

ADMIN. OFFICERS/SECRETARIES

NO.	TOPICS	WHO SHOULD ATTEND	FEE N	DATES 1ST RUN	DATES 2ND RUN	VENUE
1.	Record and Information Management and Document Tracking	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	1st - 4th Aug., 2017	13th - 16th Feb., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
2	Innovative Technique for Handling Admin, Registry and General Duties	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			
3	Effective Public Relations, Etiquette, Events and Meetings Management for Admin	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	8th - 11th Aug., 2017	20th - 23rd Feb., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
4.	Effective Report Writing and Presentation Skills for Secretaries, Personal Assistants	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			
5.	Advanced Secretarial and Modern Office Management Skills Development Course.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	15th - 18th Aug., 2017	27th Feb - 2nd Mar., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos. Alexis Hotel, Jabi, Abuja
6.	Performance Improvement course on Managing the Boss Official Schedules	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			
7.	The Role of Secretaries/Personal Assistants and Administrative Officers	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	22nd - 25th Aug., 2017	6th - 9th Mar., 2018	Centre for Management Development (CMD), Management Village, Shangisha, Off Old Lagos-Ibadan Expressway Toll Gate
8.	Work Ethics, Office Orientation and Attitudinal Change Management for Peak Performance	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			
9.	The Company Secretary/Legal Adviser Program	Legal Executives, Legal Advisers, Legal Officers, Special Advisers, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff,	85, 000	29th Aug. - 1st Sept., 2017	13th - 16th Mar., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
10.	Effective Implementation Of Freedom Of Information Bill 2011	Legal Executives, Legal Advisers, Legal Officers, Special Advisers, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff,	85, 000			
11.	Customer Service & Employee Effectiveness	Supervisors and First Line Managers, Foremen, Low and Middle Level Management Staff, Individuals who are or will be in direct or indirect contact with customers,	85, 000	5th - 8th Sept., 2017	20th - 23rd Mar., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
12.	Electronic Records Management Effective Communication And Presentation Skills - Key to Crisis Management.	Supervisors and First Line Managers, Foremen, Low and Middle Level Management Staff, Individuals who are or will be in direct or indirect contact with customers,	85, 000			
13.	Modern Technique In Handling Administrative Registrar And General Duties.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	12th - 15th Sept., 2017	27th - 30th Mar., 2018	University of Lagos, UNILAG CONSULT BUILDING Opposite Unilag International School
14.	The FOI Act 2011 and Corporate Office Administration, Record and Information Management and Document Tracking Workshop for Secretaries and Administrative Staff.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			
15.	Performance Enhancing and Competencies Workshop for Secretaries, Personal Assistants, Clerical and Administrative Officers in Office Administration.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	19th - 22nd Sept., 2017	3rd - 6th April., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos. Alexis Hotel, Jabi, Abuja
16.	Masterclass For Executive Secretary & Administrative Professional.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			

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17.	Innovative Technique for Handling Administrative, Registry and General Duties.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	26th - 29th Sept., 2017	10th - 13th April., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
18.	Managerial Communication and Business Reports Writing Skills Workshop	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			
19.	Advanced Secretarial and Modern Office Management Skills Course.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	10th - 13th Oct., 2017	17th - 20th April., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
20.	Effective Communications and Interpersonal Skills	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			
21.	Security, Storage & Retrieval Of Classified Document	Library Officers, Executive Officers, Admin. Officers, Protocol Officers, Receptionists, Office Professionals, and anyone who want to expand their job related knowledge	85, 000	17th - 20th Oct., 2017	24th - 27th April., 2018	NSPRI Guest House, 32/38, Barikisu Iyede Street, Off UNILAG Rd., Onitiri, Yaba, Lagos.
22.	The Challenging Role of Administrative Professionals	Library Officers, Executive Officers, Admin. Officers, Protocol Officers, Receptionists, Office Professionals, and anyone who want to expand their job related knowledge	85, 000			
23.	Attitudinal Change For A Reformed Public Sector.	Admin Offices, Supervisors Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/Departments	85, 000	24th - 27th Oct., 2017	1st - 4th May, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos. Alexis Hotel, Jabi, Abuja
24.	Tracking Files And Records Management For Registry Staff	Admin Offices, Supervisors Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/Departments	85, 000			
25.	Effective Secretary	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000	31st Oct - 3rd Nov., 2017	8th - 11th May, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos
26.	Modern Strategies for Effective Performance of Personal Assistant and Clerical Officer.	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000			
27.	Communication Skills and Relationship management for higher performance.	Secretaries, Executive Officers, Personal Assistants, Administrative Officers and Personnel Managers in both the Public And Private Sector	85, 000	7th - 10th Nov., 2017	15th - 18th May, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
28.	Interpersonal Skills, Corporate Ethics and Attitudinal Change for Administrative Staff.	Secretaries, Executive Officers, Personal Assistants, Administrative Officers and Personnel Managers in both the Public And Private Sector	85, 000			
29.	Modern Records Management & Information Technology.	Confidential Secretaries, Clerks and Deputy Clerks of State House of Assemblies, Personal Assistants, Records Officers, Special Advisers, Registry Staff, Accounts Supervisors, Administrative Officers/Managers	85, 000	14th - 17th Nov., 2017	22nd - 25th May, 2018	MACKOVAD Hotels Ltd, Behind Heritage House, Wuse Zone 3, Abuja, Nigeria Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
30.	Enhancing the Competence of Record Officers in Management of Electronic Documentation.	Confidential Secretaries, Clerks and Deputy Clerks of State House of Assemblies, Personal Assistants, Records Officers, Special Advisers, Registry Staff, Accounts Supervisors, Administrative Officers/Managers	85, 000			
31.	Advanced Documents and Records Management Compliance.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000	21st - 24th Nov., 2017	5th - 8th June, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
32.	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PA's.	Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive and Typist	85, 000			

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33.	Communication and Planning Skills for Administrative Professionals.	Admin Offices, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/Departments	85, 000	28th Nov.- 1st Dec., 2017	19th - 22nd June, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
34.	Advanced Documents and Records Management Compliance.	Confidential Secretaries, Clerks and Deputy Clerks of State House of Assemblies, Personal Assistants, Records Officers, Special Advisers, Registry Staff, Accounts Supervisors, Administrative Officers/Managers	85, 000			
35.	The Office Professional and Records Management Masterclass.	Confidential Secretaries, Clerks and Deputy Clerks of State House of Assemblies, Personal Assistants, Records Officers, Special Advisers, Registry Staff, Accounts Supervisors, Administrative Officers/Managers	85, 000	5th - 8th Dec., 2017	26th - 29th June, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
36.	PERSUASIVE COMMUNICATION SKILLS.	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000			
37.	Impact Business Writing.	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000	12th - 15th Dec., 2017	3rd - 6th July, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos. Alexis Hotel, Jabi, Abuja
38.	Practical Problem-Solving and Decision-Making.	Secretaries, Executive Officers, Personal Assistants, Administrative Officers and Personnel Managers in both the Public And Private Sector	85, 000			
39.	MANAGING TIME AND WORK EFFICIENCY.	Secretaries, Executive Officers, Personal Assistants, Administrative Officers and Personnel Managers in both the Public And Private Sector	85, 000	18th - 21st Dec., 2017	10th - 13th July, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
40.	Personality Dynamics & Secretarial Diplomacy.	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000			
41.	Management Skills for Administrative Professionals.	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000	16th - 19th Jan., 2018	17th - 20th July, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
42.	Partnering with Your Boss: Strategic Skills for Administrative Professionals.	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000			
43.	Project Management for Administrative Professionals.	Office Managers, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/ Departments	85, 000	23rd - 26th Jan., 2018	24th - 27th July, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos. Alexis Hotel, Jabi, Abuja
44.	Management Skills for Administrative Professionals.	Confidential Secretaries, Clerks and Deputy Clerks of State House of Assemblies, Personal Assistants, Record Officers, Special Advisers, Registry Staff, Accounts Supervisors, Administrative Officers/Managers	85, 000			
45.	Writing Effective Legal Documents and Commercial Contracts – A Practical Workshop.	Confidential Secretaries, Clerks and Deputy Clerks of State House of Assemblies, Personal Assistants, Record Officers, Special Advisers, Registry Staff, Accounts Supervisors, Administrative Officers/Managers	85, 000	30th Jan.- 2nd Feb., 2018	31st July - 3rd Aug., 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
46.	Competence Development Master Class for Secretaries and Administrators .	Admin Offices, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/Departments	85, 000			
47.	Strategies for Developing Effective Presentation Skills.	Admin Offices, Supervisors, Secretaries, Personal Assistants, Administrative Officers, Clerical Officers, Record Managers, Registry Staff, Receptionist/ Front Staff Executive in all Functions/Departments	85, 000	6th - 9th Feb., 2018	7th - 10th August, 2018	Digital Age Halls, Capital Building, 332,Ikorodu Road, Idiroko Bus Stop, Near LASU Anthony, Lagos.
48.	Essential Management Skills & MIS for PA's & Secretaries.		85, 000			

COURSES FEE:

The courses fees is: **N85,000.00 (Eighty -Five Thousand, Naira)** respectively per course or per participant. This covers tuition, Course Material, Executive Bag, Tea/Coffee, Break Lunch, Group Photograph, Certificate of Participation and Administration.

HOW TO REGISTER:

Send the list of nominees with the fee of **N85,000.00 (Eighty -Five Thousand, Naira)** in cash/draft, made payable to the courses Coordinator, **Newways Consulting (First Bank Account Number 2004483867, Fund Transfer Sort Code 011152329)** Cash can also be Paid at the venue.

Kindly send or text the list of your nominees to **Chris 08023194131** or **Bassey 08035878800**