



ADVANCED SECRETARIAL INSTITUTE OF NIGERIA

Plot 105, Ikorodu Road, Fadeyi B/Stop, Yaba P.O. Box 16244, Ikeja - Lagos
Tel: 0802 319 4131, 0812 492 1619, 0706 784 7549

IN ASSOCIATION WITH

new ways Consulting

10th January, 2023

Dear Sir/Madam,

ADMIN. OFFICERS/SECRETARIES TRAINING PROGRAM FOR JANUARY - DECEMBER 2023

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	90,000	17th - 20th Jan, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	25th - 28th April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
2.	Effective Report Writing and Presentation Skills for Secretaries, Personal Assistants					
3.	Security, Storage & Retrieval of Classified Document	90,000	24th - 27th Jan, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	9th - 12th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
4.	The Challenging Role of Administrative Professionals					
5.	Innovative Technique for Handling Administrative, Registry and General Duties.	90,000	7th - 10th Feb, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	16th - 19th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
6.	Managerial Communication and Business Reports Writing Skills Workshop					
7.	Effective Secretary	90,000	14th - 17th Feb, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	23rd - 26th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
8.	Modern Strategies for Effective Performance of Personal Assistant and Clerical Officer.					
9.	The Role of Secretaries/Personal Assistants and Administrative Officers	90,000	21st - 24th Feb, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	6th - 9th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
10.	Work Ethics, Office Orientation and Attitudinal Change Management for Peak Performance					



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11.	The Office Professional and Records Management Masterclass.	90,000	7th - 10th Mar, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	20th - 23rd June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
12.	Professional Skills for Administrators & Secretaries					
13.	Modern Records Management & Information Technology.	90,000	14th - 17th Mar, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	27th - 30th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
14.	Enhancing the Competence of Record Officers in Management of Electronic Documentation.					
15.	Impact Business Writing.	90,000	21st - 24th Mar, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	4th - 7th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
16.	Office Management and Effective Administrative Skills					
17.	Communication and Planning Skills for Administrative Professionals.	90,000	4th - 7th April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	11th - 14th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
18.	Advanced Documents and Records Management Compliance.					
19.	Management Skills for Administrative Professionals.	90,000	18th - 21st April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	25th - 28th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
20.	Partnering with Your Boss: Strategic Skills for Administrative Professionals.					
21.	Communication Skills and Relationship management for higher performance.	90,000	25th - 28th April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	1st - 4th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
22.	Interpersonal Skills, Corporate Ethics and Attitudinal Change for Administrative Staff.					
23.	MANAGING TIME AND WORK EFFICIENCY.	90,000	9th - 12th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	8th - 11th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
24.	Personality Dynamics & Secretarial Diplomacy.					
25.	Advanced Documents and Records Management Compliance.	90,000	16th - 19th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	15th - 18th Aug, 2023	Ekiti State Hotel (former Nanet Suites), Plot 1042 Kur Mohammed Street, Central Business Area, Abuja
26.	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PA's.					

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27.	Customer Service & Employee Effectiveness	90,000	23rd - 26th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	5th - 8th Sept, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
28.	Electronic Records Management Effective Communication And Presentation Skills - Key to Crisis Management.					
29.	Information, Communication and Record Management Course	90,000	6th - 9th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	12th - 15th Sept, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, 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.	90,000	20th - 23rd June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	19th - 22nd Sept, 2023	NSPRI Guest House, 32/38, Barikisu Off UNILAG Rd., Onitiri, Yaba, Lagos
32.	Masterclass For Executive Secretary & Administrative Professional.					
33.	Advanced Secretarial and Modern Office Management Skills Course.	90,000	27th - 30th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	3rd - 6th Oct, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
34.	Effective Communications and Interpersonal Skills					
35.	Modern Technique In Handling Administrative Registrar And General Duties.	90,000	4th - 7th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	10th - 13th Oct, 2023	NSPRI Guest House, 32/38, Barikisu Off UNILAG Rd., Onitiri, Yaba, 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.	90,000	11th - 14th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	24th - 27th Oct, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
38.	Managing People to Achieve Organisational Goals Course					
39.	Advanced Secretarial and Modern Office Management Skills Development Course.	90,000	25th - 28th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	7th - 10th Nov, 2023	Ekiti State Hotel (former Nanet Suites), Plot 1042 Kur Mohammed Street, Central Business Area, Abuja
40.	Performance Improvement course on Managing the Boss Official Schedules					
41.	Record and Information Management and Document Tracking	90,000	1st - 4th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	14th - 17th Nov, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
42.	Innovative Technique for Handling Admin, Registry and General Duties					

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43.	Essential Management Skills for Administrators.	90,000	8th - 11th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	21st - 24th Nov, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
44.	Essential Management Skills & MIS for PA's & Secretaries.					
45.	Project Management for Administrative Professionals.	90,000	15th - 18th Aug, 2023	Ekiti State Hotel (former Nanet Suites), Plot 1042 Kur Mohammed Street, Central Business Area, Abuja	5th - 8th Dec, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
46.	Management Skills for Administrative Professionals.					
47.	Writing Effective Legal Documents and Commercial Contracts – A Practical Workshop.	90,000	5th - 8th Sept, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	12th - 15th Dec, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
48.	Competence Development Master Class for Secretaries and Administrators .					

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COURSES FEE:

The courses fees is: **N90,000.00 (Ninety Thousand, Naira)** 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 **N90,000.00 (Ninety 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 info@newwaysconferences.com or WhatsApp **Chris 08023194131** or **Bassey 08035878800**

Bassey Nelson
For: Director General