



# BRAIN AND SKILLS SUCCESS CONSULT

*Skills Administration, Skills Improvement And Management;  
Training And Development And Educational Consultancy*

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**In collaboration with OCFON CONSULT**  
**DEC.12, 2022**

Dear Sir,

**INVITATION TO ATTEND 2023 ADMIN & SECRETARIAL PROFESSIONAL CONFERENCES**

We are delighted to invite you to attend the under-listed comprehensive **2023 PROFESSIONAL SECRETARIAL CONFERENCES** of world class value adding workshops that nurture cutting edge management skills which your executives require for top quality performance.

Thanks for your usual patronage.

**Yours faithfully.**

BRAIN AND SKILLS SUCCESS CONSULT

NWAOKOCHA O. C. FIDELIS, BSc, MMP, MITD

**Managing/ Coordinating Consultant**

S/N	COURSES TITLES	DATES AND VENUES, 2023	FEE =N=	VIRTUAL THURS/ FRI	FOR
1	MANAGEMENT SKILLS AND EFFICIENCY IMPROVEMENT WORKSHOP FOR CLERKS AND OFFICE ASSISTANTS	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	119,990	100 ,990	JUNIOR SECRETARIES, PA'S & OFFICE ADMIN, CLERICAL EXECUTIVES, ETC.
2	EFFECTIVE MAIL HANDLING, REGISTRY ADMIN/RECORDS AND OFFICE MANAGEMENT, AND RECORD TRACKING FOR OFFICERS	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	119,990	100 ,990	CLERICAL EXECUTIVES ACROSS UNITS, DEPTS, MAIL/DOCUMENT HANDLERS, JUNIOR SECRETARIES, DESK OFFICERS ETC.
3	PUBLIC RELATIONS SKILLS, ASSERTIVENESS TECH AND INTERPERSONAL RELATIONS FOR OFFICERS	FEB. 14-17, 2023 @ WHITE HOUSE HOTEL, IKEJA MARCH 28-31, 2023 @ EDO HOUSE, ABUJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 2-5, 2023, @ WHITE HOUSE HOTEL, IKEJA JUNE 26-29, 2023 @ WESTERN BRICKS HOTEL, ENUGU JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 1-4, 2023 @ EDO HOUSE, ABUJA SEPT. 5-8, 2023 @ BEZER HOTEL, OTA OCT. 10-13, 2023 @ LINKS HOTEL, OWERRI CCT. 31-NOV. 3, 2023 @ WHITE HOUSE HITEL, IKEJA DEC. 19-22, 2023 @ BEZER HOTEL, OTA	119,990	100 ,990	PR MANAGERS, TEAM LEADERS, SUPERVISIRS, ETC
4	STRATEGIC CORPORATE COMMUNICATION & MEDIA RELATIONS	FEB. 14-17, 2023 @ WHITE HOUSE HOTEL, IKEJA MARCH 28-31, 2023 @ EDO HOUSE, ABUJA APRIL 6-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 2-5, 2023, @ WHITE HOUSE HOTEL, IKEJA JUNE 26-29, 2023 @ WESTERN BRICKS HOTEL, ENUGU JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 1-4, 2023 @ EDO HOUSE, ABUJA SEPT. 5-8, 2023 @ BEZER HOTEL, OTA OCT. 10-13, 2023 @ LINKS HOTEL, OWERRI CCT. 31-NOV. 3, 2023 @ WHITE HOUSE HITEL, IKEJA DEC. 19-22, 2023 @ BEZER HOTEL, OTA	129,990	100,990	ALL CORPORATE AFFAIRS OFFICERS, PR OFFICERS, SECRETARIES , ETC
5	EXCELLENCE IN SECRETARIAL ADMINISTRATION, OFFICE MGT AND EFFICIENCY IMPROVEMENT WORKSHOP FOR OFFICERS	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	129,990	100,990	SECRETARIES AND PERSONAL ASSISTANTS, ETC.
6	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA	119,990	89,990	SECRETARIES, RECEPTIONIST, DOCUMENT HANDLERS, ETC.

6	<b>MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT</b>	AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	119,990	100,990	SECRETARIES, RECEPTIONIST,
7	<b>ESSENTIAL OFFICE AND PROFESSIONAL SKILLS FOR ADMIN OFFICERS, SECRETARIES, AND SUPPORT STAFF</b>	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	119,990	100,990	OFFICE ADMIN. SECRETARIES AND SENIOR CLERICAL EXECUTIVES, SUPPORT STAFF, ETC.
8	<b>EFFECTIVE OFFICE ADMINISTRATION AND MGT FOR SECRETARIES AND ADMINISTRATORS</b>	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	119,990	100,990	SENIOR SECRETARIES, PAS, OFFICE ADMINISTRATORS, ETC.
9	<b>ADVANCED MANAGEMENT SKILLS FOR SECRETARIES &amp; PAs</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IKEJA SEPT. 25-29, 2023 @ BEZER HOTEL, OTA OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-OCT. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	139,990	100,990	SENIOR SECRETARIES, PA'S AND ADMINISTRATORS
10	<b>EXECUTIVE &amp; SENIOR SECRETARIES MANAGEMENT COURSE</b>	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	129,990	100,990	SENIOR SECRETARIES, PAS, AND OFFICE ADMINISTRATORS , MANAGERS, ETC
11	<b>ADMINISTRATIVE SURPPORT COURSE FOR OFFICERS</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STA MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IK SEPT. 25-29, 2023 @ BEZER HOTEL, OTA OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-DEC. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	119,990	99,990	SECRETARIES AND PAs TO MANAGERS, ACCOUNTANTS, ADMINISTRATORS AND SENIOR CLERKS..
12	<b>ADVANCED OFFICE ADMINISTRATION AND MANAGEMENT</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IKEJA SEPT. 25-29, 2023 @ BEZER HOTEL, OTA OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-DEC. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	139,990	100,990	SENIOR MANAGERS, OFFICE MANAGERS, SNR SECRETARIES, ETC.
13	<b>PROFESSIONAL AND COMMUNICATION SKILLS AND REPORT WRITING COURSE FOR SENIOR SECRETARIES</b>	JAN. 30-FEB. 2. 2023, @ BEZER HOTEL, OTA MARCH 27-30, 2023 @ EDO HOUSE, ABUJA APRIL 17-20, 2023 @ WHITE HOUSE, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 17-20, 2023 @ WHITE HOUSE HOTEL, IKEJA AUG. 14-17, 2023 @ WESTERN BRICKS HOTEL, ENUG SEPT. 4-7, 2023, @ BEZER HOTEL, OTA OCT. 9-12, 2023 @ LINKS HOTEL, OWERRI NOV. 6-9, 2023, @ BEZER HOTEL, OTA	119,990	99,990	SENIOR SECRETARIES, CONFIDENTIAL SECRETARIES, PAS, ETC.
14	<b>MANAGEMENT SKILLS FOR OFFICE ADMINISTRATORS, SENIOR SECRETARIES AND PERSONAL ASSISTANTS</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STA MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IK SEPT. 25-29, 2023 @ BEZER HOTEL, OTA OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-DEC. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	129,990	99,990	SENIOR SECRETARIES AND PERSONAL ASSITANTS
15	<b>GENERAL MANAGEMENT COURSE FOR EXECUTIVES</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STA MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IK SEPT. 25-29, 2023 @ BEZER HOTEL, OTA OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-DEC. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	129,990	99,990	OFFICE MANAGERS, HR MANAGERS, ADMINISTRATORS IN ALL TIERS OF GOVERNMENT
16	<b>ENHANCING THE LEADERSHIP AND MANAGERIAL SKILLS FOR SECRETARIES, PAs &amp; SENIOR CLERICAL EXECUTIVES</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STA MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IK SEPT. 25-29, 2023 @ BEZER HOTEL, OTA	129,990	99,990	ENIOR SECRETARIES, PAS, CLERICAL OFFICERS & ADMIN. EXECUTIVES

		OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-DEC. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA			
17	<b>ADVANCED MANAGEMENT AND STRATEGIC SKILLS FOR SENIOR SECRETARIES, PAS AND OFFICE ADMINISTRATORS</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STA MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IK SEPT. 25-29, 2023 @ BEZER HOTEL, OTA OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-DEC. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	139,990	100,990	<b>SNR PA'S, SECRETARIES, OFFICE ADMIN. EXEC, ETC.</b>
18	<b>CRISIS &amp; CONFLICT MGT, NEGOTIATION SKILLS AND COMMUNITY RELATIONS IN ORGANISATIONS</b>	MARCH 13-17, 2023 @ NERDC, ALAUSA, CBA, IKEJA APRIL 24-28, 2023 @ WESTERN BRICKS HOTEL, ENUGU MAY 15-19, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 12-16, 2023 @ EDO HOUSE, ABUJA JULY 10-14, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 7-11, 2023 @ LINKS HOTEL OWERRI SEPT. 4-8, 2023 @ WHITE HOUSE HOTEL, IKEJA OCT. 16-20, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 6-10, 2023 @ BEZER HOTEL, OTA DEC. 4-8, 2023 @ WHITE HOUSE HOTEL, IKEJA	129,990	100,990	<b>DIRECTORS, ADMIN &amp; HR, PR, MANAGERS, ADMINISTRATORS, PS, UNION OFFICIALS, COMMUNITY LEADERS, ETC</b>
19	<b>EFFECTIVE CUSTOMERS SERVICE</b>	MARCH 7-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 4-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 6-9, 2023 @ BEZER HOTEL, OTA JULY 25-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-31, 2023, @ white house HOTEL, IKEJA SEPT. 26-29, 2023 @ BEZER HOTEL, OTA OCT. 24-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-30, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	109,990	89,990	<b>FRON DESK AND CARE LINE OFFICERS AND SALES EXECUTIVES</b>
20	<b>MANAGERIAL SKILLS FOR ADMIN/EXECUTIVE OFFICERS, SECRETARIES AND OFFICE ADMINISTRATORS</b>	MARCH 6-10, 2023 @ WHITE HOUSE HOTEL, IKEJA APRIL 3-7, 2023 @ BEZER HOTEL, OTA, OGUN STATE MAY 23-26, 2023 @ WHITE HOUSE HOTEL, IKEJA JUNE 5-9, 2023 @ BEZER HOTEL, OTA JULY 24-28, 2023 @ EKLIPS HOTEL, SANGO OTA AUG. 28-SEPT. 1, 2023, @ WHITE HOUSE HOTEL, IKEJA SEPT. 25-29, 2023 @ BEZER HOTEL, OTA OCT. 23-27, 2023 @ WHITE HOUSE HOTEL, IKEJA NOV. 27-DEC. 1, 2023 @ BEZER HOTEL, OTA DEC. 26-29, 2023 @ WHITE HOUSE HOTEL, IKEJA	129,990	100,990	ADMIN EXECUTIVES, SECRETARIES, OFFICE ASSISTANTS AND PERSONAL ASSITANTS
<b>BSSC INTERNATIONAL CONFERENCES FOR 2023</b>					
21	<b>CORPORATE GOVERNANCE AND COMPANY SECRETARIAL PRACTICE: THE BEST PRATICE</b>	APRIL 23-29, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI JUNE 18-24, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI SEPT. 24-30, 2023 @ CRYSTAL PALM HOTEL, ACCRA OCT. 23-28, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI NOV. 19-25, 2023 @ CRYSTAL PALM HOTEL, ACCRA DEC. 17-23, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI	\$3,500	N/A	<b>CORPORATE SECRETARIES, DIRECTORS, LEGAL ADVISERS, CEOS, ETC.</b>
22	<b>DEVELOPING WORLD-CLASS LEADERSHIP COMPETENCEIES FOR SECRETARIES IN THE 21<sup>ST</sup> CENTURY</b>	MARCH 5-10, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI JUNE 18-24, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI SEPT. 24-30, 2023 @ CRYSTAL PALM HOTEL, ACCRA OCT. 22-28, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI DEC. 17-23, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI	\$3,500	N/A	<b>ALL MANAGERS WHOSE DECISIONS MAKE OR MAR OBJECTIVES, CORPORATE AFFAIRS MANAGERS, PR, PROTOCOL, ETC.</b>
23	<b>LEADERSHIP MASTER CLASS: BEST PRACTICES, CREATIVITY AND PEAK PERFORMANCE</b>	MARCH 5-10, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI JUNE 18-24, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI SEPT. 24-30, 2023 @ CRYSTAL PALM HOTEL, ACCRA OCT. 22-28, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI NOV. 19-25, 2023 @ CRYSTAL PALM HOTEL, ACCRA DEC. 17-23, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI	\$3,500	N/A	<b>SENIOR MANAGERS AND TEAM LEADERS</b>
24	<b>STRATEGIC MANAGEMENT FOR SECRETARIES AND OTHER EXECUTIVES</b>	MARCH 5-10, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI JUNE 18-24, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI SEPT. 24-30, 2023 @ CRYSTAL PALM HOTEL, ACCRA OCT. 22-28, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI NOV. 19-25, 2023 @ CRYSTAL PALM HOTEL, ACCRA DEC. 17-23, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI	\$3,500	N/A	<b>SENIOR SECRETARIES, PAS, OTHER EXECUTIVES, ETC</b>
25	<b>ADVANCED SKILLS AND PROTOCOL MANAGEMENT</b>	APRIL 23-29, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI JUNE 18-24, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI SEPT. 24-30, 2023 @ CRYSTAL PALM HOTEL, ACCRA OCT. 23-28, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI NOV. 19-25, 2023 @ CRYSTAL PALM HOTEL, ACCRA DEC. 17-23, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI	\$3,500	N/A	<b>MEDIAGROUP, PR OFFICERS, PROTOCOL OFFICERS, MANAGERS IN RELEVANT UNITS, SENIOR SECRETARIES, PAS, ETC</b>
26	<b>STRATEGIC MANAGEMENT AND SKILL DEVELOPMENT PROGRAMMES FOR EXECUTIVES</b>	JUNE 18-24, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI JULY 23-29, 2023 @ CRYSTAL PALM HOTEL, ACCRA SEPT. 24-30, 2023 @ CRYSTAL PALM HOTEL, ACCRA OCT. 22-28, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI NOV. 19-25, 2023 @ CRYSTAL PALM HOTEL, ACCRA DEC. 17-23, 2023 @ EMIRATE CONCORDE HOTEL, DUBAI	\$3,500	N/A	<b>CEOS, GMS, SENIOR MANAGERS,, ACCOUNTANTS, DECISION MAKERS, ETC.</b>

Thanks for your usual patronage.

Yours faithfully.

BRAIN AND SKILLS SUCCESS CONSULT



NWAOKOCHA O. C. FIDELIS, BSc, MPP, MTD

Managing/Co-ordinating Consultant

**ACCOUNTS DETAILS:**

**BANK: FIDELITY BANK PLC, SURULERE**

**ACCOUNTS NAME: BRAIN AND SKILLS SUCCESS CONSULT**

**ACCOUNTS No.: 5600119351; SORT CODE: 070152001**