



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

New ways Consulting

6th January 2026

Dear Sir/Madam,

ADMIN. OFFICERS/SECRETARIES TRAINING PROGRAM FOR JANUARY - DECEMBER 2026

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 impart will be far-reaching, rewarding and also provide relevant practical solutions

NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
1.	Communication and Planning Skills for Administrative Professionals.	265,000	13 - 15 Jan 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos	16 - 18 Jun 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos
2.	Advanced Documents and Records Management Compliance.					
3.	Management Skills for Administrative Professionals.	265,000	20 - 22 Jan 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos	23 - 25 Jun 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos
4.	Partnering with Your Boss: Strategic Skills for Administrative Professionals.					
5.	Communication Skills and Relationship management for higher performance.	265,000	27 - 29 Jan 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos	7 - 9 Jul 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos
6.	Interpersonal Skills, Corporate Ethics and Attitudinal Change for Administrative Staff.					
7.	MANAGING TIME AND WORK EFFICIENCY.	265,000	3 - 5 Feb 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos	14 - 16 Jul 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos
8.	Personality Dynamics & Secretarial Diplomacy.					
9.	Advanced Documents and Records Management Compliance.	265,000	10 - 12 Feb 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos	21 - 23 Jul 2026	Training Centre, 9 Ogunlesi street, Onipanu. Lagos
10.	Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PA's.					



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11.	The Office Professional and Records Management Masterclass.	265,000	17 - 19 Feb 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	28 - 30 Jul 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
12.	Professional Skills for Administrators & Secretaries					
13.	Modern Records Management & Information Technology.	265,000	24 - 26 Feb 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	4 - 6 Aug 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
14.	Enhancing the Competence of Record Officers in Management of Electronic Documentation.					
15.	Impact Business Writing.	265,000	3 - 5 Mar 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	11 - 13 Aug 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
16.	Office Management and Effective Administrative Skills					
17.	Innovative Technique for Handling Administrative, Registry and General Duties.	265,000	10 - 12 Mar 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	18 - 20 Aug 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
18.	Managerial Communication and Business Reports Writing Skills Workshop					
19.	Effective Secretary	265,000	24 - 26 Mar 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	1 - 3 Sep 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
20.	Modern Strategies for Effective Performance of Personal Assistant and Clerical Officer.					
21.	The Role of Secretaries/Personal Assistants and Administrative Officers	265,000	7 - 9 April 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	8 - 10 Sep 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
22.	Work Ethics, Office Orientation and Attitudinal Change Management for Peak Performance					
23.	Effective Performance Appraisal Meetings and Facilitating Coaching to Improve Performance Course	265,000	14 - 16 April 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	15 - 17 Sep 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
24.	Effective Report Writing and Presentation Skills for Secretaries, Personal Assistants					
25.	Security, Storage & Retrieval of Classified Document	265,000	21 - 23 April 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	22 - 24 Sep 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
26.	The Challenging Role of Administrative Professionals					

For more Courses, Please Visit: www.newwaysconferences.com



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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.	265,000	5 - 7 May 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	6 - 8 Oct 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
29.	Information, Communication and Record Management Course	265,000	12 - 14 May 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	13 - 15 Oct 2026	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.	265,000	19 - 21 May 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	20 - 22 Oct 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
32.	Masterclass For Executive Secretary & Administrative Professional.					
33.	Advanced Secretarial and Modern Office Management Skills Course.	265,000	2 - 4 Jun 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	27 - 29 Oct 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
34.	Effective Communications and Interpersonal Skills					
35.	Modern Technique In Handling Administrative Registrar And General Duties.	265,000	16 - 18 Jun 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	3 - 5 Nov 2026	Ekiti State Hotel (former Nanet Suites), Plot 1042 Kur Mohammed Street, Central Business Area, Abuja.
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.	265,000	23 - 25 Jun 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	10 - 12 Nov 2026	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.	265,000	7 - 9 Jul 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	17 - 19 Nov 2026	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	265,000	14 - 16 Jul 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	24 - 26 Nov 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
42.	Innovative Technique for Handling Admin, Registry and General Duties					

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NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
43.	Essential Management Skills for Administrators.	265,000	21 - 23 Jul 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	1 - 3 Dec 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
44.	Essential Management Skills & MIS for PA's & Secretaries.					
45.	Project Management for Administrative Professionals.	265,000	28 - 30 Jul 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	8 - 10 Dec 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
46.	Management Skills for Administrative Professionals.					
47.	Writing Effective Legal Documents and Commercial Contracts – A Practical Workshop.	265,000	4 - 6 Aug 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos	15 - 17 Dec 2026	Training Centre, 9 Ogunlesi street, Onipan. Lagos
48.	Competence Development Master Class for Secretaries and Administrators .					

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COURSES FEE:

The courses fees is: **N265,000.00 (Two Hundred and Sixty-Five 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 **265,000.00 (Two Hundred and Sixty-Five Thousand Naira Only)** in cash/draft, made payable to the courses Coordinator, **Newways Consulting (First Bank Account Number 2004483867, Fund Transfer Sort Code 011152329)**. payments are to be made at least four (4) days before the training date.

Kindly send or text the list of your nominees to info@newwaysconferences.com or WhatsApp **Chris 08023194131** or **Bassey 08035878800**

Yours faithfully

For: Advanced Secretarial Institute of Nigeria

Bassey Nelson
For: Director General