parastatals, Local Government and officers on GL. 08 and above.

Methodology:

Lectures, Syndicate discussion and Case Studies.

Duration: Five (5) Days.

Venue: ASCON, Topo – Badagry

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

COMPUTER AND INFORMATION MANAGEMENT PROGRAMMES(CIMP)

REGULAR COURSES

1. COURSE TITLE:

DATABASE MANAGEMENT COURSE (CIMP 602)

Date: 1st Run: April 14 – 27, 2012

2nd Run: November 3 – 16, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Design Tools for Capturing Data
- Store, Retrieve and Protect Data using the Computer
- Process and Analyse Data using Computer
- Disseminate Information using Computer for Decision Making
- Establish and Maintain a Database Management System.

Course Contents:

The following constitute the course contents

- Introduction to Records Management
- Introduction to MIS
- Designing Instruments
- Computer Fundamental Concepts
- Using Windows
- Introduction to Database Management
- Creating Single and Multiple Tables
- Entering Records
- File Editing and formatting
- Querying in DB
- Creating forms
- Reporting in DB
- Introduction to Internet

Target Audience:

The course is designed for

- Planning, Research and Statistics officers
- Personnel officers
- Records/Data Managers
- Other Users of Data in both Public and Private Sectors of the Economy.

Duration: Two (2) weeks

Venue: ASCON, Topo-Badagry

Fee: N85,000.00

Accommodation charges: As indicated on page ----- of this Brochure.

2. **COURSE TITLE:**
ADVANCED RECORDS MANAGEMENT COURSE (CIMP701)

Date: 1st Run: April 14 – 27, 2012
2nd Run: October 6 - 19, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Explain records management systems in Nigeria
- Analyse and design records management systems in their organizations
- Effectively manage records using information communication technology

Course Contents:

The following constitute the course contents:

- Nature and Structure of Organisation
- Management Information Systems
- Records Management Principles and Concepts
- Classification and indexing Systems
- Records, Equipment and Security
- Registry Structures and Procedures
- Management of Specialised Records
- Records Centre and Archive Management
- Computerized Records System
- Managing records using the Internet

Target Audience:

The course is designed for:

- Records officers
- Officers with responsibility for management and maintenance of records systems in both public and private sector
- Planning, Research and Statistics officers
- Personnel officers

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: N85,000.00

Accommodation charges: As indicated on page ----- of this Brochure.

3. **COURSE TITLE:**
USE OF COMPUTER FOR FINANCIAL MANAGEMENT COURSE (CIMP613)

Date: 1st Run: May 12 – 25, 2012

2nd Run: September 1 – 14, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Design and implement a financial information system
- Prepare, monitor and evaluate budget using computer
- Use the computer for financial projections and analysis
- Manage inventory using computer

Course Contents:

The following constitute the course contents:

- Overview of Financial Information Systems
- Overview of Budgeting
- Computer Fundamental Concepts
- Using Windows
- Building a Spread Sheet
- Financial Analysis
- Creating Charts
- Creating in-built Functions
- Computer Auditing
- Inventory Management
- The Role of IT in the Public Service

Target Audience:

The course is designed for

- Financial Managers
- Planning Officers
- Budgeting Officers
- Inventory Managers

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: ₦85,000.00

Accommodation charges: As indicated on page ----- of this Brochure.

4. **COURSE TITLE:**
FACILITIES MAINTENANCE MANAGEMENT COURSE (CIMP605)

Date: 1st Run: May 12 – 25, 2012
2nd Run: November 3 – 16, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Develop maintenance inventory and register of assets in an organization
- Develop a programme for routine inspection and maintenance of physical assets
- Maintain easily accessible records of financial transaction and materials issued

Course Contents:

The following constitute the course contents:

- Overview of Maintenance Management in Nigeria
- Concepts of Maintenance Management
- Types and Forms of Maintenance System
- Inventory and Assets Documentation
- Effective Maintenance: Pre procurement checklist
- Fault Diagnosis
- Computer /Printer Installation and Maintenance
- Forecasting for Maintenance works
- Financing and Budgeting for Maintenance
- Maintenance Network analysis
- Maintenance Scheduling Techniques
- Equipment Acquisition and Maintenance
- Work Study/Measurement
- Building Maintenance
- Project Breakdown structure
- Overview of Internet

Target Audience:

The course is designed for:

- Maintenance officers
- Store officers
- Maintenance Engineers
- Asset Managers

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: ₦85,000.00

Accommodation charges: As indicated on page ----- of this Brochure.

5. **COURSE TITLE:**
RECORDS MANAGEMENT COURSE (CIMP606)

Date: 1st Run: June 9 – 22, 2012

2nd Run: November 3 -16, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Justify the need for safety of records in organization
- Identify records as the cornerstone of management information network
- Sort, keep and maintain record effectively
- Identify various forms of records and their relevance to their organizations

Course Contents:

The following constitute the course contents:

- Basic Management Principles and Concepts
- Organizational Structure: Types and Purposes
- Effective Communication Techniques
- Records Management Concepts and Practices
- Records Types, purposes and life cycle
- Classification and Indexing of Records
- Organization and Management of Registries
- Management of Financial Records
- Management of Pension Records
- Disposal of Records
- Management of Records Centre
- Computer Application to Records Management
- Introduction to Internet

Target Audience:

The course is designed for:

- Records officers
- Officers with responsibility for management and maintenance of records systems in both public and private sector
- Officers who work in either public or private archives
- Research officers

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: ₦85,000.00

Accommodation charges: As indicated on page ----- of this Brochure.

6. **COURSE TITLE:**
COMPUTER HARDWARE REPAIRS AND MAINTENANCE (CIMP607)

Date: 1st Run: June 9 – 22, 2012
2nd Run: December 1 – 14, 2012

Course Objectives:

Upon completion of the course, participants would be able to:

- Perform basic repairs and maintenance on Computer
- Upgrade Computers
- Clone a personal computer
- Develop a maintenance inventory and routine inspection of the computer

Course Contents:

The following constitute the course contents:

- The concept of Maintenance and Repairs
- Types of Maintenance
- System Component Identification
- Computer /Printer Installation and Maintenance
- Maintenance and Troubleshooting
- Assembling and Upgrading Systems
- Cloning of Computer

Target Audience:

The Course is designed for Computer Technicians, System Analysts, Programmers and other users of the computer.

Duration: Two (2) Weeks

Venue: ASCON, Topo Badagry

Fee: ₦85,000.00

Accommodation charges: As indicated on page ----- of this Brochure.

7. **COURSE TITLE:**
COMPUTER BASED MANAGEMENT INFORMATION SYSTEM COURSE (CIMP601)

Date: 1st Run: August 4 – 17, 2012
2nd Run: December 1 – 14, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Explain the concepts of MIS
- Describe the fundamentals of MIS
- Identify the information needs of their organization
- Discuss the information system activities
- Discuss the process of specific function of MIS
- Distinguish between computer technology and MIS
- Use the internet effectively

Course Contents:

The following constitute the course contents:

- Organization and management
- Information and Decision making
- Fundamentals of MIS
- Determining, Sourcing and gathering information for management
- Processing, analyzing and storing information for management
- Information system activities/ processes
- Computer technology and MIS
- Introduction to Internet

Target Audience:

The Course is designed for:

- MIS officers in both Public and Private Sectors of the Economy
- Library Officers
- Protocol Officers
- Print and Electronic Media Officers

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: ₦85,000.00

Accommodation charges: As indicated on page ----- of this Brochure.

SHORT DURATION PROGRAMMES**1. WORKSHOP TITLE:****COMPUTER APPRECIATION FOR SENIOR MANAGERS (CIMP 621)**

Date: 1st Run: February 27 – March 2, 2012
2nd Run August 27 – 31, 2012, Abuja.
3rd Run November 19 – 23, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Explain the importance of computer to work
- Apply computer to decision-making
- Prepare reports in their various organizations.

Workshop Contents:

The following constitute the workshop contents:

- Computer Fundamental Concepts
- Understanding and working with Windows
- File creation, Text Input, Savings and Retrieval
- Text Editing and Formatting
- Merging of Files

- Importation of Graphics
- Introduction to Spreadsheet
- Financial Calculation
- Building Multiple worksheet
- Creating Chart
- Editing and Formatting Worksheet
- Mail Merge
- Table Creation
- Printing
- Use of Internet

Target Audience:

Senior Managers in the Public sector and their counterpart in the private sector

Duration: Five (5) days

Venue: ASCON, Topo Badagry

Fee: ₦60,000.00 (This excludes accommodation and feeding)

2. **WORKSHOP TITLE:**

COMPUTER NETWORKING COURSE (CIMP617)

Date: 1st Run April 16 – 27, 2012

2nd Run September 17 - 28, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Configure the system for networking
- Explain types of network cable
- Discuss types of network technology and topology
- Share and transfer files on the network

Workshop Contents:

The following constitute the workshop contents:

- Computer Fundamental Concepts
- Introduction to Computer Networking
- Types of Networking
- Types of Topology
- Requirement for Setting up LAN
- Configuration of Wireless Network
- Troubleshooting and Maintenance
- Introduction to Internet

Target Audience:

The workshop is designed for:

- I. T. Practitioners;
- Professionals and Trainers in both the Public and Private sectors

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: ₦100,000.00 per participant (This excludes accommodation and feeding)

3. WORKSHOP TITLE:**COMPUTER APPLICATION TO LIBRARY SERVICES (CIMP616)**

Date May 7 – 11, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Design and Install Automated Library system
- Operate and Maintain Automated Library system

Workshop Contents:

The following constitute the workshop contents:

- Computer Fundamentals
- Computer Application to Library Services using the Book Collector Software
- Importance of using computer in the modern library
- Overview of Book Collector
- Information Retrieval Techniques
- Sorting and Printing
- Introduction to Internet

Target Audience:

The workshop is designed for:

- Librarians
- Library Officers and
- Other staff in Library and allied services

Duration: Five (5) days

Venue: ASCON, Topo Badagry

Fee: ₦60,000.00 (This excludes accommodation and feeding)

4. **WORKSHOP TITLE:**
**WORKSHOP ON COMPUTER APPLICATION TO SECRETARIAL FUNCTIONS
(CIMP619)**

Date: 1st Run: May 14 – 18, 2012
2nd Run: November 19 – 23, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Transfer file within network
- Create and gather information from the internet
- Run secretarial software i.e. speech recognition

Workshop Contents:

The following constitute the workshop contents:

- Overview of Secretarial Functions and duties
- Functions and Structures of Organisation
- Management Process
- Effective Communication
- Use of Computer for Secretarial duties
- Office security Consciousness;
- Organization and Conduct of meeting
- Writing of Official/ Business letter
- Report Writing
- Budgeting for office materials /Use and retirement of imprest;
- Operation / routine maintenance of office equipment.
- Use of computer for office work

Target Audience:

The workshop is designed for:

- Secretaries;
- Typists; and
- Officers from both public and private sector organisations.

Duration: Five (5) days

Venue: ASCON, Topo Badagry

Fee: ₦60,000.00 (This excludes accommodation and feeding)

5. **WORKSHOP TITLE:**
WORD PROCESSING (CIMP615)
Date: 1st Run: June 11 – 15, 2012
2nd Run: October 15 – 19, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Prepare Reports and Documents
- Edit and Import Graphics

Workshop Contents:

The following constitute the workshop contents:

- Computer Fundamentals
- Using Windows
- Creating Word Document: File Saving and Retrieval
- Editing and Importing Graphics
- Creating tables
- Mail Merge
- Merging Files

Target Audience:

The workshop is designed for:

- Officers in both private and public Sectors
- Secretaries and Typists

Duration: Five (5) days

Venue: ASCON, Topo Badagry

Fee: ₦60,000.00 (This excludes accommodation and feeding)

6. **WORKSHOP TITLE:**
WORKSHOP ON COMPUTER APPLICATION TO REGISTRY MANAGEMENT (CIMP 610)

Date: 1st Run June 11 – 15, 2012
2nd Run September 24 – 28, 2012

Workshop Objectives:

At the end of workshop, participants should be able to:

- Discuss the importance of Registry as the cornerstone of organizations' information network
- Manage registries so that information/records are packaged in such a way that they become useful for decision making.
- Implement functions of registry in their organization
- Establish and maintain a Registry management System
- Effectively manage registry using Information Communication Technology

Workshop Contents:

The following constitute the workshop contents:

- Organisation of Registries
- Filing principles
- Classification and indexing of Registry Records
- Registry Equipment
- Registry Personnel
- Computer Application to the Management of Registry Functions
- Sourcing Registry Information through Internet

Target Audience:

- Officers who manage records in Federal, State and Local Governments, as well as private sector organizations.

Duration: Five (5) days

Venue: ASCON, Topo Badagry

Fee: ₦60,000.00 (This excludes accommodation and feeding)

7. **WORKSHOP TITLE:**
**COMPUTER APPLICATION TO PROJECT MANAGEMENT USING
MICROSOFT PROJECT 2007: (CIMP 614)**

Date: 1st Run: June 18 – 22, 2012

2nd Run: September 3 – 7, 2012

Workshop Objectives:

Upon completion of the workshop, participants would be able to:

- Understand Project and Project Management
- Schedule Tasks and Resources
- Track Project Progress
- Report and Analyse Project Information

Workshop Contents:

Topics to be covered include:

- Introduction to Microsoft Office Project Information
- Creating a new project plan
- Setting table Duration
- Setting Deadline reminders and Milestones
- Project Resources Setting and Assignment to Tables
- Task cost and Tacking Project
- Reporting and Analysing Project Information

Target Audience:

Designed for Civil Engineers, Construction and Structural Engineers, Mechanical Engineers, Project Managers and Officers, Electrical Engineers and any other related discipline.

Duration: Five (5) days
Venue: ASCON, Topo Badagry
Fee: ₦60,000.00 per participants (This excludes accommodation and feeding)

8. **WORKSHOP TITLE:**
POWERPOINT PRESENTATION TECHNIQUES (CIMP622)

Date: 1st Run: July 16 – 20, 2012
2nd Run: October 15 – 19, 2012

Workshop Objectives:

At the end of the programme, the participants should be able to:

- Make presentations using computer system
- Explain technique of making presentation
- Use animations for effective presentations
- Prepare slides

Workshop Contents:

Topics to be covered include:

- Computer Fundamental Concepts
- Using Windows
- Overview of Computer Based Presentation
- Overview of PowerPoint 2007
- Working with Presentation
- Importing and working with Graphics

Target Audience:

The workshop is designed for:

- Management Trainers
- Administrators in both the public and private sectors

Duration: Five (5) days
Venue: ASCON, Topo Badagry
Fee: ₦60,000.00 per participants
(This excludes accommodation and feeding)

9. **WORKSHOP TITLE:**
DATA PROCESSING AND ANALYSIS USING SPSS/PC+ WORKSHOP (CIMP603)

Date: 1st Run: July 16 – 27, 2012
2nd Run: October 8 - 19, 2012

Workshop Objectives:

At the end of the course, participants should be able to:

- Design Tools for Data Collection
- Collate and Code Data for Computer Analysis

- Run SPSS software for Data Analysis
- Present and Interpret analysed data

Workshop Contents:

Topics to be covered include:

- Overview of Research Methodology
- Introduction to Statistics Methods
- Instrumentation
- Computer Fundamental Concepts
- Using Windows
- Introduction to SPSS/PC+
- Data Gathering Techniques
- Creating Files
- Collation of Data
- Preparation of Code Book
- Preparation of Data Set
- Coding of Data
- Data Entry and Processing
- Data Analysis, Interpretation and Presentation using SPSS/PC+

Target Audience:

The workshop is designed for:

- Planning Officers
- Research officers
- Statisticians
- Records officers
- Other officers from both the public and private sectors who use the computer for processing and analysis of data.

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: ₦100,000.00 per participants (This excludes accommodation and feeding)

10. **WORKSHOP TITLE:**
DESKTOP PUBLISHING COURSE (CIMP608)

Date: 1st Run: August 6 - 17, 2012

2nd Run: November 12- 23, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Prepare Camera-ready Manuscripts for publication
- Design Booklets, Pamphlets, Flyers and Cards
- Create, Edit, Sort and Format Text
- Import Graphics
- Create Watermark

Course Contents:

The following constitute the course contents

- Computer Fundamentals
- Overview of Desktop Publishing
- Introducing to Windows
- Creating Text
- Introduction to Adobe PageMaker
- Working with text Documents
- Understanding the Publication Windows
- Introduction to CorelDraw
- Importation and Working on Graphics
- Designs of Graphics
- Mirror and colour Separation
- Overview of Internet

Target Audience:

The course is designed for:

- Secretaries
- Data Processing Officers
- Publishers
- Media Practitioners

Duration: Two (2) weeks

Venue: ASCON, Topo Badagry

Fee: ₦100,000.00 per participants (This excludes accommodation and feeding)

11. WORKSHOP TITLE:**COMPUTER AIDED DESIGN: AUTOCAD (CIMP620)**

Date: 1st Run: August 27 – 31, 2012

2nd Run: November 19 – 23, 2012

Workshop Objectives:

Upon the completion of the course, participants would:

- Become familiar with AutoCAD Interface
- Understand the fundamental concepts and features of AutoCAD
- Use the precision drafting tools in AutoCAD to develop accurate technical drawings
- Present drawings in a detailed and visually impressive manner
- Develop a level of comfort and confidence with AutoCAD through hands-on experience.

Workshop Contents:

Topics to be covered include:

- AutoCAD User Interface
- Preliminary settings of the Drawings
- Creating New and Open Existing Drawings
- Controlling the Display Area
- Creating 2D Geometry
- Creating Objects
- Editing objects
- Quick Editing with Grips
- Blocks and Attributes
- Raster Images
- Multilines
- Advanced plotting Techniques
- Object linking and Embedding
- Annotating and Crosshatching Drawings
- Inquiry Commands
- Dimensioning
- Plotting
- Isometric Drawing

Target Audience:

The workshop is designed for Draftmen, Architects, Engineers (Civil, Construction, Structural, Mechanical, Production, Electrical, Instrument, etc), Environmental Scientists, Geologists, Geographers, Geomatics, in both Public and Private Sector of the economy for the use of Auto CAD to facilitate their activities.

Duration: Five (5) days

Venue: ASCON, Topo Badagry

Fee: ₦60,000.00 (This excludes accommodation and feeding)

12. **WORKSHOP TITLE:** **INTRODUCTION TO ORACLE SQL (CIMP612)**

Date: October 29 – November 2, 2012

Workshop Objectives:

At the end of the workshop, Participants would be able to:

- Explain programme techniques
- Programme using sequel language
- Manage large records using oracle

Workshop Contents:

Topics to be covered include:

- Introduction to Database
- Retrieving Data Using SQL Select Statement
- Using Single Row Function to Customise Output
- Using the Group Functions
- Using Sub-Queries
- Using Set Operators
- Data Manipulations
- Using Ddl Statements to Create and Manage Tables
- Creating Schema Objects
- Controlling User Access and Managing Schema Objects

Target Audience:

The workshop is designed for:

- DB Managers
- Analysts in both public and private sectors of the economy

Duration: Five (5) days

Venue: ASCON, Topo Badagry

Fee: ₦80,000.00 per participants
(This excludes accommodation and feeding)

LONG DURATION PROGRAMMES

1. COURSE TITLE:

CERTIFICATE IN ELECTRONIC DATA PROCESSING (CIMP801)

Date: September 22 – December 14, 2012

Course Objectives:

At the end of the course, participants should be able to:

- Distinguish between the hardware and software
- Identify the components of the computer
- Use windows operating system
- Install and run ms-office application packages
- Write programme in visual basic and C++
- Design and manage a local area network (LAN)
- Maintain micro- computer
- Design and browse internet

Course Contents:

The following constitute the course contents:

- Computer Fundamental Concepts
- PC handling and Keyboard Mastery
- Computer Operating Systems
- Installing and Using Windows

- Installing and using MS-office Programmes
- Programming in Visual Basic
- Computer Networking
- Micro Computer Maintenance
- Internet Connectivity
- Project Writing

Target Audience:

- Officers in both the Public and Private Sectors

Duration: 3 months (Full time)

Venue: ASCON, Topo Badagry

Fee: ₦295,000.00 (This excludes Accommodation and Feeding)

PUBLIC ADMINISTRATION PROGRAMMES (PAP)

REGULAR COURSES

1. COURSE TITLE:

PUBLIC ADMINISTRATION AND MANAGEMENT COURSE (PAP 600)

Date: 1st Run: July 7 - 20, 2012

2nd Run: November 3 - 16, 2012

Course Objectives:

The broad objectives of the course is to enable the Public Servants acquire the requisite administrative skills that will equip them to function effectively in the service.

Specifically, the objectives of the course are, among others, to:

- enhance administrative and managerial skills of the participants, thereby improving professionalism;
- update the knowledge and skills of participants on current trends in public administration and management; and
- inculcate into the participants, the skills and attitude required for effective acquisition, allocation and utilization of public resources for the achievement of public goals.

Course Contents:

The topics of the programme shall among others be:

- Overview of Public Administration
- Overview of Management
- Planning
- Organising
- Delegating
- Records Management, Information System and Technology
- Communication
- Human Resource Management
- Decision Making in the Public Service
- Management By Objectives
- Service Delivery
- Team Building
- Accountability and Transparency
- Overview of Public Policy Analysis

Target Audience:

The target audience for this course comprises senior public servants on GL 07 to 13 and their counterparts in the private sector with responsibility for translating organizational policies into concrete action/tangible results.

Duration: Two (2) Weeks

Venue: ASCON, Topo-Badagry

Fee: ₦85,000.00

Accommodation Charges: As indicated on page of this Brochure

2. COURSE TITLE:**PERFORMANCE IMPROVEMENT COURSE (PAP 601)**

Date: 1st Run: August 4 - 17, 2012

2nd Run: October 6 - 19, 2012

Course Objectives:

The overall objective of the course is to provide the participants with skills, techniques, tools and best practices of output and behaviour controls as means of coordinating and motivating employees for improved productivity.

Specifically, the course will enable participants:

- identify the main output controls;
- identify the main behaviour control;
- list the choices managers must take in designing effective performance appraisal and feedback procedures;
- set strategic targets; and
- devise appropriate incentives to motivate staff.

Course Contents:

The topics listed below amongst others shall be covered during the course.

- Principles of Organization Management;
- Strategic Management;
- Overview of performance management;
- Work Measures and Standards;
- MBO and Target Setting;
- Appraisal Systems;
- Performance Review and Rating System;
- Job Analysis and Evaluation;
- New Trends in Performance Management.

Target Audience:

The Course is targeted at senior public servants and their counterparts in the private sector. It suits Public Administrators who have the responsibilities of motivating, developing and managing staff for improved productivity.

Duration: Two (2) Weeks

Venue: ASCON, Topo-Badagry

Fee: ₦85,000.00

Accommodation Charges: As indicated on page of this Brochure

SHORT DURATION PROGRAMMES

1. **WORKSHOP TITLE:**
PUBLIC POLICY ANALYSIS AND MANAGEMENT WORKSHOP (PAP 602)
Date: 1st Run: April 16 - 20, 2012
2nd Run: August 6 - 10, 2012

Workshop Objectives:

At the end of the workshop, participants would be able to:

- define Public Policy;
- discuss the desirable phases in the public policy making cycle;
- identify factors in policy failure;
- guide policy implementation;
- evaluate critical elements in the policy process; and
- identify the various models of decision-making.

Workshop Contents:

The topics to be delivered include the following among others:

- Public Policy-Making Process;
- Public Policy Making Models;
- Strategic Management;
- Public Policy Monitoring and Evaluation;
- Impact of Environment on Policy Making.

Target Audience:

Officers on HAPSS/GL 14 and above in both the public and private sector of the Nigerian economy.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ₦75,000.00 per participant (This excludes accommodation and feeding).

2. **WORKSHOP TITLE:**
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE (PAP 606)
Date: 1st Run: April 23 - 27, 2012
2nd Run: September 3 - 7, 2012

Workshop Objectives:

The main objective is to equip participants with relevant skills that ensure peak performance of tasks and successful living.

Specially, at the end of the workshop, participants should be able to:

- establish vision and set goals;
- analyse the use of time;
- minimise stress;
- develop skills to understand people; and
- apply problem-solving techniques and methods.

Workshop Contents:

The topics to be delivered include among others:

- Goal setting and Personal Effectiveness;
- Time Management;
- Stress Management;
- Decision-making and Problem-Solving Skills;
- Planning for Success;
- Assessing Work Patterns; and
- Developing People Skills
- Communication Skills

Target Audience:

The Workshop is designed for Senior Managers in the MDAs, private sector organisations and Non-Governmental Organisations.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ₦60,000 per participant (This excludes accommodation and feeding).

3. WORKSHOP TITLE: TERTIARY HEALTH SERVICES MANAGEMENT (PAP 611)

Date: 1st Run: May 7 - 11, 2012

2nd Run: October 8 - 12, 2012

Workshop Objectives:

At the end of the workshop, participants would be able to:

- acquire perspectives and modern ways of approaching and understanding the problems of tertiary health services management;
- appreciate the importance of team spirit in medicare;
- achieve managerial and institutional effectiveness; and
- utilize latest management concepts, tools and techniques for their jobs.

Workshop Contents:

The following topics among others will be covered during the workshop:

- Introduction to Management and Task Environment;
- Organisation Theory and Health Care Management;
- Human Resource Management and Industrial Relations;
- Team Building;
- Conflict Management in Health Sector;
- MDGs and Health Care delivery;
- Overview of Financial Management;
- Problem Solving and Decision Making; and
- Strategic Management.

Target Audience:

The workshop is specifically designed for strategic apex of the Health Management System, consisting of Chief Medical Directors, Executive Directors, Chairmen of Medical Advisory Committees, Consultants, Directors of Administration and Finance in Teaching/Specialists Hospitals, General Hospitals, Medical Centres. Heads of Professional Associations such as Dental Technologists, Radiographers, Pharmacists, Nurses, Medical Laboratory Scientists etc. as well as, Policy Makers and Health Project Team Leaders/Members.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: N60,000 per participant (This excludes accommodation and feeding).

4. WORKSHOP TITLE:**TARGET SETTING WORKSHOP FOR MANAGERS AND ADMINISTRATORS (PAP 604)**

Date: 1st Run: May 21- 25, 2012

2nd Run: August 6 – 10, 2012

Workshop Objectives:

At the end of the Workshop, participants would be able to:

- develop a system of output control for their organizations;
- select output performance standards;
- apply appropriate principles to set stretching target; and
- clarify job objectives of their subordinates.

Workshop Contents:

The topics to be delivered include among others:

- Management By Objectives (MBO);
- Principles of Target Setting;
- Process of Target Setting;
- Work Measurement and Standards; and
- Determination of Key Result Areas.

Target Audience:

The Target Audience for this Workshop comprises middle-level and Senior Managers in the Public Service and their counterparts in the Private Sector who have the responsibility to improve staff performance through better focus on results.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ~~N~~60,000 (This excludes accommodation and feeding).

5. **WORKSHOP TITLE:**
EFFECTIVE SERVICE DELIVERY (PAP 605)

Date: 1st Run: June 11 - 15, 2012
2nd Run: November 5 - 9, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- deliver effective service to clients/customers;
- establish performance standards;
- develop a simple customer charter,
- identify factors that affect effective service delivery; and
- ensure customer satisfaction.

Workshop Contents:

Topics to be delivered include among others:

- Overview of Management;
- Overview of Service Delivery;
- Determining the Client Charter;
- Performance Indicators and Performance Monitoring Procedures;
- Total Quality Management (TQM); and
- Management of Change.

Target Audience:

The workshop is designed for Senior Public Service Managers, SERVICOM Desk Officers, Political Leaders, Advisers and Development partners.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ₦75,000.00 per participant (This excludes accommodation and feeding).

6. **WORKSHOP TITLE:**

WORKSHOP ON ETHICS AND ATTITUDINAL CHANGE (PAP 614)

Date: 1st Run: June 11 – 15, 2012
2nd Run: November 5 – 9, 2012

Workshop Objectives:

At the end of the programme participants would be able to:

- explain the concepts of ethics and attitude;
- apply the knowledge of emotional intelligence to work place management;
- develop the winning attitude;
- explain how organizations can promote ethical behavior by their staff,
- state why attitude is very important, and
- identify the process in the attitudinal change.

Workshop Contents:

Topics to be delivered include among others:

- Work Ethics
- Promoting Ethics and Social Responsibility
- Importance of Attitude
- The attitudinal Change Process
- Developing the Winning Attitude
- Emotional Intelligence and Human Relations

Target Audience:

The Workshop is designed for Leaders in Politics, Social Workers, Value Orientation Officers, Strategic Managers in MDAs, Private Sector Organisations and Non-Governmental Organisations.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry

Fee: ₦50,000 per participant (This excludes accommodation and feeding).

7. **WORKSHOP TITLE:**
ADMINISTRATIVE PRINCIPLES, PROCESSES AND PRACTICES (PAP 603)
Date: 1st Run: June 18 - 22, 2012
2nd Run: September 3 - 7, 2012

Workshop Objectives:

At the end of the workshop, participants would be able to:

- apply administrative techniques to government business;
- apply the code of conduct and ethics in public service;
- enhance proper handling of official documents; and
- conduct government business in the prescribed manner.

Workshop Contents:

The topics to be delivered include the following among others:

- Servicing of Meetings;
- Constitutional and Administrative Law;
- Public Service Rules and Financial Regulations;
- Code of Conduct and Ethics for Public Servants;
- Drafting, Minuting, Memo and Official Letter Writing;
- Speech and Report Writing;
- Preparation of Council/Cabinet Memorandum.

Target Audience:

The Workshop is designed for middle, senior and top management officers in Local Government, State and Federal Public Services.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ₦75,000 (This excludes accommodation and feeding).

8. **WORKSHOP TITLE:**
EFFECTIVE CONDUCT OF GOVERNMENT BUSINESS (PAP 612)
Date: 1st Run: July 9 - 13, 2012
2nd Run: October. 8 - 12, 2012

Workshop Objectives:

At the end of the Workshop, participants should be able to:

- explain the conceptual aspects of the machinery of government;
- conduct government business using various communication systems;
- share experience, exchange ideas and practically reflect on the conduct of government business; and
- appraise present approaches and devise strategies and systems for improved public service delivery.

Workshop Contents:

The topics to be delivered include among others:

- The objectives, Functions and Structure of the Public Service;
- Overview of Bureaucracy and Machinery of Government;
- The New Public Management System: Issues and Prospects;
- Administrative and Constitutional Law
- Public Service Rules and Financial Regulations
- Total Quality Management in Public Service
- Leadership and Accountability
- Code of Conduct and Ethics for Public Officers
- Communication Skills

Target Audience:

Participants for the Workshop are Leaders in politics and Public Service who are concerned with effective conduct of government business, Administrative Officers/Secretaries servicing Executive Council Meetings, and Senior Public Servants who require multidisciplinary approaches to service delivery in the public service

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ₦65,000 per participant (This excludes accommodation and feeding).

9. **WORKSHOP TITLE:**
ADMINISTRATIVE COMMUNICATION SKILLS WORKSHOP
(PAP 607)
Date: 1st Run: July 23 - 27, 2012
2nd Run: November 26 - 30, 2012

Workshop Objectives:

The Workshop is designed to provide participants with knowledge and skills for effective communication in the public service. Specifically, participants will be able to carry out effective communication through proper conveyance and receipt of information.

Workshop Contents:

Some of the topics to be covered in the Workshop are:

- Purpose of Communication;
- Responsibility for communication;
- Communication and design process;
- Flow of information in the Public Service
- Use of effective communication for service delivery;
- Official communication techniques; and
- The role of ICT in managing bureaucracy.

Target Audience:

The Workshop is designed for officers on GL. 08 – 14 or CONTISS 07 – 13 in the public service.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ₦50,000.00 per participant (This excludes accommodation and feeding).

10. **WORKSHOP TITLE:**
WORKSHOP ON PUBLIC SERVICE REFORMS (PAP 609)

Date: 1st Run: August 6 - 10, 2012

2nd Run: October 15 –19, 2012

Workshop Objectives:

The workshop is designed to enable participants:

- Appreciate the need for reform in the Public Sector;
- identify, analyse, adopt and adapt to the various reforms by government;
- appraise the present practice of conducting government business as it relates to workers welfare and performance;
- devise strategies and systems of assisting individual workers on their jobs; and
- discuss various ways of managing and balancing work and life especially towards the realities of the new Public Service.

Workshop Contents:

Some of the topics for discussion amongst others are:

- Overview of Public Service Reforms;
- Development Agenda of the Present Administration;
- Monetization Policy;
- Contributory Pension Scheme;
- Customer Service Delivery;
- Understanding ICT for Capacity Building; and
- Overview of Public Procurement

Target Audience:

The target audience is made up of Senior Staff members in the Public Sector, Heads of Department/Division/Unit, Management staff, and their equivalents in the private sector.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: N 65,000 per participant (This excludes accommodation and feeding).

11. WORKSHOP TITLE:**MANAGEMENT OF HIGHER EDUCATION (PAP 610)**

Date: 1st Run: September 10 – 14, 2012

2nd Run: December 3 – 7, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- review the existing management techniques of tertiary institutions;
- define the organizational goals and nature of tertiary institutions;
- identify the major challenges of tertiary education in Nigeria; and
- develop action plan for the efficient and effective management of tertiary institutions.

Workshop Contents:

The topics to be delivered include among others:

- Overview of Management;
- Strategic Management;
- Resource Management;
- Curriculum Development and Effective Delivery;
- Tertiary Education Administration;
- Educational Planning;
- Problem Solving and Decision-making;
- Leadership and Motivation;
- Communication and Inter-personal Skills;
- Major challenges of tertiary education in Nigeria.

Target Audience:

The Workshop is specifically designed for strategic apex management of Tertiary Institutions consisting of Vice Chancellors; Rectors; Provosts; Registrars; Executive Secretaries, Deans of Faculties Heads of Departments, Senior Registry Staff and others who have the general responsibility of managing the institutions of Higher Learning and Supervisory Agencies such as NUC, NBTE, Federal Ministry of Education, etc.

Duration: Five (5) Days

Venue: ASCON, Topo-Badagry.

Fee: ~~N~~60,000.00 per participant (This excludes accommodation and feeding).

12. **WORKSHOP TITLE:**
SPEECH AND REPORT WRITING WORKSHOP (PAP 613)
Date: 1st Run: September 17 - 21, 2012
2nd Run: November 26 - 30, 2012

Workshop Objectives:

The workshop is designed to enable participants:

- identify sources of information for speech and report writing;
- acquire good editing and proofreading techniques; and
- acquire techniques of good speech and report writing.

Workshop Contents:

The topics to be delivered include among others:

- Overview of Communication Skills;
- Sources of Information for Speech and Report Writing;
- Speech and Report Writing Structure;
- Speech and Report Writing Preparation;
- Editing and Proof-reading of drafts;
- Presentation Skills.

Target Audience:

The Course is designed for Senior and Middle Level Officers in the Nigerian Public Service.

Duration: Five (5) Days
Venue: ASCON, Topo-Badagry.
Fee: ₦75,000.00

LONG DURATION PROGRAMMES

1. **COURSE TITLE:**
**ADVANCED CERTIFICATE IN PUBLIC ADMINISTRATION AND
MANAGEMENT (ACPAM) (PAP 800)**
Date: 1st Run: March 3 – April 27, 2012
2nd Run: June 23 – August 17, 2012

Course Objectives:

The objective of the programme is to improve the administrative and managerial competence of Public Servants aspiring to higher responsibilities.

Specifically, the programme shall:

- expose participants to current thinking and practices of good governance and transparency;
- enhance the administrative and managerial skills of participants thereby enhancing professionalism;
- reinforce and update the knowledge of participants on current trends in administration and management;

- assist participants to develop requisite skills and attitudes required for effective utilization of public resources for the achievement of public goals.
- sensitize participants on the dynamism of the work environment.

Entry Qualification:

Officers on GL 07 – 10 who have a minimum of two years post-qualification experience and possess any of the under listed qualifications:

- First Degree or Higher National Diploma
- National Diploma in any field
- Post Basic Nursing Qualification
- Diploma in any field
- Higher Diploma in any field
- Nigeria Certificate in Education (NCE)

Duration: Two months (8 Weeks)

Venue: The Administrative Staff College of Nigeria, (ASCON),
Topo–Badagry

Fee: ₦125,000.00 per participant (This excludes feeding, accommodation, transportation and Field Study Trip)

2. **COURSE TITLE**
POST-GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION
(PGDPA) (PAP 900)

Date: October 2011 – June 2012

Course Objectives:

The objectives of the PGDPA programme are to:

- Broaden the intellectual scope of participants;
- Develop analytical and problem-solving capabilities of participants to enable them anticipate the respond to rapid socio-economic changes;
- Equip participants with the knowledge and skills needed to operate as professionals in defined management areas;
- Provide an opportunity for relating principles and theories of public administration and management to practical situations.

Course Contents:

The programme is run in two semesters. The First Semester lasts from October of one year to February of the other. The Second Semester is from February to June. Theoretical courses are taught in the First Semester as a foundation for the applied and more practical courses of the Second Semester. In the Second Semester, all the participants are required to take a common core course, as well as, all the courses in one of the following five areas of specialization.

- Personnel Management
- Finance, Supplies and Stores Management;
- Planning and Research;
- Local Government and Rural Development;
- Public Enterprises Management.

Target Audience:

The PGDPA programme is designed for candidates who are public servants, as well as managers in the private sector with at least two years post qualification experience. Candidates are required to possess a good honours degree from a recognized University or possess suitable professional qualifications e.g. ACA, ACCA, HND, CIS, CPAS with distinction from ASCON or CPA from ASCON with a post-CPA Diploma Course in Public Administration/Management from a recognized University, PSC or its equivalent for the Armed Forces, Registered Nurses plus post qualifications in Public Health, Theatre Nursing, Basic Orthopedics, Community Health, etc. or any other professional qualification acceptable to the Joint Board of Studies. Candidates with CPA need to have at least two years post-qualification experience.

Duration: Nine (9) months

Venue: ASCON, Topo-Badagry.

Course Fee: ₦175,100.00

Accommodation Charges: As indicated on page..... of this Brochure.

NOTE:

Sponsoring organisations are advised to pay the following allowances to their nominees in line with the provisions in the Public Service Rules.

- Book Allowance
- Dissertation Allowance
- Field Trip / Study Allowance

With respect to field trip/study allowance, organisations are expected to pay their nominees duty tour allowance for 15 days at the rate applicable in their systems. Provision should equally be made for transportation as the field trip is usually undertaken in any part of the country.

ECONOMIC AND FINANCIAL MANAGEMENT PROGRAMMES (EFMP)

REGULAR COURSES

1. **COURSE TITLE:**

ADVANCED FINANCIAL MANAGEMENT COURSE (EFMP 700)

Date: 1st Run: April 14 - 27, 2012

2nd Run: August 4 – 17, 2012

Course Objectives:

The objectives of the Course are to enable participants:

- Identify the Vital Role of the Financial Manager in the Achievement of Overall Objectives of their Organisations;
- Devise Measures of Financial Accountability, Prudent Allocation and Utilization of Resources;
- Adopt Current Innovations in the Field of Financial Management;
- Apply Software in Financial Analysis and Decision-making in their respective Organisations;
- Enhance their Capabilities for the Design and Management of an Efficient Financial Information System; and
- Prepare Timely Financial Report.

Course Contents:

Topics to be covered include:

- Strategic Planning/Management;
- Economic Policy Management;
- Leadership and Motivation;
- Financial Control in Government;
- Public Sector Accounting;
- Framework of Government Budgeting;
- Government Auditing;
- Public Accountability, Transparency and Good Governance;
- Cost Benefit Analysis;
- Tax Administration;
- Assets Management;
- e-Payment Design and Maintenance of Accounting Records; and
- Software Application to Financial Management.

Target Audience:

The Course is designed for officers on grade levels 13 and above whose responsibilities involve ensuring effective financial management in their organizations such as accountants, auditors, budget officers, planning officers, project officers, stock verifiers etc in the public and private sector organizations.

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page of this Brochure.

Note: Accommodation is not optional.

2. **COURSE TITLE:**
FINANCIAL MANAGEMENT COURSE (EFMP 600)

Date: 1st Run: May 12 - 25, 2012
2nd Run: October 6 –19, 2012

Course Objectives:

The objectives of the course are to enable participants:

- Identify and Discuss the Critical Components of Financial Management;
- Specify the Role of Financial Managers in the Coordination of various Organisational Decisions so as to Maintain Mutual Consistency;
- Clearly Define the Concept of Financial Accountability and Responsibilities;
- Introduce Participants to Software Application to Financial Management;
- Identify the Role of Financial Managers in the Interpretation of the Financial Implication of various Organisational Decisions; and
- Exchange Ideas and Experiences on Problems of Financial Management in the Public and Private Sector Organisations.

Course Contents:

Topics to be covered include:

- Scope of Financial Management;
- Planning in Government;
- Government Accounting and Reporting System;
- e-Payment Design and Maintenance of Accounting Records
- Financial Regulations and Control;
- Government Budgeting;
- Project Management Tools;
- Financial Information System;
- Auditing and Public Accountability; and
- Software Application to Financial Management

Target Audience:

The Course is designed for Accountants, Auditors, Budget and Finance Officers in the Federal, State and Local Governments and Private Sector Organisations on grade levels 08 - 12 and other officers who are involved in the application of numerate skills and techniques.

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page of this Brochure

3. **COURSE TITLE:**
PROGRAMME MONITORING AND EVALUATION COURSE (EFMP 603)

Date: June 9 – 22, 2012

Course Objectives:

The broad objective of the course is to equip managers in both the public and private sector organisations who are involved in the management of development programmes with requisite knowledge, skills and attitudes for effective monitoring and evaluation of programmes and projects.

The specific objectives are to enable participants:

- Analyse the National Development Objectives and the Programme Approach;
- Identify the Role of Monitoring and Evaluation in the Programme Cycle and how it can Contribute to the Achievement of National Development Objectives;
- Carry out Progress Review and compile reports for Timely Decision-making; and
- Apply Appropriate Instruments and Procedures (Logical Framework etc) at Programme and Project Levels for Monitoring and Evaluating the Impact and Sustainability of Development Projects.

Course Contents:

Topics to be covered include:

- Overview of Monitoring and Evaluation (M & E)
- Logical Framework Approach
- Developing an Overall M & E Strategy/Plan
- The Work Plan and its use for Monitoring
- Data Collection and Analysis;
- Developing and Using Monitoring Indicators
- Reporting and Progress Review;
- Using Evaluation Outcomes: Lessons Learned
- Impact and Sustainability Monitoring
- Computer Application to Monitoring and Evaluation

Target Audience:

The Course is designed to meet the needs of both public and private sector managers on Grade Levels 08 and above, who are involved in Programme/Project Management either as Implementors or as external and independent evaluators.

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page ... of this Brochure

4. **COURSE TITLE:**
ADVANCED PROJECT MANAGEMENT COURSE (EFMP 701)
Date: June 9 – 22, 2012

Course Objectives:

The broad objective of the Course is to equip top/senior executives who are involved in managing projects with the requisite knowledge, analytical skills and attitudes required for economic, efficient, effective planning, executing, monitoring and evaluation of projects.

The specific objectives are to enable participants:

- Apply the Analytical Methods and Processes required for Planning, Selecting, Appraising, Controlling and Executing Projects;
- Acquire the Requisite Skills in Monitoring and Evaluating Projects;
- Acquire the Required Skills for Effective Maintenance of Completed Projects; and
- Exchange Ideas and Experiences on Project Planning, Execution and Control.

Course Contents:

Topics to be covered include:

- Overview of Project Management
- Projects and Policy Environment.
- Strategic Planning Process;
- Project Planning and Control;
- Team Building;
- Project Stakeholders Management;
- Project Costing and Financing;
- Managing Negotiation;
- Project Sustainability;
- Conflict Management in a Project Setting;
- Project Risk Management;
- Software Application to Project Management; and
- Project Monitoring and Evaluation;

Target Audience:

The Course is designed for public officers on Grade Levels 13 and above and their counterparts in the private sector organisations who are involved in project management.

Duration: Two (2) weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page of this Brochure.

5. **COURSE TITLE:**
SUPPLY CHAIN MANAGEMENT COURSE (EFMP 604)

Date: 1st Run: August 4 - 17, 2012

2nd Run: October 6 – 19, 2012

Course Objectives:

The objectives of the Course are to enable participants:

- Describe different Operating Areas of Supply Chain Management;
- Identify Techniques of Handling Supplies Operations;
- Explain the Importance of Quality Materials in Supply Chain Management; and
- Discuss the Challenges of the Supply Chain Functions within the Context of the Organisational Development.

Course Contents:

Topics to be covered include:

- The Concept of Supply Chain Management
- Assets Management
- Inventory Management and Control
- Materials Budgeting and Control.
- The Role of Supplies in Business Strategy
- Negotiation Skills
- Materials Quality Control Techniques
- Traffic and Distribution Management.

Target Audience:

The Course is designed for supplies officers, stores officers, stock verifiers, and purchasing officers and staff of the Procurement Departments on Grade Levels 08 - 12 who are saddled with the responsibilities of ensuring effective materials management in the federal and state civil services and their counterparts in the private sector.

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page ... of this Brochure.

6. **COURSE TITLE:**
PUBLIC SECTOR AUDITING COURSE (EFMP 601)
Date: September 1 - 14, 2012

Course Objectives:

The objectives of the course are to enable participants:

- Identify the Role of Audit in Management;
- Plan and Execute Effective Audit programmes;
- Coach, Counsel and Supervise Subordinates with greater confidence on Audit Assignments; and
- Prevent Fraud and Safeguard Government Assets.

Course Contents:

Topics to be covered include:

- An overview of Public Sector Financial Management;
- Principles and Concepts of Accounting and Auditing;
- Audit Planning, Implementation and Control;
- Auditing and Public Accountability;
- Auditing Techniques;
- Fraud Audit;
- Organisation of Internal Audit Unit;
- Fiscal Responsibility Act (2007) and the Role of Auditors
- Statutory and Regulatory Framework of Auditing;
- Financial Regulations and Control;
- Software Application to Auditing; and
- Audit Reports;

Target Audience:

The course is designed for Auditors, Accountants, Finance Officers and Officers whose duties involve financial control and accountability on Grade Levels 08 and above in the Federal and State Public Services.

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page of this Brochure.

7. COURSE TITLE:**PROJECT MANAGEMENT COURSE (EFMP 602)**

Date: November 3 – 16, 2012

Course Objectives:

The objectives of the Course are to enable participants:

- Identify factors that Impede Implementation of Projects;
- Apply the Analytical Methods and Processes required for the Selection, Appraisal, Planning and Execution of Projects;
- Acquire Skills in Monitoring Progress made on Projects as well as the Performance of Consultants and Sub-Contractors;
- Acquire Appropriate Skills needed to Maintain Completed Projects; and
- Use Relevant Computer Software in Project Management.

Course Contents:

Topics to be covered include:

- Overview of Project Management;
- Project Formulation and Selection;
- Project Feasibility Studies;
- Project Appraisal Techniques;
- Project Costing and Financing;
- Project Network Analysis;
- Project Staffing and Use of Consultants;
- Monitoring and Evaluation;
- Contracts and Tendering Procedures;
- Project Maintenance Management; and
- Software Application to Project Management

Target Audience:

The Course is designed for Middle and Senior Officers on Grade Levels 08 - 12 who are responsible for selection, planning, implementation and maintenance of projects in both the public and private sector organisations.

Duration: Two (2) Weeks

Venue: ASCON Complex, Topo - Badagry

Course Fee: ₦85,000.00

Accommodation Charges: As indicated on page ... of this Brochure.

SHORT DURATION PROGRAMMES

1. WORKSHOP TITLE:

WORKSHOP ON STRATEGIES FOR REVENUE GENERATION (EFMP 605)

Date: April 16– 20, 2012

Workshop Objectives:

The objective of the workshop is to examine various strategies that could be taken to improve the performance capability of relevant institutions for enhanced revenue generation and cost minimisation.

Workshop Contents:

Topics to be covered include:

- Revenue Team and its Vision;
- Roles, Functions and Responsibilities of Revenue Officers;
- Sources of Revenue;
- Revenue Assessment and Planning;
- User Charges and Pricing;
- Revenue Accounting;
- Motivating Revenue Officers;
- Revenue Forecasting;
- Public Accountability and Transparency; and
- Fraud Prevention and Control Measures.

Target Audience:

The Workshop is designed for Officers saddled with the responsibility for revenue generation and collection within their organisations.

Duration: Five (5) days

Venue: ASCON Complex, Topo - Badagry

Fee: ₦60,000 per participant.

(This excludes accommodation and feeding)

2. COURSE TITLE:

WORKSHOP ON SALARY PREPARATION (EFMP 606)

Date: May 14 – 18, 2012

Workshop Objectives:

The workshop objectives are to enable participants:

- Examine the Basic Principles of Salary Preparations;
- Describe the Procedure for Salary Preparation and Identify Areas of Weakness for Corrective Actions;
- Highlight the Existing Financial Rules and Regulations applicable to Salary Preparation;
- Exchange Ideas and Experiences in Salary Preparation across Ministries, Extra-Ministerial Departments and other Government Owned Agencies;
- Acquaint themselves with the relevant Software in Salary Preparation.

Workshop Contents:

Topics to be covered include:

- Principles and Practice of Management
- Government Accounting
- Financial Control in Government
- Personal Emolument Records and Reconciliation
- e-Payment Design and Maintenance of Accounting Records
- Variation Control
- Financial Regulations and Salary Preparation
- Preparation of Salary and Auditing the Payroll
- Data Base Management Using MS Access
- Institutional Problems Affecting Salary Preparation

Target Audience:

The Workshop is designed for Accounts and Finance Officers on Grade Levels 07 and above who are involved in Salary preparation in Ministries, Extra-Ministerial Departments and other government owned agencies.

Duration: Five (5) days.

Venue: ASCON Complex, Topo - Badagry

Fee: ₦60,000 per participant.

(This excludes accommodation and feeding)

3. **WORKSHOP TITLE:**

WORKSHOP ON AUDITING AND INVESTIGATION (EFMP 607)

Date: 1st Run: June 11 - 15, 2012

2nd Run: October 8 – 12, 2012

Workshop Objectives:

The workshop is designed to enable participants:

- Identify the Scope and Legal Framework of Accounting and Auditing;
- Plan and Implement Audit Programmes;
- Prevent Fraud and Safeguard Organisations' Assets; and
- Identify and Apply Appropriate Auditing and Investigation Techniques.

Workshop Contents:

Topics to be covered include:

- Accountability and Financial Reporting;
- Scope and Objectives of Auditing;
- Statutory and Regulatory Framework of Auditing;
- Audit Planning, Implementation and Control;
- Systems Audit;
- Auditing and Investigation Techniques;
- Audit Evidence and Validation;
- Financial Regulations and Control;
- Fraud Prevention, Detection and Control Measures; and
- Audit and Investigatory Report;

Target Audience

The Workshop is designed for Auditors, Trainers, Accountants, Finance Officers and other Officers engaged in financial control and accountability in both public and private sector organisations.

Duration: Five (5) days

Venue: ASCON Complex, Topo - Badagry

Fee: ₦60,000 per participant.

(This excludes accommodation and feeding)

4. COURSE TITLE:**WORKSHOP ON PROCUREMENT AND MATERIALS MANAGEMENT
(EFMP 610)**

Date: July 23 – 27, 2012

Workshop Objectives:

The objectives of the Workshop are to enable participants:

- Highlight Important Roles of Procurement and Materials Management in Public and Private Sector Organisations;
- Identify the Range of Professional Skills in Contract Negotiation and Legal Framework in Procurement;
- Familiarise themselves with Latest Developments in Materials Planning and Control; and
- Use Relevant Software in Handling Materials Information System.

Workshop Contents:

Topics to be covered include:

- Materials Sourcing Strategies;
- Specification and Quality Assurance;
- Pricing and Payment Methods;
- Legal Aspects of Purchasing;
- Negotiation Skills;
- International Purchasing;
- Overview of Procurement Act 2007;
- Materials Planning and Budgeting Control;
- Ethics in Procurement; and
- Software Application to Materials Management.

Target Audience:

The Workshop is designed for Managers and officers responsible for procurement, stores and materials planning, Facility Managers and others whose duties relate to procurement and materials management.

Duration: Five (5) days

Venue: ASCON Complex, Topo - Badagry

Fee: ₦60,000 per participant. (This excludes accommodation and feeding)

5. **WORKSHOP TITLE:**
WORKSHOP ON PROGRAMME PERFORMANCE MANAGEMENT (EFMP 609)
Date: July 30 - August 3, 2012

Workshop Objectives:

The overall objective of the Workshop is to enhance the knowledge and skills of participants with a view to enabling them manage programmes/projects for optimum results.

Specifically, the workshop will enable participants to:

- Prepare a Programme Performance Management Plan (PMP);
- Develop Performance Indicators and Set Project Targets;
- Collect, Analyse and Use Performance Data for Decision Making; and
- Develop an Action Plan for Performance Management.

Workshop Contents:

Topics to be covered include:

- Overview of Programme Performance Management: The Big Picture
- The Programme Results Framework
- Developing and Assessing Performance Indicators
- Data Collection and Analysis
- Data Quality Assessment
- Using Performance Data
- The Performance Management Plan
- Developing an Action Plan.

Target Audience:

The Workshop is designed for Officers who are supervising programmes/projects in both public and private sector organisations and other officers who have responsibility for Monitoring and Evaluation of Projects.

Duration: Five (5) days

Venue: ASCON, Topo-Badagry

Fee: ~~N~~60,000.00 per participant. (This excludes accommodation and feeding)

6. **WORKSHOP TITLE:**
WORKSHOP ON FRAUD DETECTION, PREVENTION AND CONTROL
(EFMP 608)

Date: August, 6 - 10, 2012

Workshop Objectives:

The objectives of the workshop are to enable participants :

- Identify different types of Fraud and Corruption in the Public and Private Sector Organisations;
- Assess the Effects of Fraud and Corruption on their various Organisations;
- Examine New Dimensions to Fraud and Corruption in Organisations;
- Adopt the Strategies for Prevention, Detection and Control of Frauds; and
- Apply the knowledge of Computer in Detecting and Preventing Fraud in Organisations.

Workshop Contents:

Topics to be covered include:

- The Impact of Fraud on Government and Nation's Economy;
- Typology of Frauds and Corruptions;
- Forensic Audit;
- The Roles of Fraud Control Agencies;
- Ethical Considerations and Violation;
- Investigating Procedures;
- Fraud Prevention and Detection Techniques;
- Financial Control and Regulations;
- Writing Investigation Report.

Target Audience:

The workshop is designed for Accountants, Finance Officers, Auditors, Audit Trainers, Stock Verifiers, Wages and Salaries Officers, Personnel and Administrative Officers in Ministries, Extra-Ministerial Departments, Parastatals, Local Government Treasurers and other government owned agencies.

Duration: Five (5) days

Venue: ASCON Complex, Topo - Badagry

Fee: ₦60,000 per participant.

(This excludes accommodation and feeding)

7. **WORKSHOP TITLE:**
**WORKSHOP ON MANAGEMENT AND CONTROL OF STORES
OPERATION (EFMP 613)**

Date: September 3 – 7, 2012

Workshop Objectives:

The objectives of the workshop are to enable participants:

- Describe the Importance of Continuous Flow of Materials in their Respective Organisations;
- Identify Techniques of Stock Control; and
- Explain Stock Valuation Methods;

Workshop Contents:

Topics to be covered include:

- Stores Planning and Administration;
- Stores Acquisition and Maintaining Supplies;
- Stores Organisation and Materials Management;
- Inventory Control Techniques;
- Methods of Stock Valuation;
- Stock Taking Procedures;
- Receiving and Inspection Procedures; and
- Safety and Security of Stores.

Target Audience:

The Workshop is designed for Supplies Officers, Stores Officers, Stock Verifiers, Purchasing Officers and others who are saddled with the responsibility of ensuring effective Stores Management in the Federal, and State Civil Service and other government own agencies and their counterparts in the private sector.

Duration: Five (5) days
Venue: ASCON, Topo - Badagry
Fee: ₦60,000.00 per participant. (This excludes accommodation and feeding).

8. **WORKSHOP TITLE:**
WORKSHOP ON ACCOUNTABILITY AND TRANSPARENCY (EFMP 611)
Date: September 24 – 28, 2012

Workshop Objectives:

The workshop will enable the participants to:

- Understand the Philosophy and Objectives of Anti-corruption Laws;
- Identify the Relevant Anti-graft Agencies and their major functions;
- Recognize the need for Transparency and Accountability in Conducting Government Business;
- Manage Funds and other Resources; and
- Understand the Functions of the Public Accounts Committee.

Workshop Contents:

Topics to be covered include:

- Concept and intent of Anti-Corruption Laws;
- Legal Framework of Anti-Corruption Agencies;
- Transparency in the Public Office;
- Anti-Corruption Law: Concepts and Challenges;
- Guidelines for Reforms Implementation;
- Ethics of Public Accountability and Transparency;
- Fraud Detection and Control measures .

Target Audience:

Senior Managers in the Public Service and Private Sector, Elected Public Officers in the Federal, State and Local Governments, Members of the Armed Forces, Police and other Para-Military Organizations.

Duration: Five (5) Days
Venue: ASCON, Topo – Badagry
Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

9. **WORKSHOP TITLE:**
WORKSHOP ON TENDERING AND CONTRACT MANAGEMENT (EFMP 617)
Date: November 19 – 23, 2012

Workshop Objectives:

The objectives of the Workshop are to enable participants to:

- State the Basis for Procurement Timing and Payment to Suppliers;
- Evaluate bids, Tender Documents and the Mechanism for Price Adjustment for Works Contract; and
- State the Essentials of Tendering Procedures, Filing and Contract Documentation System and the Role of Information Technology in Contract Management.

Workshop Contents:

Topics to be covered include:

- Tender and Tendering Procedures;
- Preparation of Contract Document;
- Evaluation of Bids;
- Law of Contract
- Overview of Public Procurement Act 2007;
- Quality Control Management.
- Monitoring and Evaluation of Contract Performance
- Software Application to Control Management.
- Contract Costing/Budgeting;
- Contract Negotiation;
- Payment Methods in Contract; and
- Due Process in Contract Management.

Target Audience:

The Workshop is designed for Members of Tender Boards, Project Officers, Procurement Officers, Contract Officers, Engineers, Accountants, Auditors and Officers whose duties have to do with tendering and contract management in public and private sector organisations.

Duration: Five (5) days

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant. (This excludes accommodation and feeding).

10. WORKSHOP TITLE:**WORKSHOP ON GOVERNMENT BUDGETING (EFMP 618)**

Date: November 12 – 16, 2012

Workshop Objectives:

The Workshop objectives are to enable participants:

- Identify the Positive Contributions that Good Budgeting Practice can make to the Management of Public Sector Organisations;
- Understand the Bases for Fiscal and Monetary Policies and how they affect their Organisations' budgets; and
- Identify Obstacles to Effective Budget Preparation and Implementation in their various Organisations and Devise appropriate strategies to address them.

Workshop Contents:

Topics to be covered include:

- Overview of Public Sector Financial Management
- Planning in Government;
- Economic Policy Management;
- Framework of Government Budgeting;
- Financial Control in Government;
- Budget Classification;

- Budget Preparation;
- Medium Term Expenditure Framework;
- Revenue Forecasting;
- Budget Monitoring and Evaluation;
- Managing Negotiations in Budget Defense;
- Software Application to Budgeting.

Target Audience:

The Workshop is designed for Budget Officers, Auditors, Accountants/Finance Officers, Planning Officers, Management Trainers etc involve in budget preparation and implementation.

Duration: Five (5) days

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant.(This excludes accommodation and feeding).

11. **WORKSHOP TITLE:
WORKSHOP ON FINAL ACCOUNT PREPARATION IN GOVERNMENT (EFMP 615)**

Date: November 26 – 30, 2012

Workshop Objectives:

The Workshop objectives are to enable participants:

- Examine the Basic Principles and Concepts in Government Accounting;
- Discuss the Procedures for Preparation of Transcripts and Final Accounts
- Highlight the Importance of Financial Information and how Timely Production of Financial Statements can enhance it; and
- Explain the Existing Government Financial Rules and Regulations and their Roles in Enhancing preparation of Financial Statements.

Workshop Contents:

Topics to be covered include:

- Nature of Government Accounting;
- The Roles of Offices of Accountants-General and Auditors-General;
- Government Financial Rules and Regulations, Treasury manuals, etc.
- Classification of Accounts;
- Government Funds and Funds Accounting;
- Preparation of Transcript and Financial Statements;
- Financial Control in Government;
- Financing Information System;
- Use of Software for Preparation of Financial Statements; and
- Institutional Problems Affecting the Compilation of Financial Statements.

Target Audience:

The Workshop is designed for Accountants, Auditors, Accounting Technicians and Finance Officers, particularly those in Final Accounts Section of Ministries, Departments and Agencies in Federal, State and Local Governments.

Duration: Five (5) days

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant.
(This excludes accommodation and feeding).

MANAGEMENT CONSULTANCY PROGRAMMES (MCP)

REGULAR COURSES

1. COURSE TITLE:

MANAGEMENT CONSULTING COURSE (MCP 600)

Date: 1st Run: April 28 - May 25, 2012

2nd Run: September 22 – October 19, 2012

Course Objectives:

The broad objective of the Course is to develop a crop of officers in both the Public and Private Sector of the Nigerian economy who will be able to assist in the rapid socio-economic development of the Nation by applying their specialized skills and knowledge in solving the multi-various problems and challenges facing the country.

Specifically, the course will enable the participants to:

- Explain the Nature and Process of Management
- Identify the Multiple Roles of the Consultant
- Describe the Procedures for Initiating and Winning Consultancy Assignments
- Winning Consultancy Assignments
- Write Winning Proposals
- Apply special Techniques and Tools for problem Diagnosis, Data Gathering and Analysis
- Write good Consultancy Reports; and
- Make good Presentation.

Course Contents:

Topics to be covered include:

- Basic Managerial Functions
- Nature, Purpose and Scope of Management Consulting
- Characteristics of Management Consulting
- Types of consulting: Internal and External, Process and Resource
- Consultant/Client Relations
- The Consultants as Agents of Change
- Work Study Technique
- Management Audit
- End of Course Written Examination

Target Audience:

The Course is designed for:

- Officers working in the Establishments and Management Services Department of the Presidency at the Federal level, Federal Ministries and in the Governor's office at the State level;
- Officers working or who propose to work in the Department of Planning, Research and Statistics of all the Ministries at the Federal and State levels;
- Officers of Private Sector Organisations Charged with Management Services or Management Consulting Responsibility;
- Officers working in O & M Departments in Oil Companies, banks and allied institutions.

Duration: Four (4) Weeks

Venue: The Administrative Staff College of Nigeria, (ASCON)

Topo – Badagry

Course Fee: ₦210,000.00 per participant

Accommodation Charges: As indicated on page... of this Brochure

2. **COURSE TITLE:
MANAGEMENT METHODS, TECHNIQUES AND SKILLS DEVELOPMENT
(MCP 604)**

Date: 1st Run: June 23 – July 20, 2012

2nd Run: September 22 – October 19, 2012

Course Objectives:

The purpose of the Course is to develop the necessary knowledge, skill and attitudes required by the participants to function effectively in the Management Services and Training Department, as Management Consultants responsible for undertaking consultancy assignments in the Federal Government Ministries, Extra-Ministerial Departments and Federal Parastatals.

Specifically, the course will enable the participants to:

- Identify the basic Administrative Management Principles, Methods and Techniques which will Enhance their Efficiency and Effectiveness in the Performance of their Duties in the Management Services and Training Department
- Develop Specific Working skills in Interviewing, Information Gathering, Information Analysis, Data Interpretation, Report Writing and Report Presentation, which are the Necessary Tools Needed in the Performance of their Duties.
- Apply the knowledge, Skills, Methods and Techniques Acquired, in identifying Organisational Problems, Designing and Recommending Appropriate Structural and Operational Solutions to Organisations where such problems exist.
- Demonstrate an Understanding of how to plan, Execute and Complete Consultancy Assignments in the Government Ministries, Extra-Ministerial Departments and Parastatals. Institutions either individually or in Groups.

Course Contents:

Topics to be covered include:

- **General Management**
 - Management skills
 - Communication
 - Motivation
 - Leadership
- **Problem Identification:**
 - Assignment Selection
 - Preliminary/Feasibility Studies

Basic Statistics
Interviewing for Facts
Organisational Structure
Organisational Analysis
Costing of Assignments

- **Method Techniques**
Method Study
Fact Recording
Data Analysis

- **Methods and Work Measurement**
Work Measurement
Forms Design and Control
Filing Systems

- **Job Evaluation**
Pay Systems
Compensation Practices

- **Development of Alternative Methods**
Presentation of Alternative Ideas
Implementation of Accepted
Recommendation
Report Writing
Presentation of Reports
Practical Assignments

Target Audience

This Course is designed for officers in Federal, State and Local Government Agencies, Parastatals involved in administrative, personnel management and management consultancy functions.

Duration: Four (4) Weeks

Venue: The Administrative Staff College of Nigeria, (ASCON)
Topo – Badagry

Course Fee: ₦210,000.00 per participant

Accommodation Charges As indicated on pageof this Brochure

SHORT DURATION PROGRAMMES

1. **WORKSHOP TITLE:** **PROPOSAL WRITING WORKSHOP (MCP 601)**

Date: 1st Run: May 14 - 18, 2012
2nd Run: July 23 - 27, 2012

Workshop Objectives:

The broad objective of the Workshop is to develop a group of officers who will be able to package a good proposal and letter of intent.

Specifically, the participants, at the end of the workshop would be able to:

- Write “Winning” Proposal
- Analyse the Selection Procedure of Proposal
- Write a good Request for Proposal (RFP)
- Differentiate between Letter of Intent and a Proposal
- Describe the Activities to be carried out by the Client or by the Consultant.
- Assess what will be Required during the “Bidders” Conference.
- Discuss the Professional and Non-Professional Fees in a Proposal.
- Package Proposals of High Standing.

Workshop Contents:

Topics to be covered include:

- Managerial Functions;
- Overview of Proposal Writing;
- Letter of Intent;
- Request for Proposal (RFP)
- Technical Proposal
- Management Proposal
- Cost/Financial Proposal
- Work Breakdown Structure
- Bidders’ Conference
- Presentation Techniques

Target Audience:

The Workshop is designed for officers on Grade Level 08 and above who are in charge of Project Planning and execution, packaging proposal to access grants, loans and donations for the development of the country and states. Officers of client organizations who assess and evaluate “expression of interest” and “proposal” will find the workshop worth the while.

Duration: Five (5) days

Venue: The Administrative Staff College of Nigeria, (ASCON) Topo – Badagry

Fee: ₦75,000.00 per participant (This excludes feeding and accommodation)

2. WORKSHOP TITLE:

WORKSHOP ON DATA COLLECTION AND ANALYSIS (MCP 612)

Date: 1st Run: May 21 - 25, 2012
2nd Run: October 8 - 12, 2012

Workshop Objectives:

The objectives of the Workshop are to provide participants with a working knowledge of statistical techniques for data collection, processing, analysis, storage and retrieval, as well as their application for decision-making.

Workshop Contents:

Topics to be covered include:

- Concepts and Challenges of Development;
- Quantitative and Qualitative Methods of Data Gathering;
- Statistical Tools, Principles and Procedures;
- Government Statistics;
- Data Quality Assessment;
- Data Analysis;
- Design, Development and Maintenance of Data Bank;
- Writing Statistical Reports;
- Issues and Problems of Data Management in Nigeria; and
- Software Application to Data Processing and Storage.

Target Audience:

The Workshop is designed for officers involved in data collection and processing in public and private sector organizations, particularly those in the Office of Statistics, Ministries of Finance, National Planning Commission, National Population Commission, Departments of Planning, Research and Statistics, and those officers who are directly or indirectly involved in the collection, processing and analysis of data for policy and project execution, monitoring and evaluation.

Duration: Five (5) days

Venue: The Administrative Staff College of Nigeria, (ASCON)
Topo – Badagry

Fee: ₦75,000.00 per participant (This excludes feeding and accommodation)

3. WORKSHOP TITLE:

ORGANISATIONAL CHANGE AND DEVELOPMENT (MCP 605)

Date: 1st Run: June 11 - 15, 2012
2nd Run: October 15 - 19, 2012

Workshop Objectives:

At the end of the workshop, participants should be able to:

- Explain the Concept of Organization Development.
- Identify the various types of Organization.
- List the various Elements in Organization Dynamism.
- Explain the Imperatives of Organization Development.
- Devise Strategies for Managing Changes in Organization.

Workshop Contents:

Topics to be covered include:

- Overview of Management
- The Nature of Organisation
- The Nature of Change
- Organization Development
- Business Process/Re-engineering
- Organization and their Changing Environment
- Managing Change in Organisation
- Strategic Management
- Effective Leadership for change
- Organization Diagnosis

Target Audience:

The Workshop is specifically designed for Top Management in the various organizations whose responsibilities are to ensure that appropriate structure are designed for the organizations. Those who also manage the human resources in the organization will also benefit immensely from the workshop.

Duration: Five (5) days

Venue: The Administrative Staff College of Nigeria, (ASCON)
Topo – Badagry

Fee: ₦75,000.00 per participant (This excludes feeding and accommodation)

4. **WORKSHOP TITLE:**
RESEARCH METHODOLOGY (MCP 602)

Date: 1st Run: June 18 - 22, 2012

2nd Run: October 8 - 12, 2012

Workshop Objectives:

The broad objectives of the Workshop is to train a crop of Officers in both the Public and Private Sectors of the Nigerian economy who will be able to initiate and implement a research process that can advance the cause of their various organizations and the nation at large.

The participants, at the end of the Workshop would be able to:

- Initiate Research Efforts;
- Manage Research Activities;
- Acquire Techniques of Corporate Planning;
- Conduct Enquiry Involving Statistical Analysis; and Propose, Design; Implement and Monitor Relevant Planning, Research and Statistic Activities in their Organisations.

Workshop Contents:

Topics to be covered include:

- Overview of Research Process;
- Research Design and Proposal Preparation;
- Methods of Data Collection, Analysis and Interpretation;
- Research Reports Preparation;
- Basic Statistical Test of Hypotheses;
- Management of Research Projects; and
- Data Analysis and Presentation (Using SPSS)

Target Audience:

The Workshop is designed for all Officers on Grade Level 08 and above who are working in planning, Research and Statistics Department, the various Planning Commissions, Research and Development Departments and others who want to be skilled in the art of conducting research.

Duration: Five (5) days

Venue: The Administrative Staff College of Nigeria, (ASCON) Topo – Badagry

Fee: ₦75,000.00 per participant (This excludes feeding and accommodation)

5. **WORKSHOP TITLE:
REPORT WRITING AND PRESENTATION FOR CONSULTING
ASSIGNMENTS (MCP 603)**

Date: 1st Run: August 13 - 17, 2012

2nd Run: October 15 - 19, 2012

Workshop Objectives:

This workshop is to equip and update the participants with the knowledge, skill and attitudes necessary for writing good report on any consulting assignment.

Specifically, after taking part in the workshop, the participants would be able to:

- Differentiate between the various Types of Report.
- Identify the Stages of a Report.
- Describe the various sources and Techniques of Data Gathering and Analysis.

Workshop Contents:

The following topics amongst others will be treated:

- Overview of Management Consulting;
- Need and Purpose of Writing Report in Consultancy;
- Types and Stages of Report;
- Data Gathering in Consulting Assignment; and
- Report Presentation Techniques.

Target Audience:

The target participants are all the officers that are involved in the execution of consulting assignment both in client's organization and consulting firms.

Duration: Five (5) days

Venue: The Administrative Staff College of Nigeria, (ASCON)Topo – Badagry

Fee: ₦75,000.00 per participant (This excludes feeding and accommodation)

LEADERSHIP PROGRAMMES (LP)

1. **WORKSHOP TITLE:**
EMOTIONAL INTELLIGENCE AND EFFECTIVE LEADERSHIP (LP 610)
Date: June 18 - 22, 2012

Workshop Objectives:

The workshop is designed to enable participants to:

- Define and Explain the Concepts of Emotional Intelligence and Effective Leadership;
- Discuss the Importance of Emotional Intelligence to Effective Leadership;
- Identify the Keys Required in Growing one's Level of Emotional Intelligence;
- Apply Emotional Intelligence in their Irrespective Workplaces.

Workshop Contents:

In order to achieve the Workshop objectives and derive the aforementioned benefits, the following topics will be discussed extensively:

- Overview of Emotional Intelligence;
- Effective Leadership Skills;
- Managing Difficult Officers;
- Effective Communication Skills;
- Psychology of the Individual;
- Human Relations and Interpersonal Skills;
- Domains and Competences of Emotional Intelligence;
- Developing Our Level of Emotional Intelligence;
- Assertiveness Skills;
- Balancing Work and Life.

Target Audience:

The workshop is designed for Directing Staff, Heads of Department, Management Staff, Personnel Managers, Human Resource Managers and Heads of Division/Unit.

Duration: Five (5) days.

Venue: ASCON, Topo – Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

2. **WORKSHOP TITLE:**
EFFECTIVE LEADERSHIP AND DELEGATION (LP 608)
Date: 1st Run: July 30 – August 3, 2012
2nd Run: November 19 – 23, 2012

Workshop Objectives:

At the end of the workshop, participants are expected to:

- Examine the Concept of Change Management;
- Explain the Importance of Effective Leadership to Strategic Planning in an Organisation.
- Discuss the Principles of Accountability and Ethical Behavior;
- Discuss and Apply Principles of Effective Delegation;
- Develop Appropriate Skills required for Team Building; and
- Analyse the Techniques required for Problem-Solving

Workshop Contents:

Topics to be covered include:

- Leadership and Strategic Planning
- Accountability, Ethics and Code of Conduct in the Workplace
- Principles of Effective Delegation
- Team Building
- Delegation (FILM)
- Management of Change
- Stress Management
- Effective Communication
- Techniques for Problem-Solving and Decision Making
- Coaching and Mentoring

Target Audience:

All categories of officers who have responsibility for providing leadership and delegating duties to subordinate officers, particularly officers on CONPSS 12 and above.

Duration: Five (5) days.

Venue: ASCON, Topo - Badagry

Fee: ₦60,000.00 per participant (This excludes accommodation and feeding).

3. **WORKSHOP TITLE:**
STRATEGIC MANAGEMENT SEMINAR (LP 609)

Date: 1st Run July 16 -20, 2012

2nd Run November 19 – 23, 2012

Workshop Objectives:

The objective of the Seminar is to sensitize participants to the importance of strategic planning and be able to turn around problems in their places of work and on their desk. At the end of the programme participants would be able to:

- Have a better understanding of the Principles and Concept of Strategic Planning/Management
- Analyse the Environment of their Organisations vis-a-vis their Vision, Mission, Goals and Objectives;
- Formulate Strategies for Achieving the Organisations Mission, Goals and Objectives;
- Set Performance Indicators for the Organizations and
- Assess Impact of Globalization on their Operation.

Workshop Contents:

Topics to be covered include:

- Planning as a Management Function
- Strategic Planning: Content, Scope and Prospects.
- Corporate: Vision, Mission and Objectives;
- Environment Analysis and Globalization;

- Strategic Management Process: An Overview.
- Team Building.

Target Audience:

The course is designed for Top/Senior officers of Public/Private Organisations.

Duration: Five (5) Days

Venue: ASCON Complex, Topo – Badagry

Fees: ₦75,000.00 (This excludes accommodation and feeding)

4. **WORKSHOP TITLE:**
WORKSHOP ON ACCOUNTABILITY AND TRANSPARENCY (LP 611)
Date: September 3 – 7, 2012

Workshop Objectives:

The workshop will enable the participants to:

- Understand the Philosophy and Objectives of Anti-corruption Laws;
- Identify the Relevant Anti-graft Agencies and their major functions;
- Recognize the need for Transparency and Accountability in Conducting Government Business;
- Prudently Manage Funds and other Resources; and
- Understand the Functions of the Public Accounts Committee.

Workshop Contents:

Topics to be covered include:

- Concept and intent of Anti-Corruption Laws;
- Legal Framework of Anti-Corruption Agencies;
- Transparency in the Public Office;
- Anti Corruption Law and its Implementation;
- Guidelines for Reforms Implementation;
- Ethics of Public Accountability and Transparency;
- Fraud Detection and Investigation.

Target Audience:

Senior Managers in the Public Service and Private Sector, Elected Public Officers in the Federal, State and Local Governments, Members of the Armed Forces, Police and other Para-Military Organizations.

Methodology: Lectures, syndicate discussions and case studies.

Duration: Five (5) Days

Venue: ASCON, Topo – Badagry

Fee: ₦60,000.00 per participant (excluding accommodation and feeding).

5. **WORKSHOP TITLE:**
TEAM BUILDING AND LEADERSHIP SKILLS WORKSHOP (LP 621)
Date: November 19 – 23, 2012

Workshop Objectives:

It is expected that at the end of the programme, participants would:

- Have good Understanding of Teams and their Structures;

- Identify Team Roles and Team Member Functions;
- Acquire skills for Selecting Team Members;
- Appreciate the Major Elements in Team Work;
- Identify and Use Leadership Skills;

Workshop Contents:

Topics to be covered include:

- Teams and their Structures
- Team Roles and Team Member Functions
- The Individual within the Team
- Selecting the Team Members
- Maintaining the Team
- Team Building and leadership
- Team Decision Making
- Team Leadership
- Leadership and Management
- Leadership Skills

Target Audience:

Managers and Executives, Heads and Leaders of Organizations, Human Resources Departments and Units, Supervisors in both Public and Private Sectors.

Duration: Five (5) days.

Venue: ASCON, Topo – Badagry

Fee: ₦60,000.00per participant (This excludes accommodation and feeding).

CHARGES FOR
HOSTEL
ACCOMMODATION

**A. ACCOMMODATION CHARGES FOR TWO-WEEK PROGRAMMES
(REGULAR PROGRAMMES)**

S/N	DESCRIPTION OF SERVICES	TYPES OF ACCOMMODATION		
		Chalets =N=	Double Room =N=	Single Room =N=
1.	Accommodation (excluding feeding for 14 days)	140,000.00	84,000.00	42,000.00

**B. ACCOMMODATION CHARGES FOR FOUR-WEEK PROGRAMMES
(REGULAR PROGRAMMES)**

S/N	DESCRIPTION OF SERVICES	TYPES OF ACCOMMODATION		
		Chalets =N=	Double Room =N=	Single Room =N=
1.	Lodging (excluding feeding) for 28 days	280,000.00	168,000.00	84,000.00

NOTE:

Participants on either two weeks or four weeks regular programmes are expected to pay the accommodation charges in full along with their course fees to the College, as accommodation is not optional.

**ASCON ACCOUNT NUMBERS FOR PAYMENT
OF COURSE AND WORKSHOP FEES**

NATURE OF PROGRAMME	BANKER/ACCOUNT NUMBER
REGULAR/LONG DURATION PROGRAMMES	UNION BANK OF NIGERIA PLC. ACCOUNT NAME: ASCON CATERING/HOUSEKEEPING SORT CODE: 032150973 ACCOUNT NO:0001256436
SHORT DURATION PROGRAMMES / WORKSHOPS	UNION BANK OF NIGERIA PLC. ACCOUNT NAME: PROJECT ACCOUNT NO. 0001322753

NOTE:

(i) All regular courses of two to four weeks duration are fully residential, thus, use of College accommodation is not optional. However, participants will be responsible for their feeding. Sponsoring organizations are therefore enjoined to make funds available for the upkeep of their nominees.

(ii) All long duration (Academic) programmes which include Post Graduate Diploma in Public Administration; Certificate in Electronic, Data Processing Course as well as short duration programmes (Workshops and Seminars) are not fully residential. In this connection, the use of College hostel accommodation is optional and is also based on availability. Sponsoring organizations are to pay their nominees appropriate Duty Tour Allowance (DTA) as applicable in their system for the upkeep of their nominees.

(iii) Participants who report late to programmes will not be registered. For two and four weeks courses registration closes on Wednesday of the first week, while registration closes on Tuesday for short duration programmes of one week.

(iv) Payment for programmes can be by direct remittance to ASCON accounts, certified bank draft or cash. Details of ASCON Accounts for e-payment are provided in the table above.

(v) Sponsoring organizations are to pay their nominees appropriate book/project allowance as stipulated in the Public Service Rules

(vi) Charges for hostel accommodation are subject to review without prior notice. The current charges for hostel accommodation which are highly subsidized are stated below:

Types of Accommodation

		Daily Rate (=N=)
• Chalet	-	10,000.00
• Double Room	-	6,000.00
• Standard Room	-	3,000.00

CALENDER 2012 AND 2013