



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

www.nipasng.org

Email: info@nipaanig.org

1st Jan, 2026

Governing Council

Dr. Aminu Bello Muhammad fcpa
National President/Chairman of
Council

Prof. Charles Nwaekeaku fcpa
Chairman, Academic Advisory
Board.

Dr. Fredrick Sunday N. fcpa
Registrar

Prof. Abdullahi Mohammed fcpa
Regional Vice President (NC)

Alhj. Muhammad A. Bungudu fcasi
Council member

Dr. Philip M. Lenka fcasi
Council member

Alhj. Usman Ya'u Magashi fcpa
Council member/Reg. Vice
President - Kano

Dr. Victor O. Ojetokun fcasi
Council member.

To:

.....
.....
.....

Dear Sir,

RE:2026/2027 NIPAS TRAINING CALENDAR- ENHANCING CAPACITY FOR IMPROVED PRODUCTIVITY

We are delighted to share with you the 2026/2027 training Calendar of the Nigerian Institute of Professional Administrators and Office Technology & Management - a well-curated lineup of high impact programmes aimed at equipping Professionals and institutions with the knowledge and skills needed to thrive in today's evolving work environment.

High Productivity attainment is the peak goal of every organization, hence should be properly managed without compromise. It affects every discipline, Profession, Skill and career.

Our training offerings for the year cover key areas such as:

- * Productivity and Improvement techniques and management
- * Administration Science and quality management
- * New Public management (NPM)
- * Office technology & Management (OTM)
- * Leadership and Strategic management
- * Human Resource and Organizational Development
- * Financial and Risk Management
- * Tertiary Institutions Efficiency
- * Private and Public Sector Efficiency and reforms
- * Digital Transformation and innovations
- * Project Monitoring and Evaluation
- * Kaizen Continuous improvement techniques etc.

These programmes are available in flexible formats - onsite, offsite and virtual - and are designed to deliver measurable outcomes using practical case studies and expert facilitation.

We invite you to review the enclosed calendar and identify courses that align with your team's development needs. Early registration and group discounts are available.

At NIPAS, we believe that investing in human capital is central to achieving sustainable productivity expected of every forward looking organizations. We look forward to partnering with you in building a stronger, more capable workforce in 2026

Please feel free to contact us at 08037875610, 08059086457 or via email at :info@nipanig.org OR info@corporateadministratorsinstitute.org for further inquiries or to discuss customized in-house training options.

We look forward to welcoming you and your team to another impactful year of learning and growth.

Yours faithfully,

for : Nigerian Institute of Professional Administrators and office Technology Management

Dr. Fredrick Sunday N. fcpa, cisa, anipr
Registrar

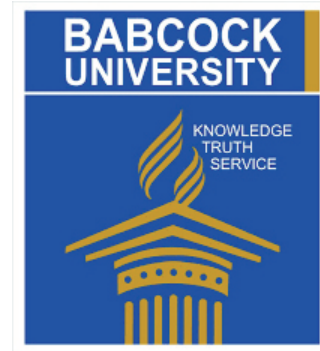
All courses listed in this brochure will hold as scheduled and can be run in-house at an agreed date and venue irrespective of public holidays.

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.



Kano State Investment & Property Ltd



Testimonials

"I am now better equipped
as a unionist"

Comrade Dako I. Etafia
SSANU ,
Ambrose Alli University, Ekpoma

"The conference has helped me in
my present work by
informing management on the
need for E-library facilities
in our organization"

Kehboh Tarela
Principal Librarian,
College Of Education, Sagbama,
Bayelsa State

"The conference has enhanced
my productivity
and experience in terms
of metadata"

Abubakar S. Ruma
Senior Librarian,
Energy Commission of Nigeria

"The conference has met my expectation
in the areas of providing solutions without
infringement on the right of workers"

Gwarzo Sani Ahmed
Senior Admin officer

Nigeria Export Processing
Zones Authority, Abuja

"Utilizing the theoretical and practical
gains in daily union activities

The training should be made
available state by state."

Dr J.A. Adegbite
Chairman, ASUP IREE,

"I appreciate the in-depth knowledge and
experience of the facilitators By making me to be
aware and have in-depth knowledge of
union laws/regulations and expectation.
It also create the quest to study
the law and use it to bargain with employers"

Senu Oke
Quality Assurance Manager,
Perfetti Van Melle Nig. Ltd, Lagos

"The conference was educative and informative,
kudos to the facilitators, I hope to maximize
and use the knowledge to pilot the affairs
of my library
The facilitators were able to use
the emergence of electronic information
resources to meet the expectations
of the participants."

Jaycole Ayodeji
Librarian
Udo-Udoma & Belo Osagie
Solicitors. Lagos

"The organizers of this conference have
been wonderful; the course contents
are rich and well delivered,
the environment is also an enabling one while
they did their best to
make participants comfortable."

Mrs Olabisi F. Adesina
Electronic Librarian
University Of Ilorin,

"This conference has increase my knowledge
and experience in teaching process
I will recommend this
Conference to other staff "

Dr Idikwu, Ulaka Elijah
Senior Lecturer,
College Of Education, Oju, Niger



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

(Established under CAM Act No 1, CAP 59 LFN law of the Federation of Nigeria 1990 and Accredited by Nigerian Council for Management Development (NCMD))

National Secretariat

Suite 25 Bataiya Plaza, Area 11, Garki, Abuja
P.O. Box 5291 Area 10 Garki Abuja

Tel: 08037875610, 08059086457,

08081282797, 07087616556

e-mail: info@nipasnig.org

e-mail: nipasregistrar@gmail.com

Website: www.nipasnig.org

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

1st Jan., 2026

Dear Sir/Ma,

SPECIAL INVITATION TO NOMINATE AND ATTEND OUR 2026/2027 TRAINING WORKSHOPS/CONFERENCES

We are delighted to share with you the 2026/2027 Training Calendar of the NIGERIAN INSTITUTE OF PROFESSIONAL ADMINISTRATORS AND OFFICE TECHNOLOGY & MANAGEMENT (NIPAS) - a well - curated lineup of high - impact programmes aimed at equipping professionals and institutions with the knowledge and skills needed to thrive in today's evolving work environment.

Our training offerings for the year cover key areas in Administration, Management, Information Management, Office Management, ICT digital & technology, data management, etc.

These programmes stipulated in themes and topical areas are available in flexible formats- onsite, offsite, and virtual - and are designed to deliver measurable outcomes using practical case studies and expert facilitation.

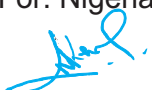
We invite you to review the enclosed training calendar and identify courses that align with your team's capacity development.

The Course /Conference fees & schedules as attached covers tuition, documentation, conference bag, souvenir, lecture material, breakfast/lunch and accredited certification. Please call for enquiry and send names of nominees to the National Coordinator :08037875610, 08059086457, 08081282797. Participants can register online by visiting the website at www.nipasnig.org.

We look forward to welcoming you and your team to another impactful year of learning and growth.

Yours faithfully,

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



**2026/2027
TRAINING
CALENDAR**



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.nipasnig.org

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

E-mails: info@nipasnig.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 2026/2027

TRY TO ATTEND ANY OF OUR CONFERENCES & WORKSHOPS



Group photograph of 2022 Inductees @ Abuja



NERC Secretaries trained by NIPAS

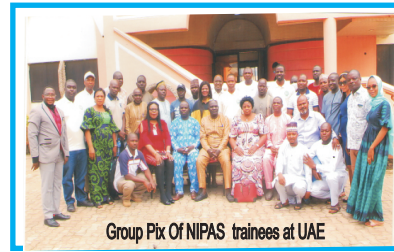


Group Pix Of NIPAS trainees at Ghana



Group Pix Of NIPAS trainees at UAE

FOREIGN TRAINING WORKSHOP/CONFERENCE 2026



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 Sectors, Ministries, Departments and Agencies of Government & others	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	GHANA \$4,000	KILGALI (RUWANDA) \$8,500	KENYA \$7,000	KENYA \$8,400
2	ADVANCED ADMINISTRATIVE SKILLS AND OFFICE MANAGEMENT FOR SENIOR EXECUTIVES	Sectors, Ministries, Departments and Agencies of Government & others	DUBAI \$7,500	GHANA \$4,000	GHANA \$4,000	KENYA \$7,000	GHANA \$4,000	ISLAND OF CAPE VERDE \$8,400	GHANA \$4,500
Fee Covers visa, bedding and feeding									
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, Economics Studies, Engineering Technical Studies Engineering, Technical Studies, Social Science and Humanities, Records and Registry Managers	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	GHANA \$4,000	KILGALI (RUWANDA) \$8,500	KENYA \$7,000	ISLAND OF CAPE VERDE \$8,400
4.	INTEGRATED ELECTRONIC RECORDS MANAGEMENT POLICIES AND IMPLEMENTATION USING ARTIFICIAL INTELLIGENCE		DUBAI \$7,500	GHANA \$4,000	GHANA \$4,000	KILGALI \$8,500	GHANA \$4,000	KENYA \$7,000	KENYA \$7,000
Fee Covers visa, bedding and feeding									
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, Head of Units in Public Sectors, Ministries, Departments and Agencies of Government	GHANA \$4,000	SINGAPORE \$7,000	DUBAI \$7,500	GHANA \$4,000	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		DUBAI \$7,500	GHANA \$4,000	GHANA \$4,000	KENYA \$7,000	GHANA \$4,000	ISLAND OF CAPE VERDE \$8,400	GHANA \$4,500
Fee Covers visa, bedding and feeding									
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, Heads of Parastatals in Public Sectors, and Accounting Officers	GHANA \$4,000 2nd - 20th March 2025	SINGAPORE \$7,000	DUBAI \$7,500	GHANA \$4,000	KILGALI (RUWANDA) \$8,500	KENYA \$7,000	KENYA \$7,000
8	A.I ROLES AND INTERPRETATION OF DATA AND ANALYSIS IN ACCOUNTING PRINCIPLES: Filling the Knowledge Gaps		DUBAI \$7,500	GHANA \$4,000	GHANA \$4,000	KENYA \$7,000	GHANA \$4,000	ISLAND OF CAPE VERDE \$8,400	GHANA \$4,500
Fee Covers visa, bedding and feeding									
VENUES: GHANA - Eden Garden Hotel, Accra, Ghana, SINGAPORE Cal ,KENYA - Call DUBAI (UAE): Seaview Hotel Bui Dubai, MOROCCO : Call, ISLAND OF CAPE VERDE : Call KIGALI RWANDA: Marriott, Kilgali, Rwanda 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.: 1476727475, ACCOUNT NAME: Nigerian Institute of Professional Administrators and Office Technology & Management @ black market exchange rate									

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



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

	Conference Titles	FOR WHOM	Venue and date applies to any chosen topic			
1.	EFFECTIVE MANAGING OF MEETINGS, MINUTE/NOTE TAKING, REPORT AND SPEECH WRITING IN TERTIARY INSTITUTIONS & MDAS Course Fee: N145,500	All Admin Officers HRMGRs, Executive Officers, P.A's, S.A's, Ad's, Secretaries' other Mgrs	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 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 23-27/Mar/2026 09-13/Mar/2026 16-20/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 10-14/May/2027 31May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumen Str.off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
2	ADVANCE SECRETARIES AND ADMIN WORKSHOP ON OFFICE MANAGEMENT RECORDS KEEPING & MANAGING THE BOSS/DEPT Course Fee: N145,500	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: N145,500	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: N145,500	All Administrators, Admin Officers, Executive Officers, P.A's, S.A's, Dep and Asst Registrars, A.D's, D.D's and Others				
5	MANAGING ORGANIZATION WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION Course Fee: N145,500	All Executive officers cadre positions, Chiefs, Clerical Officers, Secretaries, Registry/Records &				
6	EFFECTIVE DATA ENTRY AND INFORMATION MANAGEMENT IN A CRITICAL OFFICE Course Fee: N145,500	Data officers, Secretaries and Admin Staff and Information Custodians	LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 15-19/Feb/2027 22-26/Feb/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites, No 1 Airport Close,off Aba Rd/ Arochukwu Str Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 20-24/Apr/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/2026 04-06/may/2026 25-29/May/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	KANO Haitel Guest Inn No. 5 Madugu Link,off Sardauna Crescent by Lamido Crescent Nasarawa , Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/2027 19-23/Apr/2027 26-30/Apr/2027
7	EMBRACING ERA OF PAPERLESS OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDA Course Fee: N145,500	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: N145,500	Admin Officers and Secretaries				
9	EFFECTIVE CLERICAL DUTIES FOR OFFICE MANAGEMENT Course Fee: N145,500	All Clerical Staff				
10	EFFECTIVE MANAGING OF OFFICE/DEPT AND ADMINISTRATION OF ORGANIZATION FOR PEAK PERFORMANCE Course Fee: N145,500	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 Course Fee: N145,500	All Clerical and Admin staff in Tertiary Institutions and MDA's				
12	STOCK VERIFICATION, STORE TAKING, AND VALUATION Course Fee: N145,500	All heads and officers of Stock Verification Unit, Store officers, inventory and procurement officers in MDA's and tertiary institutions				



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

Conference Titles		Target Audience	Venue and date applies to any chosen topic			
13	EFFECTIVE e-LIBRARY MANAGEMENT & DEVELOPMENT STRATEGIES WORKSHOP Course Fee: N145,500	All Library Executives, Librarians and Other Library Junior/Middle/Senior Officers	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/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/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30-Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 05-09/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 16-20/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 09-13/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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30-Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 28 Udoumren Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29-Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
14	MANAGING EFFECTIVE LIBRARY CATALOGUE SYSTEM IN MODERN TIME Course Fee: N145,500	All Library Executives, Librarians and Other Library Junior/Middle/Senior Officers				
15	EFFECTIVE MEMORANDUM AND REPORT WRITING SKILLS Course Fee: N145,500	All Admin officers, Conf and Principal Secretaries, Chiefs Registry/Records & Executive Officers				
16	EFFECTIVE BUDGETING (ZBB), TSA, CPO, E-PAYMENT, SALARY & WAGES (IPPS) & PENSION ADMINISTRATION Course Fee: N145,500	Accountant, Auditors, Registrars, Bursars, Treasurers, Accounting Officers, Finance Mgrs in MDA's				
17	PENSION ADMINISTRATION & EMPLOYEE COMPENSATION ACT 2011 COURSE Course Fee: N145,500	All Pension Dept Staff, Administrators, Supervisors, Officers and Managers in Public and Private Sectors				
18	EFFECTIVE ACCIDENT AND ROAD HAZARDS MANAGEMENT AND CONTROL: A Guide for Professional Drivers Course Fee: N145,500	Transport and Drivers				
19	EFFECTIVE ROAD SAFETY AND DRIVERS AWARENESS COURSE Course Fee: N145,500	Transport and Drivers				
20	PROJECT MANAGEMENT WORKSHOP: Effective Design, Monitoring and Evaluation using MS Office 365 and MS Project tools Course Fee: N145,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff				
21	Accounting & Finance Course on: PROPER MAINTENANCE OF SUBSIDIARY ACCOUNTS, VOTE, CASH AND LEDGER BOOKS OF ACCOUNTS Course Fee: N145,500	All Accounting, Finance and Auditing Staff within Grade Level 06-14 in Government Ministries, Departments, Agencies, and Private Public Sectors				
22	EFFECTIVE STORES, STOCK VERIFICATION, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices in Tertiary Institutions and MDAs Course Fee: N145,500	All Stores Officers, Stock Verifiers, Procurement Personnels, Inventory Managers, Supervisors, Auditors, and Accounts				
23	EFFECTIVE HUMAN RESOURCE & PERSONNEL MANAGEMENT IN MDAs AND TERTIARY INSTITUTIONS Course Fee: N145,500	Human Resources and Personnel Staff				
24	SECURING AND TROUBLESHOOTING CLOUD APPLICATIONS, NETWORKS, SERVICES AND RESOURCES Course Fee: N145,500	All ICT personnels, Programme Analyst, Network Administrators, and ICT Engineers				
25	ESSENTIALS ELECTRIC MOBILITY, AND THERMODYNAMICS COURSE Course Fee: N145,500	All Industrial Officers, Technical Officers and Engineers				
26	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN Course Fee: N145,500	Stores officers, Value management Officers, Procurement and Contract Management Officers in MDA's and tertiary Institutions				
27	EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR MDAs AND TERTIARY INSTITUTION'S DEVELOPMENT Course Fee: N145,500	All Clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and Other Auxiliary staff				



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 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: N145,500	All P.R. Officers/Managers, Protocol Officers, Communication, Administration Officers etc	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 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 06-10/Apr/2026 13-17/Apr/2026 27-Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 10-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/26 14-18/Sept/2026 21-25/Sept/2026 28-Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	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 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28-Setp-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
30	PRE-RETIREMENT PLANNING: Life after Retirement Course Course Fee: N145,500	All staff about to retire successfully				
31	EFFECTIVE PENSION ADMINISTRATION AND RETIREMENT COURSE Course Fee: N145,500	All staff about to retire successfully				
32	DEVELOPING ADMINISTRATIVE OFFICERS' LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANIZATIONAL GROWTH Course Fee: N145,500	All Administrative officers, Head of units, P.A's Assistant and Deputy Directors, and other line staff in Public Sectors				
33	AUDITORS WORKSHOP ON DETECTION AND PREVENTION OF FRAUD Course Fee: N145,500	All Internal Audit Officer, payroll & Accounts Officers and Pension Administrators in Private/Public Sectors				
34	UNDERSTANDING FIRS TAXPRO MAX SYSTEM AND FILLING OF FINANCIAL RETURNS Course Fee: N145,500	Accounts staff in MDAs and Tertiary Institutions				
35	EMBRACING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT (OTM) FOR EFFECTIVE OFFICE ADMINISTRATION Course Fee: N145,500	All Confidential, Principal Secretaries, Supervisory secretaries, corporate secretaries, typists, senior typists, front desk secretaries and others	LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 29/Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 29/Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites, No 1 Airport Close, off Aba Rd/ Arochukuwu Str Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 04-06/may/2026 25-29/May/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 29/Mar-2/Apr/27 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	KANO Haitel Guest Inn No. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa , Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/2027 19-23/Apr/2027 26-30/Apr/2027
36	CLERICAL ETIQUETTE, SECRETARIAL DUTIES AND COMPUTING SKILLS EMERGING TRENDS Course Fee: N145,500	All clerical Officers, Secretaries Typists, Receptionists, Accountants, telephone operators, front office staff, office Assistants, Coputer Operators Messengers and others				
37	EFFECTIVE OFFICE MGT/CLERICAL DUTIES FOR ALL TYPISTS, FRONT DESK OFFICERS, RECEPTIONISTS, SECRETARIES, ADMIN ASSTS. IN TERTIARY INSTITUTIONS Course Fee: N145,500	All clerical Officers, Secretaries Typists, Receptionists, Accountants, telephone operators, front office staff, office Assistants, Coputer Operators Messengers and others				
38	EFFECTIVE DATA ENTRE AND INFORMATION MANAGEMENT COURSE Course Fee: N145,500	All Data entry staff and information custodians in private and public sectors				
39	ADVANCE ICT WORKSHOP FOR SECRETARIES, CLERICAL, TYPISTS AND ADMIN OFFICERS Course Fee: N145,500	ICT staff Secretaries, Clerical, Typists and Admin Staff				



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

Venue and date applies to any chosen topic

Conference Titles		Target Audience	Venue and date applies to any chosen topic			
40	MAINTENANCE OF GOVERNMENT FACILITIES AND EQUIPMENT FOR OPTIMUM UTILIZATION Course Fee: N145,500	All Technical staff, Officers, Managers and Supervisors in Technical and Maintenance works of government Properties and Equipment	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 05-09/Jan/2026 12-16/Jan/2026 19-23/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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31 Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumnen Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
	SECURITY AND GUARDS WORKSHOP ON SECURITY ALERTNESS, PROTECTION OF PROPERTIES, COMMUNICATION AND CRIME REPORTING IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N145,500	Security/ Guards Personnel's				
42	ADVANCED SECUTIRY MANAGEMENT AND STRATEGIC OPERATIONS USING MODERN TECHNOLOGIES Course Fee: N145,500	Security/ Guards Personnel's				
	MANAGEMENT WORKSHOP ON MECHANICAL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS & MDAs Course Fee: N145,500	All transport officers Managers, Supervisors, Artisans in charge of Auto Machines in Tertiary Institutions and MDA's				
44	MANAGEMENT WORKSHOP ON CIVIL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS & MDAs Course Fee: N145,500	All Works Dept Officers, Civil Engineers, Artisans in charge of facilities Mgt. in Tertiary Institutions				
	MANAGEMENT WORKSHOP ON ELECTRICAL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS & MDAs Course Fee: N145,500	All staff working under the umbrella of Electrical Engineering Dept. in Tertiary Institutions & MDA's				
46	UNDERSTANDING FUNCTIONS, RATIOS & FORMULAS OF COMPLEX CALCULATION USING EXCEL, SPSS, AUTO CAD AND OTHER SOFTWARE FOR EFFECTIVE WORK DELIVERY Course Fee: N145,500	Architects, Statisticians, Researchers, Accountants, ICT Basic Programmers, and others whose work demands complex calculations				
	MANAGEMENT WORKSHOP ON CLINICAL LABORATORY ANALYSIS FOR IMPROVED HEALTHCARE IN TERTIARY INSTITUTIONS & MDAs Course Fee: N145,500	All Clinical Laboratory Assistants and Officers, Clinical Mars, Health Administrators and others seconded to these position in tertiary institutions/clinics				
48	EMERGENCY RESPONSE MANAGEMENT WORKSHOP FOR NURSES AND OTHER HEALTH WORKERS IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N145,500	All Nurses and relevant Health Workers in times of emergencies and crises periods				
			LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites. No 1 Airport Close, off Aba Rd/ Arochukwu Str Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 20-24/Apr/2026 04-06/may/2026 25-29/May/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	KANO Haitel Guest Inn NO. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa , Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 19-23/Apr/2027 26-30/Apr/2027



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

	Conference Titles	FOR WHOM	Venue and date applies to any chosen topic			
49	EFFECTIVE DRIVERS COURSE ON SAFETY & ACCIDENT PREVENTION TECHNIQUES AND DEFENSIVE DRIVING SKILLS Course Fee: N145,500	DRIVERS/ TRANSPORT	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technoprise Centre Ground floor of Fed. Min of Education Federal Secretariat 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 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31 Aug-4Sept/26 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 2B Dounwmen Str.off Abak Rd Uyo-Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
50	MANAGEMENT WORKSHOP ON FACULTY MANAGEMENT, OPERATIONS AND MAINTENANCE CULTURE IN PUBLIC SECTORS, TERTIARY INSTITUTIONS AND MDAS Course Fee: N145,500	All Officers, Managers and Supervisors in charge of Facilities, Operations and Maintenance in Public Sectors and Tertiary Institutions				
51	ELECTRONIC RECORDS KEEPING, RETRIEVAL SYSTEMS AND ARCHIVAL MANAGEMENT FOR SECRETARIES, CLERICALS AND ADMIN OFFICERS Course Fee: N145,500	All Secretaries, Clericals, Admin Officers, and Office Managers				
52	ENHANCING CLERICAL STAFF AND TYPIST DUTIES IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N145,500	All Clerical Assistants Clerical Officers, Admin Clerks, Secretaries, Copy Typists, Messengers, Receptionists, Mail Clerks etc				
53	EFFECTIVE OFFICE MANAGEMENT: Managing Multi-Tasks, Priorities & Deadlines in Tertiary Institutions & MDAs Course Fee: N145,500	All Staff in Public and Private Sectors with the responsibility of office management and deals with essential task that is important and deadline bound				
54	ENHANCING OFFICE DUTIES OF CLERICAL ASSISTANTS, OFFICE ASSTS, MESSENGERS, TYPISTS AND MAIL CLERKS FOR MODERN OFFICE ADMINISTRATION IN TERTIARY INSTITUTIONS & MDAs Course Fee: N145,500	All Clerical Officers, Secretaries, Typists, Registry/Records & Admin Executive Officers				
55	BRIDGING MAINTENANCE CULTURE AND SAFETY GAPS Course Fee: N145,500	All Maintenance officers,safety officers, technical officers and engineers				
56	PERFORMANCE IMPROVEMENT TECHNIQUES FOR CLERICAL AND EXECUTIVE ADMIN OFFICERS Course Fee: N145,500	All Clerks, Admin Officers, Executive Assistants, Clerical Officers and others seconded to this positions				
57	SPECIALIZED COURSE ON INTERPERSONAL SKILL, PUBLIC SPEAKING, COMMUNICATION SKILL, PRESENTATION SKILL AND SPEECH DELIVERY Course Fee: N145,500	All Administrators, Secretaries, officers, Managers, head of Units and Adhoc representatives to Dg's, Directors, S.A's to an Occasion				
58	IPSAS COMPUTATIONS AND TERTIARY INSTITUTIONS BURSARY OPERATIONS: Best Practice and Challenges Course Fee: N145,500	All finance and Accounting officers in tertiary Institutions and MDA's who work in the bursary unit				
59	EFFECTIVE APPROACHES IN DEFENDING AUDIT QUERIES BEFORE THE PAC OF FEDERAL AND STATE HOUSES OF ASSEMBLY Course Fee: N145,500	All Accounting Officers involved in Answering and defending Audit Queries from Federal and State Houses of Assembly				
60	EFFECTIVE CASHIERING, TREASURYMANAGEMENT, TSA,E-TRANSFERS,ACCOUNTS TRANSACTIONS,BOOK KEEPIN AND RECONCILIATIONS Course Fee: N145,500	All Accounting Officers Cashiers, treasury officers, CPO Officers in MDA's,Private and Public Sectors				



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

08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

Conference Titles		Venue and date applies to any chosen topic				
60	ADVANCE ACADEMIC PLANNING, EVALUATION AND IMPLEMENTATION SERVICES IN TERTIARY INSTITUTIONS Course Fee: N145,500	All HODs and Asst. Academic Planning Officers & Staff, Directors & Staff of Physical Planning Unit, Works & Services Officers	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Feb/2026 23-27/Feb/2026 02-06/Mar/2026 16-20/Mar/2026 30/Mar/2026 09-13/Mar/2026 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 27-Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30-Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Mar/2027 12-16/Apr/2027 10-14/May/2027 31May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28-31/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumen Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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 23-27/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 20-24/Apr/2026 27-Apr-1/may26 04-09/May/2026 11-15/May/2026 25-29/May/2026 01-05/Jun/2026 22-26/Jun/2026 29-Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Setp-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
61	MANAGEMENT WORKSHOP FOR ELECTRICAL ENGINEERING SERVICES IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Staff working under the umbrella of Electrical Engineering dept in Tertiary Institutions				
62	SECURITY AND GUARDS WORKSHOP ON SECURITY ALERTNESS, PROTECTION OF PROPERTIES, COMMUNICATION AND REPORT WRITING ON CRIME IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Security Officers, Guards, Vigilantes and others with the responsibilities of Security Mgt. in Private and Private Institution Supervisors etc.				
63	DATA COLLECTION ANALYSIS FOR SCHOOL RECORDS MANAGEMENT IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N145,500	All Data Entry and Data management staff and others in Migration departments in tertiary institutions				
64	AGRICULTURE VALUE CHAIN, FOOD SECURITY AND IMPROVED SEEDLING FOR TERTIARY INSTITUTION & NATIONAL DEVELOPMENT Course Fee: N145,500	All staff working in Agriculture Tertiary Institutions with the responsibility of Promoting Agricultural Value Chain, food security and improved seedling				
65	EFFECTIVE PROJECTS MANAGEMENT AND URBAN PLANNING: effective CAD design, monitoring and evaluation Course Fee: N145,500	All Project Managers and Teams, project Planners, Middle/Senior Officers and other line Staff				
66	ENHANCING AGRICULTURE EXTENSION SERVICES IN TERTIARY INSTITUTION: BEST PRACTICES AND CHALLENGES Course Fee: N145,500	All staff working in Agriculture Tertiary Institutions with the responsibility of promoting Agricultural Science Extension Services	LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites, No 1 Airport Close, off Aba Rd/ Arochukwu Str Rumoemasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/Feb/2026 09-13/Mar/2026 16-20/Mar/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 04-06/may/2026 25-29/May/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	KANO Haitel Guest Inn NO. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa , Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 19-23/Apr/2027 26-30/Apr/2027
70	LABORATORY MAINTENANCE AND FITTINGS: Challenges & Best Practice in tertiary Institutions Course Fee: N145,500	All Laboratory Science staff in tertiary Institutions and MDA's				
71	EFFECTIVE SCIENCE LABORATORIES AND QUALITY ASSURANCE MANAGEMENT FOR EFFICIENT RESULTS IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N145,500	All technologists, Lab scientists in Chemistry, Physics and Biology labs and others whose jobs are related in laboratory jobs				
72	MANAGEMENT WORKSHOP ON CLINICAL LABORATORY ANALYSIS FOR IMPROVED HEALTH CARE IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Clinical Laboratory Assistants and Officers, Clinical Mgrs, Health Administrators and others Seconded to these Position in Tertiary Institutions/ Clinics				
73	ARTIFICIAL INTELLIGENCE ROLES(AI) IN NURSING MANAGEMENT FOR NURSES IN TERTIARY INSTITUTIONS AND MDA'S Course Fee: N145,500	All Nurses in Health Facilities of tertiary institutions and MDA's				
Dr. Fredrick Sundav N. fcpa, cisa, anipr, fcasi Registrar/National Coordinator 08037875610.08059086457						



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

	Conference Titles	FOR WHOM	Venue and date applies to any chosen topic			
74	EFFECTIVE UNION AND INDUSTRIAL CONFLICT MANAGEMENT , PEACE KEEPING AND COLLECTIVE BARGAINING COURSE Course Fee: N145,500	All Labour Officers and unionists in tertiary institutions and MDA's	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 03-07/May/2027 31 May-04/Jun/027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education CBD, Abuja 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 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/26 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 07-11/Dec/2026 14-18/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 10-14/May/2027 31 May-04/Jun/027	ENUGU Modotel Hotel,Enugu 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30 Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29 Mar-2/Apr/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 03-07/May/2027 31 May-04/Jun/027	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. 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/may26 04-09/May/2026 11-15/May/2026 25-29/May/2026 01-05/Jun/2026 22-26/Jun/2026 29 Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28 Sep-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 07-11/Dec/2026 14-18/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29 Mar-2/Apr/227 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 17-21/May/2027 24-28/May/2027
75	EFFECTIVE SPOKESPERSONS AND PUBLIC RELATIONS ADMINISTRATION IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Public Relation Officers, Spokespersons and Media Personnel's in Tertiary Institutions and MDA's				
76	EFFECTIVE PUBLIC RELATIONS, AND PROTOCOL MANAGEMENT FOR PEAK RESULT IN MDA'S & TERTIARY INSTITUTIONS Course Fee: N145,500	All Public Relations/ Protocol Officers, Public Affairs officers, Information officers, Chief Press Secretaries and Admin. Officers				
77	EFFECTIVE PLUMBING , PIPE CHANNELING AND MODERN WATER RESERVOIR WORKS IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Plumbers and workers in Works dept of tertiary institutions				
78	MODERN ELECTRICAL WIRING, HIGH TENSION CLUSTERS AND UNDERGROUND EARTH WORKS FOR TERTIARY INSTITUTIONS Course Fee: N145,500	All Electricians of houses, street lightening, and under ground wiring and earth works				
79	ADVANCE D HOSTEL MANAGEMENT AND STUDENTS AFFAIRS ADMINISTRATION IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Hostel Managers, Caretakers, Porters, Matrons, Students Affairs officers and Hostel Securities				
80	CARPENTRY AND JOINERY COURSE FOR EFFECTIVE DESIGN OF WOOD WORKS IN TERTIARY INSTITUTIONS Course Fee: N145,500	All carpenters , Joineries wood workers, furniture and roof designers etc				
81	GARDENERS, CLEANERS, HORTICULTURISTS, SCHOOL POTTER COURSE IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Gardeners, Cleaners, School Potters and Artisans in tertiary Institutions	LAGOS Excellence Hotel, Ogba Ikeja- lagos 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29-Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31 Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30 Nov-4/Dec/26 14-18/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027 10-14/May/2027 31 May-04/Jun/027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30 Nov-4 Dec/2026 7-11/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027 10-14/May/2027 31 May-04/Jun/027	PORT-HARCOURT Quakers Hotel&Suite No 1 Airport Close,off Aba Rd/ Arochukwu Street Rumuomas PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 04-06/May/2026 25-29/May/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31Aug-3/Sept/2026 14-18/Sept/2026 28 Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30 Nov-4 Dec/2026 7-11/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027 10-14/May/2027 31 May-04/Jun/027	KANO Haitel Guest Inn NO. 5 Madugu Link,off Sardauna Crescent by Lamido Crescent Nasarawa , Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 07-11/Dec/2026 14-18/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29 Mar-2/Apr/2027 19-23/Apr/2027 26-30/Apr/2027 10-14/May/2027 24-28/May/2027
82	HAZARDS AND SAFETY IN LABORATORY Course Fee: N145,500	All Laboratory Science staff in tertiary Institutions and MDA's				
83	EFFECTIVE SPORTS MANAGEMENT & ADMINISTRATION IN TERTIARY INSTITUTIONS Course Fee: N145,500	All sports Administrators and Managers in tertiary Institutions				
84	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS: Delivering Best Practices Course Fee: N145,500	All Management Administrative Staff, Secretaries, Registry Staff, Clerical Officers, Office Assistants, HODs & Principal Officers				
85	UNDERSTANDING ICT SYSTEMS & NETWORK ADMINISTRATION Course Fee: N145,500	All ICT System and Network Administrators in tertiary Institutions and MDA's				
86	SECURITY ESSENTIALS ON IoT, A.I, Block Chain and Cybersecurity FOR IT PERSONNELS Course Fee: N145,500	All ICT System and Network Administrators in tertiary Institutions and MDA's				
87	HEAVY DUTY GENERATOR, SOLAR, COIL AND MACHINES MAINTENANCE Course Fee: N145,500	All Generator Mechanics, Solar Mechanics Engine Mechanics in tertiary institutions				
88	SCHOOL COUNSELOR'S WORKSHOP ON DEVELOPING EMOTIONAL INTELLIGENCE AND ORGANIZATIONAL EFFECTIVENESS FOR PEAK PERFORMANCE Course Fee: N145,500	All School Counsellors,teachers, Crisis and Conflict Management Officers ,Confidential Secretaries and Administrative Officers				
89	IMPROVING MENTORSHIP AND COUNSELLORS' PERFORMANCE AND PRODUCTIVITY THROUGH EFFECTIVE WORK PLACE AND ATTITUDINAL TRANSFORMATION AT WORK PLACE Course Fee: N145,500	All School Counsellors,teachers, Crisis and Conflict Management Officers, Confidential Secretaries and Administrative Officers				



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

	Conference Titles	FOR WHOM	Venue and date applies to any chosen topic			
	DIGITAL SKILLS DEVELOPMENT AND DIGITALIZATION OPERATIONS IN EMERGING ORGANISATION FOR SECRETARIES AND ADMINISTRATIVE STAFF IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N145,500	All ICT, Data officers, Administrative officers, Computer Operators in tertiary institutions	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov-4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 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 06-10/Apr/2026 13-17/Apr/2026 24/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/26 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 31May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 2B Udoumen Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5, Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/2027 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027
90						
91	EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR JUNIOR AND MIDDLE LEVEL STAFF Course Fee: N145,500	All Clerks, messengers, cleaners, security men, Drivers, Receptionists, Ward Attendants and other Auxiliary Staffs				
92	RECORD MAINTENANCE, CLERICAL DUTIES AND OFFICE ROUTINE COURSE Course Fee: N145,500	All Clerical Staff, Registry Staff, Office Assistants, Records & Mgt officers, Library Staff Exam and Records Officers				
94	EFFECTIVE ROLES OF ADMINISTRATORS AND SECRETARIES IN ORGANIZATION BUILDING AND DEVELOPMENT Course Fee: N145,500	A corporate secretaries and Administrators, legal officers, heads of Units and Information officers in Public sectors				
95	EFFECTIVE OFFICE MANAGEMENT & ADMINISTRATIVE SKILLS, CORPORATE WORK ETHICS, AND EMAIL ETIQUETTE COURSE Course Fee: N145,500	All Clerical Staff, Secretaries, Receptionists, Customer Services officers, Data Management staff, Office Assistants, Protocol officers and principal Mgt Staff				
96	A.I (Artificial Intelligence) ROLES IN REGISTRY MANAGEMENT AND PROTECTION OF OFFICIAL DOCUMENT IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Administrative Officer, Secretaries, P.A's, Executive Principal officers, Clerical Staff, Data Processing officers and other registry staff				
97	A.I ROLE IN PROJECT MANAGEMENT: Design, Monitoring and Evaluation in MDA's and tertiary Institutions Course fee: N145,500	All Project and team Members, Middle / Senior Officers involved in a Project.				
98	UNDERSTANDING EMERGING TRENDS IN SECRETARIAL DUTIES/OFFICE TECHNOLOGY & MANAGEMENT(OTM) FOR EFFECTIVE OFFICE ADMINISTRATION Course Fee: N145,500	All Confidential, Principal Secretaries, Supervisory and corporate Secretaries, typists, senior typists, front desk secretaries & Others seconded to these positions	LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites. No 1 Airport Close, off Aba Rd/ Arochukwu Str Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 27/Apr-1/May/2026 04-06/may/2026 25-29/May/2026 15-19/Jun/2026 20-24/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 08-12/Mar/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 26-30/Apr/2027	KANO Haitel Guest Inn NO. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa, Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 19-23/Apr/2027 26-30/Apr/2027
99	INFORMATION AND COMMUNICATION TECHNOLOGY(ICT) IN LIBRARY MANAGEMENT: A new approach in Librarianship Course Fee: N145,500	All ICT officers, Chief Librarians, Library users, Library Supervisors/Management officers, P.A's Secretaries and researchers				
100	EFFECTIVE RESEARCH WRITING, CAPTIVATING PRESENTATION AND IMPACT OF PLAGIARISM Course Fee: N145,500	All Academic Researchers, Senior Executive Officers, HOD's, School Administrators, Secretaries, Project Mgrs and others seconded to these				
101	MANAGEMENT WORKSHOP ON FACILITY & EQUIPMENT UPGRADE OPERATIONS AND MAINTENANCE FOR PEAK PERFORMANCE Course Fee: N145,500	All Technical Officers, Managers, Supervisors and Artisans in charge of facilities Mgt in tertiary institutions				
102	FACILITIES EQUIPMENT AND PUBLIC WORKS MAINTENANCE OF GOVERNMENT PROPERTIES IN TERTIARY INSTITUTIONS AND MDA'S Course Fee: N145,500	All Technical Officers, Managers, Supervisors and Artisans in charge of facilities Mgt in tertiary institutions				
103	REFRIGERATION AND AIR-CONDITION TRAINING FOR EFFECTIVE WORKS DEPARTMENT IN TERTIARY INSTITUTIONS AND MDA'S Course Fee: N145,500	All Technical Officers, Managers, Supervisors and Artisans in charge of facilities Mgt in tertiary institutions				
104	SECURITY AND GUARDS WORKSHOP ON SECURITY ALERTNESS, PROTECTION OF PROPERTIES, COMMUNICATION AND REPORT WRITING ON CRIME IN TERTIARY INSTITUTIONS Course Fee: N145,500	All Security officers, Guards, Vigilantes and others with the responsibility of Security Mgt in organisations				
105	EFFECTIVE DRIVER WORKSHOP ON ACCIDENT PREVENTION TECHNIQUES, SAFETY AND DEFENSIVE DRIVING SKILLS Course Fee: N145,500	All Corporate Drivers and mechanics in tertiary Institutions and MDA's				
106	TILING, HOUSE PAINTING AND PLUMBING TRAINING FOR EFFECTIVE WORKS DEPARTMENT IN TERTIARY INSTITUTIONS & MDA'S Course Fee: N145,500	All Technical Officers, Managers, Supervisors and Artisans in charge of facilities Mgt in tertiary institutions				
107	GARDENERS' AND ENVIRONMENTAL CLEANERS' TRAINING FOR EFFECTIVE WORKS DEPARTMENT IN TERTIARY INSTITUTIONS AND MDA'S Course Fee: N145,500	All Technical Officers, Managers, Supervisors and Artisans in charge of facilities Mgt in tertiary institutions				
108	DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES AND GOVERNANCE STRATEGY IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N145,500	All Directors, Deputy Directors, Heads of Dept/ Units, Board members and others seconded to these Positions				
109	EMERGENCY RESPONSE MANAGEMENT FOR NURSES AND HEALTH WORKERS IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N145,500	All Nurses and relevant health workers in times of emergencies and crises period				
110	EFFECTIVE TRANSPORT MANAGEMENT AND TRANSPORT ENGINEERING AND MAINTENANCE IN MDA'S AND TERTIARY INSTITUTIONS Course Fee: N135,500	All Staff in transport unit, drivers and auto maintenance staffs				
111	EFFECTIVE FEASIBILITIES STUDIES: Preparation, Analysis and Evaluation in tertiary Institutions Course Fee: N145,500	All staff in MDA's and tertiary institutions involved in the writing, preparation, analysis and evaluation of Feasibility studies				

Dr. Fredrick Sunday N. fcpa, cisa, anipr, fcasi Registrar/National Coordinator 08037875610, 08059086457



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

TEL: 08037875610, 08059086457, 08081282797

2026/2027 TRAINING FLYER

Conference Titles		FOR WHOM	Venue and date applies to any chosen topic			
112	STAFF PRODUCTIVITY DEVELOPMENT AND FUTURES THINKING COURSE Course Fee: N145,500	All Secretaries, ICT, Data officers, Administrative officers, Computer Operators in organizations	NASARAWA Royal Dream Hotel, Mararaba 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/26 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 08-12/Jun/2026 15-19/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 16-20/Nov/2026 23-29/Nov/2026 30 Nov- 4Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 28-31/Jan/2027 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 01-05/Mar/2027 08-12/Mar/2027 15-19/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	ABUJA Enterprise Technology Centre Ground floor of Fed. Min of Education Federal Secretariat 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/Feb/2026 16-20/Mar/2026 06-10/Apr/2026 13-17/Apr/2026 27/Apr-1/May/26 4-6/May/2026 25-29/May/2026 01-05/Jun/2026 15-19/Jun/2026 22-27/Jun/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 24-28/Aug/2026 31Aug-4Sept/2026 14-18/Sept/2026 21-25/Sept/2026 28 Sept-2/Oct/26 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 02-06/Nov/2026 09-13/Nov/2026 16-20/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 08-12/Mar/2027 15-19/Mar/2027 22-26/Mar/2027 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027 10-14/May/2027 31 May-04Jun/027	ENUGU Western Bricks Hotel 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 01-05/Jun/2026 22-26/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 03-07/Aug/2026 10-14/Aug/2026 17-21/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 12-16/Oct/2026 26-30/Oct/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 15-19/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	AKWA-IBOM / CALABAR Gladmann Hotel 28 Udoumwen Str, off Abak Rd Uyo- Akwa Ibom OR Real Home 5 ,Ekong Etta Street Calabar, Cross River State 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/may26 04-09/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-03/Jul26 13-17/Jul/2026 27-31/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct26 05-09/Oct/2026 12-16/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-29/Apr/2027
113	LEADERSHIP AND ENTREPRENEURSHIP SKILLS DEVELOPMENT COURSE Course Fee: N145,500	All Administrative Officer, Secretaries, PAs, Executive and Senior Principal officers, Senior registry staff and others seconded to this positions				
114	PRODUCTIVITY MASTERCLASS: A GUIDE TO PERSONAL EFFECTIVENESS Course Fee: N145,500	All Administrative Officer, Secretaries, PAs, Executive and Senior Principal officers, Senior registry staff and others seconded to this positions				
115	EFFECTIVE ORGANIZATIONS KNOWLEDGE MANAGEMENT Course Fee: N145,500	All Administrative Officer, Secretaries, PAs, Executive and Senior Principal officers, Senior registry staff and others seconded to this positions				
116	PRODUCTIVITY AND TIME MANAGEMENT: LEARNING HOW TO WORK SMART AND GET MORE DONE Course Fee: N145,500	All Administrative Officer, Secretaries, PAs, Executive and Senior Principal officers, Senior registry staff and others seconded to this positions				
117	POSITIVE ETHICS, OFFICE ORIENTATION AND ATTITUDINAL CHANGE FOR PEAK PERFORMANCE Course Fee: N145,500	All Administrative Officer, Secretaries, PAs, Executive and Senior Principal officers, Senior registry staff and others seconded to this positions				
118	PRODUCTIVITY IMPROVEMENT METHODOLOGIES, TOOLS AND TECHNIQUES COURSE Course fee: N145,500	All Administrative Officer, Secretaries, PAs, Executive and Senior Principal officers, Senior registry staff and others seconded to this positions				
119	THE COMPLETE EXECUTIVE OFFICERS COURSE : A MasterClass of Innovation and Reforms Course Fee: N145,500	All Administrative Officer, Secretaries, PAs, Executive and Senior Principal officers, Senior registry staff and others seconded to this positions				
120	SUCCESSFUL MAINTENANCE STRATEGY AND ASSET MANAGEMENT COURSE Course Fee: N145,500	All maintenance and Asset management managers in organizations				
121	UNDERSTANDING FIRS TAXPROMAX SYSTEM FILING OF FINANCIAL RETURNS Course Fee: N145,500	All Accounts , finance and Audit staff in organisations				
122	INVESTMENT AND PORTFOLIO MANAGEMENT COURSE FOR EMERGING ORGANIZATIONS Course Fee: N145,500	All Staff involved in Investment and Portfolio management in organizations				
123	DATA ANALYSIS FOR BUSINESS FUTURE PREDICTION AND DECISION MAKING Course Fee: N145,500	All Staff Involved with data Input, analysis and data management in organizations				
124	BUILDING STATISTICAL CAPACITY FOR POPULATION ESTIMATES AND DEMOGRAPHY Course Fee: N145,500	All Staff Involved with data Input, analysis and data management in organizations				
125	DATA ANALYSIS TECHNIQUES FOR ENGINEERS AND TECHNOLOGISTS Course Fee: N145,500	All Staff Involved with data Input, analysis and data management in organizations				
126	ENHANCING ACCOUNTING SKILLS FOR OFFICERS AND SUPERVISORS IN A COMPUTERIZED ENVIRONMENT Course Fee: N145,500	All accounts, finance officers and supervisors in organizations				
127	THE GENERAL DATA DISSEMINATION SYSTEM(GDDS): KEY TO PUBLIC SECTOR DATA PRODUCTION AND DISSEMINATION Course Fee: N145,500	All Staff Involved with data Input, analysis and data management in organizations				
128	PENSION FUND MANAGEMENT AND INVESTMENT STRATEGIES Course Fee: N145,500	All Staff Involved in Pension and Investment strategies in Public sector				
129	RETIREMENT PLAN GOVERNANCE AND FIDUCIARY RESPONSIBILITIES Course Fee: N145,500	All Staff Involved in Retirement plan and Fiduciary responsibilities in Public sector				
130	RISK - BASED INTERNAL AUDITING AND INTERNAL CONTROLS Course Fee: N145,500	All Staff Involved in Internal Audit Roles and Responsibilities in Public sector				
131	EFFECTIVE ART OF PROCUREMENT PLANNING AND BID MANAGEMENT Course Fee: N145,500	All Staff Involved in Procurement Planning and Bid Management Roles and Responsibilities in Public sector				
132	WORKPLACE SAFETY AND EMERGENCY PREPAREDNESS COURSE Course Fee: N145,500	All Staff Involved in workplace safety and emergency in Public sector				
			LAGOS Excellence Hotel, Ogba - Ikeja 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/26 04-08/May/2026 11-15/May/2026 18-22/May/2026 15-19/Jun/2026 22-26/Jun/2026 29/Jun-3/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 27-31/Jul/2026 10-14/Aug/2026 17-21/Aug/2026 31/Aug-4/Sept/26 07-11/Sept/2026 21-25/Sept/2026 28/Sept-2/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-13/Nov/2026 16-20/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/26 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 11-15/Jan/2027 18-22/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 29/Mar-2/Apr/27 12-16/Apr/2027 19-23/Apr/2027 26-30/Apr/2027	KADUNA Hamdala Hotel Kaduna 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 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 27-31/Jul/2026 3-7/Aug/2026 10-14/Aug/2026 24-28/Aug/2026 7-11/Sept/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	PORT-HARCOURT Quakers Hotels & Suites. No 1 Airport Close,off Aba Rd/ Arochukwu Str Rumuomasi PH. CALL: 08037875610 05-09/Jan/2026 12-16/Jan/2026 19-23/Jan/2026 02-06/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 20-24/Apr/2026 04-09/May/2026 11-15/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 20-24/Jul/2026 17-21/Aug/2026 24-28/Aug/2026 31/Aug-3/Sept/2026 14-18/Sept/2026 28/Sept-2/Oct/2026 19-23/Oct/2026 26-30/Oct/2026 09-11/Nov/2026 23-27/Nov/2026 30/Nov-4/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 18-22/Jan/2027 25-29/Jan/2027 01-05/Feb/2027 08-12/Feb/2027 22-26/Feb/2027 15-18/Mar/2027 22-26/Mar/2027 05-09/Apr/2027 12-16/Apr/2027 19-23/Apr/2027	KANO Haitel Guest Inn NO. 5 Madugu Link, off Sardauna Crescent by Lamido Crescent Nasarawa , Kano 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 30May-3Apr/2026 13-17/Apr/2026 20-24/Apr/2026 11-15/May/2026 18-22/May/2026 25-29/May/2026 01-05/Jun/2026 08-12/Jun/2026 15-19/Jun/2026 06-10/Jul/2026 13-17/Jul/2026 20-24/Jul/2026 03-07/Aug/2026 17-21/Aug/2026 24-28/Aug/2026 14-18/Sept/2026 21-25/Sept/2026 05-09/Oct/2026 12-16/Oct/2026 19-23/Oct/2026 02-06/Nov/2026 16-29/Nov/2026 23-27/Nov/2026 01-04/Dec/2026 07-11/Dec/2026 14-18/Dec/2026 21-24/Dec/2026 04-08/Jan/2027 11-15/Jan/2027 25-29/Jan/2027 08-12/Feb/2027 15-19/Feb/2027 22-26/Feb/2027 01-05/Mar/2027 22-26/Mar/2027 29/Mar-2/Apr/027 19-23/Apr/2027 26-30/Apr/2027



Enrich your Professional Profile NIGERIAN INSTITUTE OF PROFESSIONAL ADMINISTRATORS AND OFFICE TECHNOLOGY & MANAGEMENT

(NIPAS, Nigeria)

Established under CAM Act No. 1 CAP 59 of 1990 & Accredited by Nigeria Council for Management Development.



Announces DIRECT MEMBERSHIP Admission

(BY Qualification, Job Experience and MCPD Exam)

The Council of the Institute is offering Director Professional Membership into the Associate, Full Membership and Fellowship grades of the Institution

BENEFITS:

- * Get NIPAS Certification
- * Get Recognized
- * Get Chartered
- * Boost your Career
- * Get Trained
- * Get job placement and promotion with ease

GRADES	ACRONYM	QUALIFICATION
FELLOW	FCPA	To be conferred on Men and Women who have contributed to the development of society. Industry Captains and Executives with excellent track records.
FULL MEMBERSHIP	MCPA	NCE, OND, HND, B.Sc, PGD, MBA, M.Sc, MPA, PhD or any professional qualification such as MNI, ICAN, ACMA, NIM, ACA, ANAN, CIBN, ACIS, CIPM etc. with minimum of 4 years experience with atleast 2 yrs at Supervisory Level
ASSOCIATE MEMBERSHIP	ACPA	NCE, OND, HND, B.Sc, PGD, MBA, M.Sc, MPA, PhD or any discipline or any Professional Qualification such as MNI, ACMA, NIM, ACA, ANAN, etc. with minimum of 2 yrs at experience
GRADUATE MEMBERSHIP	AFFILIATE	Undergraduate & Fresh Graduate with NCE, OND, HND, B.Sc and University Advance Diploma
DOCTORAL FELLOW	D.fa	This roll of Honour would be conferred on distinguished Administrators & Stakeholders in the society

Member Registration form can be obtained from institutes's Secretariat, or download from website. Properly fill the form, scan and return to us through our e-mail addresses: email: info@nipasng.org

CALL: 08037875610, 07062767885, 07087616556, 08059086457, 08081282797

Enroll into the Association of Nigerian Institute of Professional Administrators and Office Technology & Management

For Further Information Contact:
The Registrar, Membership Services
Nigerian Institute of Professional Administrators and Office Technology & Management
Plot 3, Rahama Close, Off Dunukofia Street,
FCT District: Suite 25, Bataiya Plaza,
Behind Southern Fried Chicken, Area 11, Garki, FCT-Auja, Nigeria
Tel: 08037875610, 0801282797, 08059086457, 08080751658
E-mail: nipasregistrar@gmail.com OR info@nipasng.org

CONTACT STATE COORDINATORS

LAGOS: 08062353133, ZAMFARA: 08065932620, KADUNA: 09022001133, EDO: 08036447443,
ANAMBRA II: 08039561184, DELTA: 09030665770, OYO: 08034658687, ANAMBRA II: 08034443700,
NASARAWA: 08037867095, NIGER: 07039104615, CROSS-RIVERS: 08160383330,
ENUGU II: 08023802336, EKITI: 07030962915, PHC: 08080569717, ENUGU 1: 08069138782,
ABUJA: 08037875610, KABBA (KOGI): 07063428730, FCT ZUBA: 08077464791, BAYELSA: 08037421034
JOS PLATEAU: 08036218950, OKENE (KOGI): 08088949973, 08032908900, LOKOJA (KOGI): 08062345130,
KANO/ZARIA: 08035991619, GHANA (ACCRA): +233244668848, ABUJA (VON): 08058491701, KANO: 08067087192