



# ADVANCED SECRETARIAL INSTITUTE OF NIGERIA

9, Ogunlesi Street, Onipanu, Yaba P.O. Box 16244, Ikeja - Lagos  
Tel: 0708 813 5739, 0802 319 4131, 0803 587 8800

IN ASSOCIATION WITH

**Newways Consulting**

6th November, 2024

Dear Sir/Madam,

## ADMIN. OFFICERS/SECRETARIES TRAINING PROGRAM FOR JANUARY - DECEMBER 2025

Advanced Secretarial Institute of Nigeria (ASIN) call for nomination of participants from your organization to our well researched and comprehensively packaged Courses. The objective is to enrich participants knowledge, skills and performance.

Our resource Persons are seasoned Professionals Consultants, the knowledge they will impact will be far-reaching, rewarding and also provide relevant practical solutions

NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
1.	Effective Performance Appraisal Meetings and Facilitating Coaching to Improve Performance Course	150,000	14-17 Jan.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	6-9 May 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
2.	Effective Report Writing and Presentation Skills for Secretaries, Personal Assistants					
3.	Security, Storage & Retrieval of Classified Document	150,000	21-24 Jan.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	13-16 May 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
4.	The Challenging Role of Administrative Professionals					
5.	Innovative Technique for Handling Administrative, Registry and General Duties.	150,000	28-31 Jan.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	27-30 May 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
6.	Managerial Communication and Business Reports Writing Skills Workshop					
7.	Effective Secretary					
8.	Modern Strategies for Effective Performance of Personal Assistant and Clerical Officer.	150,000	11-14 Feb.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	3-6 June 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
9.	The Role of Secretaries/Personal Assistants and Administrative Officers	150,000	18-21 Feb.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	17-20 June 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
10.	Work Ethics, Office Orientation and Attitudinal Change Management for Peak Performance					



**ADVANCED SECRETARIAL INSTITUTE  
OF NIGERIA**

**08023194131, 08035878800.**

NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
11.	The Office Professional and Records Management Masterclass.	150,000	25-28 Feb.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	24-27 Jun 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
12.	Professional Skills for Administrators & Secretaries					
13.	Modern Records Management & Information Technology.	150,000	11-14 Mar.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	1-4 July 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
14.	Enhancing the Competence of Record Officers in Management of Electronic Documentation.					
15.	Impact Business Writing.	150,000	18-21 Mar.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	8-11 July 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
16.	Office Management and Effective Administrative Skills					
17.	Communication and Planning Skills for Administrative Professionals.	150,000	25-28 Mar.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	22-25 July2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
18.	Advanced Documents and Records Management Compliance.					
19.	Management Skills for Administrative Professionals.	150,000	1-4 Apr.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	5-8 Aug.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
20.	Partnering with Your Boss: Strategic Skills for Administrative Professionals.					
21.	Communication Skills and Relationship management for higher performance.	150,000	8-11 Apr.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	12-15 Aug.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
22.	Interpersonal Skills, Corporate Ethics and Attitudinal Change for Administrative Staff.					
23.	MANAGING TIME AND WORK EFFICIENCY.	150,000	15-18 Apr.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	19-22 Aug.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
24.	Personality Dynamics & Secretarial Diplomacy.					
25.	Advanced Documents and Records Management Compliance.	150,000	6-9 May 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	2-5 Sept.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
26.	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PA's.					

**For more Courses, Please Visit: [www.newwaysconferences.com](http://www.newwaysconferences.com)**



**ADVANCED SECRETARIAL INSTITUTE  
OF NIGERIA**

**08023194131, 08035878800.**

NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
27.	Customer Service & Employee Effectiveness					
28.	Electronic Records Management Effective Communication And Presentation Skills - Key to Crisis Management.	150,000	13-16 May 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	9-12 Sept.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
29.	Information, Communication and Record Management Course	150,000	27-30 May 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	16-19 Sept.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
30.	Effective Implementation Of Freedom Of Information Bill 2011					
31.	Performance Enhancing and Competencies Workshop for Secretaries, Personal Assistants, Clerical and Administrative Officers in Office Administration.	150,000	3-6 June 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	7-10 Oct.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
32.	Masterclass For Executive Secretary & Administrative Professional.					
33.	Advanced Secretarial and Modern Office Management Skills Course.	150,000	17-20 June 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	14-17 Oct.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
34.	Effective Communications and Interpersonal Skills					
35.	Modern Technique In Handling Administrative Registrar And General Duties.	150,000	24-27 Jun 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	21-24 Oct.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
36.	The FOI Act 2011 and Corporate Office Administration, Record and Information Management and Document Tracking Workshop for Secretaries and Administrative Staff.					
37.	Attitudinal Change For A Reformed Public Sector.	150,000	1-4 July 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	4-7 Nov.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
38.	Managing People to Achieve Organisational Goals Course					
39.	Advanced Secretarial and Modern Office Management Skills Development Course.	150,000	8-11 July 2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	11-14 Nov.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
40.	Performance Improvement course on Managing the Boss Official Schedules					
41.	Record and Information Management and Document Tracking	150,000	22-25 July2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	18-21 Nov.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
42.	Innovative Technique for Handling Admin, Registry and General Duties					

**For more Courses, Please Visit: [www.newwaysconferences.com](http://www.newwaysconferences.com)**



**ADVANCED SECRETARIAL INSTITUTE  
OF NIGERIA**

**08023194131, 08035878800.**

NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
43.	Essential Management Skills for Administrators.	150,000	5th-8th Aug.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	2-5 Dec.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
44.	Essential Management Skills & MIS for PA's & Secretaries.					
45.	Project Management for Administrative Professionals.	150,000	12th-15th Aug.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	9-12 Dec.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
46.	Management Skills for Administrative Professionals.					
47.	Writing Effective Legal Documents and Commercial Contracts – A Practical Workshop.	150,000	19th-22th Aug.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos	16-19 Dec.2025	Newways Training Centre, 9 Ogunlesi Street, Onipan. Lagos
48.	Competence Development Master Class for Secretaries and Administrators .					

**For more Courses, Please Visit: [www.newwaysconferences.com](http://www.newwaysconferences.com)**

**COURSES FEE:**

The courses fees is: **N150,000.00 (One Hundred And Fifty Thousand Naira Only)** respectively per course or per participant. This covers tuition, Course Material, Training Bag, Tea/Coffee, Break Lunch, Group Photograph, Certificate of Participation and Administration.

**HOW TO REGISTER:**

Send the list of nominees with the fee of **N150,000.00 (One Hundred And Fifty Thousand Naira Only)** 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 [info@newwaysconferences.com](mailto:info@newwaysconferences.com) or WhatsApp **Chris 08023194131** or **Bassey 08035878800**

Bassey Nelson  
For: Director General