



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA**  
**(ICAN, Lagos Mainland District Society)**

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September 14, 2018

Dear Sir,

**INVITATION TO ATTEND 2020 ICAN ADMIN AND PROFESSIONAL SECRETARIAL CONFERENCES**

We are delighted to invite you to attend the under-listed comprehensive **2020 MANAGEMENT , ADMIN AND PROFESSIONAL SECRETARIAL CONFERENCES** of world class value adding conferences/workshops that nurture cutting edge management skills which your executives require for top quality performance.

Thanks for your usual patronage.

Yours faithfully.

ICAN, LAGOS MAINLAND DISTRICT SOCIETY

**NWAOKOCHA O. C. FIDELIS, BSc, MMP, MITD**  
**Coordinating Consultant**

|   |  |   |         |  |
|---|--|---|---------|--|
| 1 | MANAGEMENT SKILLS AND CLEICAL OPERATIONS AND EFFICIENCY IMPROVEMENT FOR OFFICE ASSISTANTS, CLERKS AND RECEPTIONISTS                    | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE                | 99,990  | ALL JUNIOR CLERKS.   |
| 2 | MANAGEMENT SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS  | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE                | 109,990 | SECRETARIES, PA'S & OFFICE ADMIN. EXECUTIVES, ETC  |
| 3 | EFFECTIVE RECORDS AND OFFICE MANAGEMENT, AND RECORD TRACKING FOR OFFICERS  | FEB.10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>NOV. 16-20, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>DEC.14-18, 2020 @ WHITE HOUSE , TOYIN, IKEJA  | 99,990  | CLERICAL EXECUTIVES ACROSS UNITS, DEPTS, MAIL/DOCUMENT HANDLERS, JUNIOR SECRETARIES, ETC |
| 4 | MANAGING CONFIDENTIAL INFORMATION & DOCUMENT SECURITY: EXCELLENCE IN DOCUMENT AND MAIL HANDLING/REGISTRY MANAGEMENT AND ADMINISTRATION | FEB.10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>NOV. 16-20, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>DEC.14-18, 2020 @ WHITE HOUSE , TOYIN, IKEJA  | 99,990  | RECORD HANDLERS IN PUBLIC AND PRIVATE INSTITUTIONS                                       |
| 5 | MANAGING ADMINISTRATIVE FUNCTIONS FOR EFFICIENT PERFORMANCE  | JAN. 27-31, 2020 @ BEZER HOTEL, OTA, OGUN STSTE<br>FEB. 24-28, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 20-24, 2020 @ EDO HOUSE, ABUJA<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA | 99,990  | ADMIN EXECUTIVES, HR, PR EXECUTIVES, ETC   |
| 6 | ADMINISTRATIVE SURPपोर्ट COURSE FOR OFFICERS   | JAN. 27-31, 2020 @ BEZER HOTEL, OTA, OGUN STSTE<br>FEB. 24-28, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 20-24, 2020 @ EDO HOUSE, ABUJA<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA | 99,990  | SECRETARIES AND PAs TO MANAGERS, ACCOUNTANTS, ADMINISTRATORS AND SENIOR CLERKS..         |

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| 7  | EFFECTIVE OFFICE ADMIMISTRATION AND MANAGEMENT FOR EXECUTUVES   | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 119,990 | OFFICE ADMINISTRATORS, HRM EXECUTIVES, ETC  |
| 8  | MANAGEMENT SKILLS FOR SENIOR SECRETARIES AND PERSONAL ASSISTANTS                                      | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 119,990 | SENIOR SECRETARIES , PERSONAL ASSITANTS AND OFFICE ADMINISTRATORS                                 |
| 9  | ADVANCED MANAGEMENT SKILLS FOR SECRETARIES, PERSONAL ASSISTANTS AND OFFICE ADMINISTRATORS             | JAN. 27-31, 2020 @ BEZER HOTEL, OTA, OGUN STSTE<br>FEB.10-14, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 20-24, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 25-29, 2020 @ WHITE HOUSE HOTEL, TPYIN, IKEJA<br>JUNE 1-5, 2020 @ EDO HOUSE, ABUJA<br>JULY 13-17, 2020 @ BEZER HALL, ABUJA<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 19-23, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>NOV. 16-20, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN IKEJA | 129,990 | FOR EXECUTIVE SECRETARIES, PERSONAL ASSISTANTS AND OFFIC ADMINISTRATORS                           |
| 10 | SUPERVISORY MANAGEMENT AND TEAM BUILDING SKILLS   | JAN. 27-31, 2020 @ BEZER HOTEL, OTA, OGUN STSTE<br>FEB.10-14, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 20-24, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 25-29, 2020 @ WHITE HOUSE HOTEL, TPYIN, IKEJA<br>JUNE 1-5, 2020 @ EDO HOUSE, ABUJA<br>JULY 13-17, 2020 @ BEZER HALL, ABUJA<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 19-23, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>NOV. 16-20, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN IKEJA | 119,990 | LINE MANAGERS AND SUPERVISORS ACROSS UNITS  |
| 11 | PUBLIC RELATIONS SKILLS, ASSERTIVENESS TECH AND INTERPERSONAL RELATIONS FOR OFFICERS                  | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 119,990 | PR MANAGERS, TEAM LEADERS, SUPERVISIRS, ETC   |
| 12 | ETHICS & CODE OF CONDUCT FOR SECRETARIES, PROTOCOL AND PUBLIC RELATIONS EXECUTIVES                    | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 99,990  | ALL PROTOCOL & PR EXECUTIVES, CORPORATE AFFAIRS, ETC .  |
| 13 | BUILDING BETTER COMMUNICATION SKILLS IN FRONT OFFICE STAFF FOR EXCEPTIONAL SERVICE DELIVERY           | FEB.10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>NOV. 16-20, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>DEC.14-18, 2020 @ WHITE HOUSE , TOYIN, IKEJA  | 99,990  | BUILDING BETTER COMMUNICATION SKILLS IN FRONT OFFICE STAFF FOR EXCEPTIONAL SERVICE DELIVERY       |
| 14 | STRATEGIC CORPORATE COMMUNICATION & MEDIA RELATIONS   | FEB.10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>NOV. 16-20, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>DEC.14-18, 2020 @ WHITE HOUSE , TOYIN, IKEJA  | 129,990 | ALL CORPORATE AFFAIRS OFFICERS, PR OFFICERS, SECRETARIES , ETC                                    |
| 15 | EXCELLENCE IN SECRETARIAL ADMINISTRATION, OFFICE MGT AND EFFICIENCY IMPROVEMENT WORKSHOP FOR OFFICERS | FEB.10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>NOV. 16-20, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>DEC.14-18, 2020 @ WHITE HOUSE , TOYIN, IKEJA  | 119,990 | SECRETARIES AND PERSONAL ASSISTANTS, ETC.   |
| 16 | MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT   | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OCT. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 99,990  | ALL SECRETARIES, RECEPTIONIST, DOCUMENT HANDLERS, ETC   |
| 17 | ADVANCED RECORDS MANAGEMEN AND OFFICE ADMINISTRATION AND MANAGEMENT                                   | FEB.10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 129,990 | OFFICE ADMINISTRATORS, SNR SECRETARIES, PAS, ETC AND THOSE SADDLED WITH ROLE OF RECORD MANAGEMENT |

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|    |  | OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>NOV. 16-20, 2020 @ WHITE HOUSE HOTEL, IKEJA<br>DEC.14-18, 2020 @ WHITE HOUSE , TOYIN, IKEJA   |         |  |
| 18 | ENHANCING THE SKILLS AND COMPETENCIES OF CLERICAL EXECUTIVES                                     | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE | 99,990  | ALL CLERICAL EXECUTIVES ACROSS UNITS                                     |
| 19 | ADVANCED MANAGEMENT SKILLS FOR SECRETARIES & PAs   | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE   | 119,990 | SENIOR SECRETARIES, PAS AND ADMINISTRATORS                               |
| 20 | EXECUTIVE & SENIOR SECRETARIES MANAGEMENT COURSE   | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE   | 119,990 | SENIOR SECRETARIES, PAS, AND OFFICE ADMINISTRATORS, MANAGERS, ETC        |
| 21 | ADVANCED OFFICE ADMINISTRATION AND MANAGEMENT  | JAN. 27-31, 2020 @ BEZER HOTEL, OTA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, OTA, OGUN STATE<br>MARCH 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>APRIL 13-17, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>MAY 4-8, 2020 @ WHITE HOUSE HOTEL, OTA OGUN STATE<br>JUNE 22-26, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>JULY 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>AUG. 24-28, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC. 1-5, 2020 @ BEZER HOTEL, OTA, OGUN STATE   | 119,990 | SENIOR MANAGERS, OFFICE MANAGERS, SNR SECRETARIES, ETC.                  |
| 22 | COMMUNICATION AND REPORT WRITING SKILLS COURSE FOR SENIOR SECRETARIES                            | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 99,990  | SECRETARIES, PAs, AND PR EXECUTIVES, ETC                                 |
| 23 | PLANNING AND ORGANIZING EFFECTIVE MEETINGS AND REPORT WRITING SKILLS                             | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE  | 99,990  | SECRETARIES, PA'S AND OFFICE ADMIN, CLERICAL EXECUTIVES, ETC.            |
| 24 | PROFESSIONAL SKILLS COURSE FOR SECRETARIES AND PERSONAL ASSISTANTS                               | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE | 99,990  | SENIOR SECRETARIES, CONFIDENTIAL SECRETARIES, PAS, ETC.                  |
| 25 | GENERAL MANAGEMENT COURSE FOR EXECUTIVES   | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE | 119,990 | OFFICE MANAGERS, HR MANAGERS, ADMINISTRATORS IN ALL TIERS OF GOVERNMENT. |
| 26 | ENHANCING THE LEADERSHIP AND MANAGERIAL SKILLS FOR SECRETARIES, PAs & SENIOR CLERICAL EXECUTIVES | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE | 119,990 | SENIOR SECRETARIES, PAS, CLERICAL OFFICERS & ADMIN. EXECUTIVES           |
| 27 | ADVANCED MANAGEMENT AND STRATEGIC SKILLS FOR SENIOR SECRETARIES, PAS AND OFFICE ADMINISTRATORS   | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE | 119,990 | SNR PA'S, SECRETARIES, OFFICE ADMIN. EXEC, ETC                           |
| 28 | HUMAN RESOURCE MANAGEMENT, MANPOWER AND CAREER DEVELOPMENT                                       | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7,2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN  | 99,990  | HR EXECUTIVES, ADMIN OFFICERS, TRAINING MANAGERS, ETC.                   |

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| 28 | HUMAN RESOURCE MANAGEMENT, MANPOWER AND CAREER DEVELOPMENT                                      | APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE   |         | HR EXECUTIVES, ADMIN OFFICERS, TRAINING MANAGERS, ETC.   |
| 30 | PROTOCOL MANAGEMENT SKILLS FOR OFFICERS   | JAN. 27-31, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>FEB. 24-28, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 20-24, 2020 @ EDO HOUSE, ABUJA<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA | 99,990  | PROTOCOL OFFICERS<br>SECRETARIES<br>PR EXECUTIVES  |
| 31 | CRISIS & CONFLICT MGT, NEGOTIATION SKILLS AND COMMUNITY RELATIONS IN ORGANISATIONS              | FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE   | 99,990  | DIRECTORS, ADMIN & HR, PR, MANAGERS, ADMINISTRATORS, PS, UNION OFFICIALS, COMMUNITY LEADERS, ETC |
| 32 | TOTAL CUSTOMER RELATIONSHIP MANAGEMENT: OFFERING SUPERIOR VALUES AS SERVICE DELIVERY ESSENTIAL. | FEB. 24-28, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 20-24, 2020 @ EDO HOUSE, ABUJA<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA   | 99,990  | LINE MANAGERS, SUPERVISORS, SERVICE DELIVERY EXECUTIVES, ETC. WHO DRIVES IMPROVEMENTS            |
| 33 | LEADERSHIP BEST PRACTICES: MANAGING FOR HIGH PERFORMANCE  | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA, OGUN<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OCT. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE   | 129,990 | MANAGERS & EXECUTIVES WHO CREATES IDEAS & DRIVES IMPROVEMENTS                                    |
| 34 | ADVANCED HUMAN RESOURCE MANAGEMENT AND TRAINERS COURSE  | JAN. 27-31, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>FEB. 24-28, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 20-24, 2020 @ EDO HOUSE, ABUJA<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA | 119,990 | ALL HRM, TRAINING OFFICERS, ADMIN EXEC., ETC   |
| 35 | STRATEGIC MANAGEMENT AND SKILL DEVELOPMENT PROGRAMMES FOR EXECUTIVES                            | JAN. 27-31, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>FEB. 24-28, 2020 @ BEZER HOTEL, ORA, OGUN STATE<br>MARCH 16-20, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>APRIL 13-17, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>MAY 18-22, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 15-19, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JULY 20-24, 2020 @ EDO HOUSE, ABUJA<br>AUG. 17-21, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 14-18, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>OCT. 12-16, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>NOV. 2-6, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>DEC. 14-18, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA | 119,990 | CEOS, GMS, SENIOR MANAGERS,, ACCOUNTANTS, DECISION MAKERS ETC.                                   |
| 36 | INNOVATIONS IN PUBLIC RELATIONS AND CORPORATE COMMUNICATION PRACTICE                            | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA,<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE                  | 119,990 | PR & CORPORATE AFFAIRS EXECUTIVES, MEDIA EXECUTIVES ETC.   |
| 37 | EXCELLENCE IN CORPORATE AFFAIRS AND CORPORATE SOCIAL RESPONSIBILITY MANAGEMENT                  | JAN. 20-24, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>FEB. 3-7, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>MARCH 9-13, 2020 @ BEZER HALL AND HOTEL, OTA,<br>APRIL 6-10, 2020 @ EDO HOUSE, ABUJA<br>MAY 11-15, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>JUNE 8-12, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>JULY 6-10, 2020 @ WESTERN BRICKS HOTEL, ENUGU<br>AUGUST 10-14, 2020 @ BEZER HOTEL, OTA, OGUN STATE<br>SEPT. 7-11, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA.<br>OC. 5-9, 2020 @ EDO HOUSE, ABUJA<br>NOV. 9-13, 2020 @ WHITE HOUSE HOTEL, TOYIN, IKEJA<br>DEC.7-11, 2020 @ BEZER HOTEL, OTA, OGUN STATE                  | 119,990 | PR , CORPORATE AFFAIRS EXECUTIVES, MEDIA EXECUTIVES ETC.   |

### INTERNATIONAL SECRETARIAL CONFERENCES, 2020

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| 34 | CORPORATE GOVERNANCE AND COMPANY SECRETARIAL PRACTICE: THE BEST PRACTICE | MARCH, 1-7 2020 @ EMIRATE CONCORDE, DUBAI<br>JUNE 7-13, 2020 @ EMIRATE CONCORDE, DUBAI<br>JULY 13-17, 2020 @ CRYSTAL PALM, ACCRA<br>SEPT. 6-12, 2020 @ EMIRATE CONCORDE, DUBAI<br>OCT. 4-10, 2020 @ CRYSTAL PALM HOTEL, ACCRA<br>NOV. 8-14, 2020 @ EMIRATE CONCORDE, DUBAI<br>DEC. 13-19, 2020 @ EMIRATE CONCORDE, DUBAI | \$3,500 | CORPORATE SECRETARIES, DIRECTORS, LEGAL ADVISERS, CEOS, ETC. |
| 35 | STRATEGIC MANAGEMENT FOR SECRETARIES AND OTHER EXECUTIVES                | MARCH, 1-7 2020 @ EMIRATE CONCORDE, DUBAI<br>JUNE 7-13, 2020 @ EMIRATE CONCORDE, DUBAI<br>JULY 13-17, 2020 @ CRYSTAL PALM, ACCRA<br>SEPT. 6-12, 2020 @ EMIRATE CONCORDE, DUBAI<br>OCT. 4-10, 2020 @ CRYSTAL PALM HOTEL, ACCRA<br>NOV. 8-14, 2020 @ EMIRATE CONCORDE, DUBAI<br>DEC. 13-19, 2020 @ EMIRATE CONCORDE, DUBAI | \$3,500 | SENIOR SECRETARIES, PAs, OTHER EXECUTIVES, ETC               |

**Yours faithfully.**

ICAN, LAGOS MAINLAND DISTRICT SOCIETY



NWAOKOCHA O. C. FIDELIS, BSc, ACA, MMP, MITD  
Managing/Co-ordinating Consultant