

## CHARTERED INSTITUTE OF CERTIFIED SECRETARIES AND REPORTERS 2018 TRAINING COURSE CALENDAR

S/N	COURSE	VENUE	FEB-APRIL	MAY-AUG	SEPT-DEC	AMOUNT
TPD.1	Advanced Office Management Course for Senior Secretarial and Administrative Officers	Lagos	Feb 5 – 16 Lagos	June 4 – 15 Lagos	Sept 3 – 14 Lagos	Member N160,000 Non Member N170,000
TPD.2	Office Management for Personal Assistants and Confidential Secretaries Course	Lagos P/Harcourt Owerri	March 12 – 16 P/Harcourt	May 14 – 18 Owerri	Dec 3 – 7 Lagos	Member N65,000 Non Member N75,000
TPD.3	Office Organization and Methods Course for Administrative and Secretarial Personnel (O&M)	Lagos Abuja	May 14 – 18 Abuja	July 9 – 13 Lagos	Dec 3 – 7 Lagos	Member N70,000 Non Member N80,000
TPD.4	Effective Secretarial Practice in Office Information Management Course	Lagos P/Harcourt	April 16 – 20 Lagos	August 6 – 10 P/Harcourt	October 8 – 12 Lagos	Member N65,000 Non Member N75,000
TPD.5	Effective Secretarial Training Course for Admin Secretarial Assistants	Lagos P/Harcourt	April 16 – 20 Lagos	July 9 – 13 P/Harcourt	October 8 – 12 Lagos	Member N65,000 Non Member N75,000
Tpd.6	Supervisory Management Course	Lagos Owerri P/Harcourt	March 12 – 16 P/Harcourt	May 14 – 18 Owerri	Dec 3 - 7 Lagos	Member N65,000 Non Member N75,000
TPD.7	Administrative Management Course for Executive Secretaries/Officers	Lagos	March 5 – 16 Lagos	June 4 – 15 Lagos	Sept 3 – 17 Lagos	Member N160,000 Non Member N170,000
TPD.8	Practical Computer and Information Systems Maintenance and Management Course	Lagos	March 19 - 23	June 4 - 8 Aug 3 - 7	Oct 8- 12 Dec 3 - 7	Member N65,000 Non Member N75,000
TPD.9	Office Administration Course for Insurance Secretaries and Superintendents	Lagos	March 12 – 16 P/Harcourt	May 7 – 11 Lagos	August 6 – 10 P/Harcourt	Member N55,000 Non Member N65,000
TPD.10	Annual National Secretarial Management Conference/Seminar	<b>ANSMC</b>			Nov 13 - 16	Member N50,000 Non Member N60,000
TPD.11	Office Organisation and Management Workshop for Admin. Officers/ Secretaries in Health and Medical Sector	Lagos Owerri	Feb 6 – 8 Lagos	July 17 – 19 Owerri	Dec 16 – 18 Lagos	Member N60,000 Non Member N70,000
TPD.12	Office and Information Management Workshop for Judicial Secretaries Officers	Lagos Rivers	April 3 – 5 Lagos	July 17 – 19 Owerri	Oct 16 – 18 Lagos	Member N60,000 Non Member N70,000
TPD.13	Management of Organisation and Directional Tools Workshop	Lagos Kaduna	May 15 – 17 Lagos	July 17 – 19 Lagos	Sept 4 – 6 Kaduna	Member N65,000 Non Member N75,000
TPD.14	Management Workshop for Personal Assistants and Secretaries to Chief Executives	Lagos Rivers Abuja	May 14 – 17 Lagos	August 4 – 7 Rivers	Sept 11 – 14 Abuja	Member N70,000 Non Member

		Kaduna			Sept 25 - 28 Kaduna	N80,000
TPD.15	Office Management and Work Planning Course	Lagos Abuja	March 12 – 16 Lagos	July 9 - 13	Sept 10 – 14 Abuja	Member N65,000 Non Member N70,000
TPD.16	Personnel Management Appreciation Course.	Lagos P/Harcourt Abuja	March 19 – 23 Lagos	July 16 – 20 P/Harcourt	Sept 10 – 14 Abuja	Member N60,000 Non Member N70,000
TPD.17	Office Management Control Techniques Course	Lagos Kaduna Rivers	March 6 – 10 Lagos	July 20 – 24 Rivers	September 11 – 15 Kaduna	Member N60,000 Non Member N70,000
TPD.18	Productivity Improvement Course in Local Government Administration	Lagos Rivers Abuja Benin Kaduna	May 14 - 18 Lagos	July 16 -20 Rivers Aug 6 - 10 Rivers	Sept 17-21 Abuja	Member N70,000 Non Member N80,000
TPD.19	Corporate Executive Secretarial Practice Course	Lagos Abuja P/Harcourt	Feb 19 – 23 P/Harcourt	June 18 – 22 Abuja	Dec 3 – 7 Lagos	Member N70,000 Non Member N80,000
TPD.20	Office Practice and Work Planning Course for Supervisory Cadre	Lagos P/Harcourt Kaduna		June 5 - 9 July 18-22	Sept 17 - 21	Member N60,000 Non Member N70,000
TPD.21	Automated Office Communication and Report Writing Skills Course	Lagos		August 7 - 11	Dec 4 - 8	Member N60,000 Non Member N70,000
TPD.22	Seminar for Senior Secretaries in The Public and Private Sectors	Lagos Abuja P/Harcourt	May 2 - 3	July 4 - 5	Sept 12 - 13	Member N40,000 Non Member N45,000
TPD.23	Seminar for Secretaries Attached to Company Secretaries, Directors and Chairmen	Lagos		June 6 - 7 July 4 - 5	Sept 5 – 6	Member N40,000 Non Member N50,000
TPD.24	Operational Management Workshop for Official/Verbatim Reporters in the Legislature, Judiciary and the Executive Arms of Government in Ecowas	Lagos Abuja Kaduna		June 6 – 7 July 11 - 12	Aug 12 - 13	Member N65,000 Non Member N75,000
TPD.25	Workshop for Administrative Officers in the Legislature	Lagos Rivers Kaduna	May 2 - 4	July 11 - 13	Nov 21 - 23	Member N60,000 Non Member N70,000
TPD.26	Seminar For Secretaries in the Finance Sector	Lagos Rivers Benin	July 4 - 6	Sept 12 - 14	Dec 3 - 5	Member N65,000 Non Member N70,000
TPD.27	Conference/Workshop of Editors-In-Chief and Heads of Publication in the Legislature	Ilorin Kwara			Sept 12 – 15	Member N60,000 Non Member N75,000

**For further information, please contact the officers from CICS National Secretariat Lagos.**

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**AFRICAN SCHOOL OF MANAGEMENT TECHNOLOGY**  
**2018 TRAINING COURSE CALENDAR**

S/N	COURSE	VENUE	APRIL - JUNE	JULY - SEPT	OCT - DEC	AMOUNT
ASMT 0118	Total Quality Service Delivery in Office Information Management	Lagos	June 5 – 9	Aug 14 - 15	Oct 9 – 13    Dec 4 - 8	N75,000
ASMT 0218	Office Information Management and Communication Skills Course	Lagos	June 5 – 9	Aug 7 - 11	Oct 16 – 20    Dec 4 – 8	N75,000
ASMT 0318	Information Systems Management and Communication Technology Seminar	Lagos	April 4 – 6	July 11 - 13 Sept 5 – 7		N55,000
ASMT 0418	Office Management Performance Course	Lagos	April 17 – 21	July 10 – 14 Sept 4 – 8	December 4 – 8	N80,000
ASMT 0518	Office Information Management and Computer Web Design Techniques	Lagos		July 3 – 14 Sept 11 – 22	December 4 – 15	N180,000
ASMT 0618	Practical Computer and Information Systems Maintenance and Management Course	Lagos		July 10 – 21 Sept 11 – 22	December 4 - 15	N180,000
ASMT 0718	Advanced Office Skills in Microsoft Office Tools	Lagos	June 11 - 14	Sept 12 – 15	December 5 – 8	N60,000
ASMT 0818	Website Design and Management Interactive Database using (MYSQL & PHP)	Lagos Abuja		July 19 - 22 Sept 13 – 16	Dec 5 - 8	N70,000
ASMT 0918	Advanced ICT Management Course for Executive Secretaries and Personal Assistants	Lagos		July 5 – 7 Sept 6 - 8	December 6 - 8	N60,000
ASMT 1018	Information Technology Tool for Effective Management and Accounting	Lagos		July 11 – 14 Sept 12 – 15	December 5 - 8	N80,000
ASMT 1118	The Role of Administrative Professionals in Office Management Performance	Lagos		August 14 – 18 Sept 11 - 15		N100,000
ASMT 1218	Office Management Strategic Planning and Effective Decision Making Process	Lagos		August 14 – 18 Sept 11 - 15		N100,000
1318	Advanced Office Management Performance Course for Administrative Professionals	Lagos		August 14 – 18 Sept 11 - 15		N100,000
1418	Seminar on Executive Intelligence Skills in ICT Administration	Lagos		August 14 – 18 Sept 11 - 15		N50,000
1518	TQM Communication and Reporting Skills Course	Lagos		August 14 – 18 Sept 11 - 15		N85,000

**For further information, please contact the officers from CICS National Secretariat Lagos.**

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