



NIGERIAN INSTITUTE OF PROFESSIONAL ADMINISTRATORS AND OFFICE TECHNOLOGY & MANAGEMENT

(NIPAS, Nigeria)

(Established under CAM Act No 1, CAP 59 of 1990 and Accredited by Nigerian Council for Management Development)

National /District Secretariat
Suite 25 Bataiya Plaza, Area11, Garki, Abuja.
P.O. Box 5291 Area 10 Garki Abuja

Tel: 08037875610, 08059086457,
08081282797, 07087616556

e-mail: info@nipasng.org
e-mail: nipasregistrar@gmail.com
Website: www.nipasng.org

Permanent Secretaries,
The Vice Chancellor, Rector, Provost
The Registrars', Bursars'
The DG, MD/CEO, Director
The Director of Admin, Academic Planning, Works
The HR/Training Managers

1st January, 2025

Dear Sir/Ma,

SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2025/2026 TRAINING WORKSHOPS/CONFERENCES

Nigerian Institute of Professional Administrators and Office Technology & Management is pleased to invite you to nominate your Staff to attend our Local and foreign training for **2025/2026**. The Training Workshops/Conferences are geared toward enhancing the Skills, Knowledge and Competence of your workforce to enable them cope with the day-to-day Job challenges at their Workplace. Our training programs as per attached holds at different choice centres across Nigeria including, Dubai, Ghana, Europe and other Africa Continents. The Course/Conference fees & Schedules as attached covers Tuition, Documentation, Conference bag, Souvenirs, Lecture materials, Tea/Lunch and Accredited Certification. Please call for an enquiry and send names of nominees to the Coordinator on 08059086457, 08081282797. Participants can register online by visiting the website on www.nipasng.org

Thank you once again and accept our warm regards.

For: Nigerian Institute of Professional Administrators and Office Technology & Management

Dr. Fredrick Sunday N. FCPA, CISA, ANIPR
National Coordinator/Registrar
NIPAS (08059086457, 08037875610, 07087616556)

Dr. Abdullahi Mohammed fcas
Regional Vice President

TARGETED @ *Tertiary Institutions *MDA's of Federal & State Government *L.G.A's *Private & Public Corporations

FULLY ACCREDITED INSTITUTION

- Academic Conferences
- Workshops
- Professional Membership/Induction Award for (Fellows, Full Membership, Associate and Student/Graduate)
- Call for Conference Papers
- Business Conferences
- Seminars Forums
- Academic Journal Publication



All courses listed in this brochure will hold as scheduled and can be run in-house at an agreed date and venue irrespective of public holidays.

Website: www.nipasng.org

Tel: +234-08037875610, 08081282797, 08094691761, 08059086457, 09-7831109

E-mails: info@nipasng.org OR nipasregistrar@gmail.com

Co-ordinating District Office: No. 3 Rahama Close, Suite 25 Bataiya Plaza, Off Dunukofia Street Behind Southern Fried Chicken, Area 11 Garki, P. O. Box 5291 Area 10 Post Office, FCT, Abuja.

NIPAS 2025/2026

TRY TO ATTEND ANY OF OUR CONFERENCES & WORKSHOPS



Group photograph of 2022 Inductees @ Abuja



NERC Secretaries trained by NIPAS



Group Pix Of NIPAS trainees at Ghana



Group Pix Of NIPAS trainees at UAE

FOREIGN TRAINING WORKSHOP/CONFERENCE 2025



Group Pix Of NIPAS trainees at UAE

S/N	Int'l Conference Titles	Target Audience	MARCH	APRIL	JUNE	AUG	OCT.	NOV	DEC
1	A.I IN BUILDING ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC SERVICE	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries Heads of Parastatals in Public	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (CASABLANCA) \$8,500	ISLAND OF CAPE VERDE \$8,400
2	ADVANCED ADMINISTRATIVE SKILLS AND OFFICE MANAGEMENT FOR SENIOR EXECUTIVES Fee Covers flight ticket , visa, bedding and feeding	Sectors, Ministries, Departments and Agencies of Government & others	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
3.	A.I ROLES EFFECTIVE LEADERSHIP COMPETENCIES AND E-GOVERNANCE STRATEGY	All Permanent Secretaries, Dg's Chairman of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's of Faculties of Education, Business Management,	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (CASABLANCA) \$8,500	ISLAND OF CAPE VERDE \$8,400
4.	INTEGRATED ELECTRONIC RECORDS MANAGEMENT POLICIES AND IMPLEMENTATION USING ARTIFICIAL INTELLIGENCE Fee Covers flight ticket , visa, bedding and feeding	Economics Studies, Engineering Technical Studies Engineering, Technical Studies, Social Science and Humanities, Records and Registry Managers	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
5	A.I IN DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS (KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS	All Directors of Administration, Deputy Directors, Assistant Directors Permanent Secretaries,	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (CASABLANCA) \$8,500	ISLAND OF CAPE VERDE \$8,400
6	DIRECTORS AND PERMANENT SECRETARIES WORKSHOP ON THE NEW PUBLIC MANAGEMENT (NPM) ADMINISTRATION IN PUBLIC SERVICE: Global Practice and Challenges Fee Covers flight ticket , visa, bedding and feeding	Head of Units in Public Sectors, Ministries, Departments and Agencies of Government	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
7	A.I ROLES IN EXECUTIVE RETREAT ON MANAGING HIGH PROFILE ORGANIZATION THROUGH DISTINCT QUALITIES, LEADERSHIP STYLE, AND TEAM BUILDING	All Directors of Administration, Deputy Directors, Assistant Directors, HOD's Permanent Secretaries,	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	TURKEY \$8,000	KILGALI (RUWANDA) \$8,500	MOROCCO (CASABLANCA) \$8,500	ISLAND OF CAPE VERDE \$8,400
8	A.I ROLES AND INTERPRETATION OF DATA AND ANALYSIS IN ACCOUNTING PRINCIPLES: Filling the Knowledge Gaps Fee Covers flight ticket , visa, bedding and feeding	Heads of Parastatals in Public Sectors, and Accounting Officers	DUBAI \$7,500	GHANA \$4,000	TURKEY \$8,500	KILGALI \$8,500	SINGAPORE \$7,000	ISLAND OF CAPE VERDE \$8,400	MOROCCO (CASABLANCA) \$8,500
<p>VENUES: GHANA - Novotel Hotel, Accra Central, Opp. the Polytechnic, Accra, Ghana, SINGAPORE Cal ,TURKEY - Call DUBAI (UAE): Seaview Hotel Biu Dubai, MOROCCO : Call, ISLAND OF CAPE VERDE : Call KIGALI RWANDA: Marriott, Kilgali, Rwanda</p> <p>HOW TO REGISTER FOR LOCAL OR INTERNATIONAL WORKSHOPS: Send list of nominee(s) with course fee payable to the institute account as follows: BANK: Access Bank, ACCOUNT NO.: 147627475, ACCOUNT NAME: Nigerian Institute of Professional Administrators and Office Technology & Management</p>									

ENQUIRIES CONTACT:

National Coordinator
Tel: 08037875610, 08081282797,08059086457
 E-mail: nipasregistrar@gmail.com, AND info@nipasnig.org
 website: www.nipasnig.org

We look forward to welcoming your nominees at the venue

FOR: NIGERIAN INSTITUTE OF PROFESSIONAL ADMINISTRATORS AND OFFICE TECHNOLOGY & MANAGEMENT (NIPAS)

Dr. Fredrick Sunday N. fcpa, cisa, anipr, fcasi
 Registrar/National Coordinator

Essential Soft Skills Training (1 Month Master Class) on:

- * Office Technology & Management (OTM) Master Conversion Class
- * Secretarial Studies enhancement Course
- * Public Speaking
- * Speech Writing
- * Speech Delivery
- * Report Writing
- * Speed Typing
- * Web Design
- * Accounting Software Dev.
- * Software Development
- * Excel Spreadsheet Master Class
- * Database creation & Management etc

Holds Live at our Abuja Centre. Call : 08037875610

and Online via Zoom/Webinar. Chat our Institute Whatsapp No. 08059086457



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TEL: 08037875610, 08059086457, 08081282797

2025/2026 TRAINING FLYER

	Conference Titles	FOR WHOM	Venue and date applies to any chosen topic			
1.	MANAGING ORGANIZATION WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION Course Fee: N99,500	All Executive officers cadre positions, Chiefs, Clerical Officers, Secretaries, Registry/Records &	NASARAWA Royal Dream Hotel, Mararaba 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 21-25/Mar/2025 28/Apr-2/may/2025 19-23/May/2025 02-06/Jun/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025 4-8/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	ABUJA ASSAM Learning Centre behind Samsung Building by Ebeano Supermarket Wuse Zone 4 Abuja 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/2025 14-18/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/may/2026	ENUGU Modotel Hotel,Enugu 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026	AKWA-IBOM / CALABAR Gladmann Hotel 28 Udoumen Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 12-16/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026
2	ADVANCE SECRETARIES AND ADMIN WORKSHOP ON OFFICE MANAGEMENT RECORDS KEEPING & MANAGING THE BOSS/DEPT Course Fee: N99,500	All Executive officers cadre positions, Chiefs, Clerical Officers, Secretaries, Registry/Records &				
3	EFFECTIVE DOCUMENT TRACKING, MAIL HANDLING, RECORD/REGISTRY AND ARCHIVING MANAGEMENT IN TERTIARY INSTITUTIONS AND MDA's Course Fee: N99,500	All Clerical Officers, Secretaries, Typists, Registry/Records & Admin Executive Officers				
4	PERSONAL EFFECTIVENESS & DYNAMIC SKILLS DEVELOPMENT FOR OFFICE ADMINISTRATION AND MANAGEMENT IN TERTIARY INSTITUTIONS & MDAS Course Fee: N99,500	All Administrators, Admin Officers, Executive Officers, P.A's, S.A's, Dep and Assit Registrars, Ad's, D.D's and Others				
5	EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS & MDAS Course Fee: N99,500	All Admin Officers HRMGr's, Executive Officers, P.A's, S.A's, Ad's, Secretaries' other Mgrs				
6	EFFECTIVE DATA ENTRY AND INFORMATION MANAGEMENT IN A CRITICAL OFFICE Course Fee: N99,500	Data officers, Secretaries and Admin Staff and Information Custodians				
7	EMBRACING ERA OF PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA Course Fee: N99,500	All Data Entry Officers, Secretaries, Admin Officers, P.A's, Clerical Officers, Supervisors, MIS officers, Exc Officers, Operators and others				
8	PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS Course Fee: N99,500	Admin Officers and Secretaries				
9	EFFECTIVE CLERICAL DUTIES FOR OFFICE MANAGEMENT Course Fee: N99,500	All Clerical staff in MDA's and tertiary institutions				
10	EFFECTIVE MANAGING OF OFFICE/DEPT AND ADMINISTRATION OF ORGANIZATION FOR PEAK PERFORMANCE Course Fee: N99,500	All staff in Public and Private sector whose job responsibility covers public servicem Administration, Management Human Resource Development				
11	ADVANCE CLERICAL AND ADMIN WORKSHOP ON OFFICE MANAGEMENT, RECORDS KEEPING & MANAGING THE BOSS/DEPT	All Clerical and Admin staff in Tertiary Institutions and MDA's				
12	STORE TAKING, VALUATION AND STOCK RECORDING Course Fee: N99,500	All Store officers, inventory and procurement officers in MDA's and tertiary institutions				
			LAGOS Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 29/Apr-3/May/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 12-16/Jan/2026 19-23/Jan/2026 26-30/jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 23-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026	KADUNA Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/may/2026	PORT-HARCOURT Quakers Hotels Suites, No 1 Airpor Close, off Aba Rd/ Arochukwu Str Rumuomas PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/may/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 09-13/Mar/2026 16-20/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/May/2026	KANO Haitel Guest Inn No. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa, Kano 30/Dec/03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 07-11/Apr/2025 28/ Apr-2/may/2025 05-09/May/2025 19-23/May/2025 02-06/Jun/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025 4-8/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026



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TEL: 08037875610, 08059086457, 08081282797

2025/2026 TRAINING FLYER

	Conference Titles	Target Audience	Venue and date applies to any chosen topic			
13	EFFECTIVE e-LIBRARY MANAGEMENT & DEVELOPMENT STRATEGIES WORKSHOP Course Fee: N99,500	All Library Executives, Librarians and Other Library Junior/Middle/Senior Officers	NASARAWA Royal Dream Hotel, Mararaba 13-17/Jan/2025	ABUJA ASSAM Learning Centre behind Samsung Building by Ebeano Supermarket Wuse Zone 4 Abuja 13-17/Jan/2025	ENUGU Modotel Hotel, Enugu 06-10/Jan/2025	AKWA-IBOM / CALABAR Gladmann Hotel OR Real Home 2B Udouwmen Str.off Abak Rd Uyo- Akwa Ibom OR 5, Ekong Etta Street Calabar, Cross River State 13-17/Jan/2025
			27-31/Jan/2025	10-14/Feb/2025	03-07/Feb/2025	27-31/Jan/2025
14	MANAGING EFFECTIVE LIBRARY CATALOGUE SYSTEM IN MODERN TIME Course Fee: N99,500	All Library Executives, Librarians and Other Library Junior/Middle/Senior Officers	17-21/Feb/2025	13-17/Jan/2025	03-07/Feb/2025	13-17/Jan/2025
			24-28/Feb/2025	27-31/Jan/2025	17-21/Feb/2025	27-31/Jan/2025
15	EFFECTIVE MEMORANDUM AND REPORT WRITING SKILLS Course Fee: N99,500	All Admin officers, Conf and Principal Secretaries, Chiefs Registry/Records & Executive Officers	10-14/Feb/2025	13-17/Jan/2025	03-07/Feb/2025	13-17/Jan/2025
			24-28/Mar/2025	27-31/Jan/2025	17-21/Mar/2025	27-31/Jan/2025
16	EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY & WAGES (IPPS) & PENSION ADMINISTRATION Course Fee: N99,500	Accountant, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDA's	31/Mar-4/Apr/2025	10-14/Feb/2025	03-07/Feb/2025	13-17/Jan/2025
			21-25/Mar/2025	24-28/Feb/2025	17-21/Mar/2025	27-31/Jan/2025
17	PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE Course Fee: N99,500	All Pension Dept Staff, Administrators, Supervisors, Officers and Managers in Public and Private Sectors	28/ Apr-2/May/2025	14-18/Mar/2025	14-18/Mar/2025	14-18/Mar/2025
			19-23/May/2025	17-21/Mar/2025	21-25/Apr/2025	14-18/Mar/2025
18	EFFECTIVE ACCIDENT AND ROAD HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers Course Fee: N99,500	Transport and Drivers	02-06/Jun/2025	24-28/Mar/2025	14-18/Mar/2025	14-18/Mar/2025
			9-13/Jun/2025	14-18/Mar/2025	17-21/Mar/2025	14-18/Mar/2025
19	EFFECTIVE ROAD SAFETY AND DRIVERS AWARENESS COURSE Course Fee: N99,500	Transport and Drivers	23-27/Jun/2025	28/Apr-02/May/2025	16-20/Jun/2025	16-20/Jun/2025
			30/Jun-4/Jul/2025	2-06/Jun/2025	23-27/Jun/2025	16-20/Jun/2025
20	PROJECT MANAGEMENT WORKSHOP: Effective Design, Monitoring and Evaluation using MS Office 365 and MS Project tools Course Fee: N99,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff	7-11/Jul/2025	16-20/Jun/2025	14-18/Jul/2025	14-18/Jul/2025
			4-8/Aug/2025	7-11/Jul/2025	21-25/Jul/2025	14-18/Jul/2025
21	Accounting & Finance Course on: PROPER MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N99,500	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies, and Private Public Sectors	18-22/Aug/2025	14-18/Jul/2025	11-15/Aug/2025	11-15/Aug/2025
			25-29/Aug/2025	21-25/Jul/2025	18-22/Aug/2025	11-15/Aug/2025
22	EFFECTIVE STORES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices in Tertiary Institutions and MDAs Course Fee: N99,500	All Stores Officers, Procurement Personnel, Inventory Managers, Supervisors Auditors, and Accounts	8-12/Sept/2025	11-15/Aug/2025	01-05/Sept/2025	01-05/Sept/2025
			15-19/Sept/2025	18-22/Aug/2025	8-12/Sept/2025	01-05/Sept/2025
23	EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT IN MDAs AND TERTIARY INSTITUTIONS Course Fee: N99,500	Human Resources and Personnel Staff	22-26/Sept/2025	15-19/Sept/2025	15-19/Sept/2025	15-19/Sept/2025
			06-10/Oct/2025	13-17/Oct/2025	22-26/Sept/2025	15-19/Sept/2025
24	SECURING AND TROUBLESHOOTING CLOUD APPLICATIONS, NETWORKS, SERVICES AND RESOURCES Course Fee: N99,500	All ICT personnels, Programme Analyst, Network Administrators, and ICT Engineers	13-17/Oct/2025	03-07/Nov/2025	03-07/Nov/2025	03-07/Nov/2025
			20-24/Oct/2025	10-14/Nov/2025	17-21/Nov/2025	03-07/Nov/2025
25	ESSENTIALS ELECTRIC MOBILITY, AND THERMODYNAMICS COURSE Course Fee: N99,500	All Industrial Officers, Technical Officers and Engineers	03-07/Nov/2025	17-21/Nov/2025	17-21/Nov/2025	17-21/Nov/2025
			17-21/Nov/2025	01-05/Dec/2025	08-12/Dec/2025	17-21/Nov/2025
26	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN Course Fee: N99,500	Stores officers, Value management Officers, Procurement and Contract Management Officers in MDAs and tertiary Institutions	08-12/Dec/2025	15-19/Dec/2025	15-19/Dec/2025	15-19/Dec/2025
			15-19/Dec/2025	05-09/Jan/2026	19-23/Jan/2026	15-19/Dec/2025
27	EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDAs AND TERTIARY INSTITUTION'S DEVELOPMENT Course Fee: N99,500	All Clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and Other Auxiliary staff	12-16/Jan/2026	19-23/Jan/2026	19-23/Jan/2026	19-23/Jan/2026
			19-23/Jan/2026	02-06/Feb/2026	09-13/Feb/2026	19-23/Jan/2026



NIGERIAN INSTITUTE OF PROFESSIONAL ADMINISTRATORS AND OFFICE TECHNOLOGY & MANAGEMENT (NIPAS)

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2025/2026 TRAINING FLYER

Conference Titles		Target Audience	Venue and date applies to any chosen topic			
28	EFFECTIVE PUBLIC RELATIONS, PROTOCOL AND MEDIA ADMINISTRATION COURSE IN TERTIARY INSTITUTIONS & MDAs Course Fee: N99,500	All P.R. Officers/Managers, Protocol Officers, Communication, Administration Officers etc	NASARAWA Royal Dream Hotel, Mararaba 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025	ABUJA ASSAM Learning Centre behind Samsung Building by Ebeano Supermarket Wuse Zone 4 Abuja 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 10-14/Feb/2025 24-28/Feb/2025 14-18/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025	ENUGU Modotel Hotel, Enugu 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-04/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 19-23/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	AKWA-IBOM / CALABAR Gladmann Hotel 28 Udouwmnen Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 13-17/Jan/2025 27-31/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 31/Mar-4/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/May/2025 19-23/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 12-16/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 04-09/May/2026 11-15/May/2026 18-22/May/2026
			ENTREPRENEURIAL SKILLS DEVELOPMENT AND MANAGEMENT WORKSHOP Course Fee: N99,500	All staff and officers involved in Entrepreneurship work activities	8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026	11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/may/2026
30	PRE-RETIREMENT PLANNING: Life after Retirement Course Course Fee: N99,500	All staff about to retire successfully	LAGOS Excellence Hotel, Ogba - Ikeja 20-24/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 31/Mar-04/Apr/2025 29/Apr-3/May/2025 14-18/Apr/2025 21-25/Apr/2025 05-09/May/2025 12-16/May/2025 02-06/Jun/2025 09-13/Jun/2025 23-27/Jun/2025 07-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 06-10/Oct/2025 13-17/Oct/2025 20-24/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/May/2026	KADUNA Hamdala Hotel Kaduna 13-17/Jan/2025 20-24/Jan/2025 03-07/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 10-14/Mar/2025 17-21/Mar/2025 14-18/Apr/2025 21-25/Apr/2025 28/Apr-02/May/2025 09-13/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 14-18/Jul/2025 21-25/Jul/2025 28July-1/Aug/2025 04-08/Aug/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 8-12/Sept/2025 15-19/Sept/2025 13-17/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 10-14/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/may/2026	PORT-HARCOURT Quakers Hotels Suites, No 1 Airpor Close, off Aba Rd/ Arochukwu Str RUMOKUMS PH. CALL: 08037875610 06-10/Jan/2025 13-17/Jan/2025 27-31/Jan/2025 10-14/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 03-07/Mar/2025 17-21/Mar/2025 24-28/Mar/2025 07-11/Apr/2025 14-18/Apr/2025 21-25/Apr/2025 12-16/may/2025 2-06/Jun/2025 16-20/Jun/2025 23-27/Jun/2025 7-11/Jul/2025 14-18/Jul/2025 21-25/Jul/2025 11-15/Aug/2025 18-22/Aug/2025 01-05/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/May/2026	KANO Haitel Guest Inn No. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa, Kano 30/Dec-03/Jan/ 2025 20-24/Jan/2025 03-07/Feb/2025 17-21/Feb/2025 24-28/Feb/2025 10-14/Mar/2025 17-21/Mar/2025 31/Mar-4/Apr/2025 07-11/Apr/2025 28/ Apr-2/may/2025 05-09/May/2025 19-23/May/2025 02-06/Jun/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025 4-8/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026
			EFFECTIVE PENSION ADMINISTRATION AND RETIREMENT COURSE Course Fee: N99,500	All staff about to retire successfully	02-06/Jun/2025 9-13/Jun/2025 23-27/Jun/2025 30/Jun-4/Jul/2025 7-11/Jul/2025 4-8/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 8-12/Sept/2025 15-19/Sept/2025 22-26/Sept/2025 13-17/Oct/2025 20-24/Oct/2025 27-31/Oct/2025 03-07/Nov/2025 17-21/Nov/2025 01-05/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/May/2026	11-15/Aug/2025 18-22/Aug/2025 25-29/Aug/2025 15-19/Sept/2025 22-26/Sept/2025 6-10/Oct/2025 13-17/Oct/2025 27-31/Oct/2025 10-14/Nov/2025 17-21/Nov/2025 24-28/Nov/2025 01-05/Dec/2025 08-12/Dec/2025 15-19/Dec/2025 05-09/Jan/2026 19-23/Jan/2026 26-30/Jan/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 13-17/Apr/2026 20-24/Apr/2026 27/Apr-1/May/2026 4-6/may/2026 25-29/may/2026
32	DEVELOPING ADMINISTRATIVE OFFICERS' LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANIZATIONAL GROWTH Course Fee: N99,500	All Administrative officers, Head of units, P.A's Assistant and Deputy Directors, and other line staff in Public Sectors	ACCOUNTING & FINANCE COURSE ON:	AUDITORS WORKSHOP ON DETECTION AND PREVENTION OF FRAUD Course Fee: N99,500	All Internal Audit Officer, payroll & Accounts Officers and Pension Administrators in Private/Public Sectors	
			UNDERSTANDING FIRS TAXPRO MAX SYSTEM AND FILLING OF FINANCIAL RETURNS Course Fee: N99,500	Accounts staff in MDAs and Tertiary Institutions		
34	EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION Course Fee: N99,500	All Confidential, Principal Secretaries, Supervisory secretaries, corporate secretaries, typists, senior typists, front desk secretaries and others	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS EMERGING TRENDS Course Fee: N99,500	All clerical Officers, Secretaries Typists, Receptionists, Accountants, telephone operators, front office staff, office Assistants, Coputer Operators Messengers and others		
			EFFECTIVE OFFICE MGT/CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTS. IN TERTIARY INSTITUTIONS Course Fee: N99,500	All clerical Officers, Secretaries Typists, Receptionists, Accountants, telephone operators, front office staff, office Assistants, Coputer Operators Messengers and others		
36	EFFECTIVE DATA ENTRE AND INFORMATION MANAGEMENT COURSE Course Fee: N99,500	All Data entry staff and information custodians in private and public sectors	ADVANCE ICT WORKSHOP FOR SECRETARIES, CLERICAL, TYPISTS AND ADMIN OFFICERS Course Fee: N99,500	ICT staff Secretaries, Clerical, Typists and Admin Staff		
37	ACCOUNTING & FINANCE COURSE ON:		AUDITORS WORKSHOP ON DETECTION AND PREVENTION OF FRAUD Course Fee: N99,500	All Internal Audit Officer, payroll & Accounts Officers and Pension Administrators in Private/Public Sectors		
			UNDERSTANDING FIRS TAXPRO MAX SYSTEM AND FILLING OF FINANCIAL RETURNS Course Fee: N99,500	Accounts staff in MDAs and Tertiary Institutions		
38	EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION Course Fee: N99,500	All Confidential, Principal Secretaries, Supervisory secretaries, corporate secretaries, typists, senior typists, front desk secretaries and others	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS EMERGING TRENDS Course Fee: N99,500	All clerical Officers, Secretaries Typists, Receptionists, Accountants, telephone operators, front office staff, office Assistants, Coputer Operators Messengers and others		
			EFFECTIVE OFFICE MGT/CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTS. IN TERTIARY INSTITUTIONS Course Fee: N99,500	All clerical Officers, Secretaries Typists, Receptionists, Accountants, telephone operators, front office staff, office Assistants, Coputer Operators Messengers and others		
39	EFFECTIVE DATA ENTRE AND INFORMATION MANAGEMENT COURSE Course Fee: N99,500	All Data entry staff and information custodians in private and public sectors	ADVANCE ICT WORKSHOP FOR SECRETARIES, CLERICAL, TYPISTS AND ADMIN OFFICERS Course Fee: N99,500	ICT staff Secretaries, Clerical, Typists and Admin Staff		



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