



**THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS OF NIGERIA
(ICSAN)**

(Established By Act No. 19 of 1991)

Elephant Cement Way, Central Business District, Alausa, P.O.Box 15702, Ikeja, Lagos

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Dear Sir/Madam,

ICSAN'S WORKSHOPS SCHEDULE FOR 2011

Please find attached our schedule of workshops for the year 2011. The Courses in the schedule are developed to cater for the training and capacity development of staff in your organization. Some programmes are specially developed for your top Management staff and Directors both locally and outside the country.

We can also arrange for any other training courses for your organization outside the country with the assistance of our divisions and sister associations in many countries. All courses are available for delivery in-plant at your organization.

We understand all organizations are different so we can therefore tailor the course programme, timing and location to suit your business requirements

Our Consultancy Department can also develop and execute appropriate new training programmes for identified training needs of your staff.

For Course details and Registration, contact **Rotimi** on **(01)–7358182, 08034274576 or Kunle 08023239039.**

Thank you as we look forward to your patronage.

Yours faithfully,

For: Institute of Chartered Secretaries & Administrators of Nigeria

Kunle Ogunsola, BSc, MSc, DipM, ACA. FCIS
Head of Consultancy Department

COD E	COURSE	TARGET AUDIENCE	DURATIO N	FEE	COURSE DATES	VENU E
01	Effective Office Administration & Management:	Administrative Managers and Officers, Office Managers and Officers, Team leaders, Senior Secretaries to Top Executives, PAs and others that handle Office Matters.	3-Day	₦60,000	1 st - 3 rd February 26 th - 28 th May 7 th - 9 th July 12 th - 14 th October	Lagos Abuja Lagos Abuja
02	Modern Practical Company Secretarial Practice for Company Secretaries	Company Secretaries, Legal Advisers and Officers, Other Secretarial Staff, Chartered Secretaries that want to refresh their knowledge of Company Secretarial Practice. And others in related duties	3-Day	₦100,000	8 th - 10 th February 15 th - 17 th June 10 th - 12 th August 26 th - 28 th October	Lagos Abuja Lagos Abuja
03	Advanced Office Management & Administration	Office Managers, Administrative Managers, Company Secretaries, Human Resource Managers and Officers, Senior Executive Assistants, Others in other operations that want to acquire practical administrative experience	4-Day	₦75,000	21 st - 24 th February 25 th - 28 th May 8 th - 11 th November	Lagos Abuja Lagos
03	Corporate Governance: Best Practices	Directors both Executive and Non Executive, Company Secretaries, Finance Managers, Auditors, Audit Committee Members, Risk Managers & Officers, and other Managers and Officers of companies that are involved in Corporate Governance Issues	3-Day	₦100,000	2 nd - 4 th March 1 st - 3 rd August 3 rd - 5 th October	Lagos Abuja Lagos
04	Effective Minutes Writing & Meetings Management	Company Secretaries, Managers and Officers that are involved in Minutes writing, Secretarial staff, and others that are doing related jobs.	2-Day	₦50,000 ₦50,000 ₦50,000	24 th - 25 th March 14 th - 15 th June 8 th - 9 th September	Lagos Abuja Lagos

05	Company Secretaries & Registrars Forum	Company Secretaries and Registrars of Companies and Others in related duties.	1-Day	₦35,000	31 st March 13 th October	Lagos Lagos
06	Contemporary Management and Leadership Skills for Professionals	New Managers, Officers, Supervisors in various functions and other in related duties who want to contribute more productively to their organizations	3-Day	₦55,000	6 th - 8 th April 19 th - 21 st October	Lagos Abuja
07	Corporate Governance: Directors' Induction, Responsibilities and Duties	Directors, Company Secretaries, General Managers, Legal Advisers Auditors and other officers of companies that are involved in corporate Governance	2-Day	₦100,000	28 th - 29 th July 23 rd - 24 th November	Lagos Abuja
08	Information, Communication and Records Management	Office managers, Administrative Managers and Officers and Secretaries, PAs and other who want to know how to manage organization's records and information.	3-Day	₦60,000	13 th - 15 th April 13 th - 15 th July 14 th - 16 th December	Lagos Abuja Lagos
09	Effective Communications and Interpersonal Skills for Managers	Managers, Team leaders, Officers and Supervisors who want to maximize their positive impact on others, enrich the quality of their relationships and increase their effectiveness on the job	3-Day	₦60,000	27 th - 29 th April 13 th - 15 th June 23 rd - 25 th November	Lagos Abuja Lagos
10	Office Management Skills Course for Senior Secretaries & PAs	Senior Secretaries, Executive Assistants, PAs to Top Executives, Officers, and other who are involved in Office Management and Administration.	3-Day	₦55,000	4 th - 6 th May 14 th - 16 th September 12 th - 14 th December	Lagos Abuja Lagos
11	Building and Managing Effective Teams	Managers in various functions, Project Managers, Team Managers, and their Team Members, in both Public and Private Sectors	3-Day	₦60,000	1 st - 3 rd September 14 th - 16 th December	Lagos Abuja

12	Understanding Company Reports and Accounts for Non Accountants	Company Secretaries, Legal Advisers and Legal Officers, Members of Audit Committees. Other Managers and Officers that need to understand Company Annual Reports and Accounts, etc	3-Day	₦80,000	18 th - 20 th August November	Lagos Lagos
13	Effective Audit Committee	Directors, Audit Committee Members, Company Secretaries, Corporate Legal Executives Shareholders Associations' members and other managers in related duties.	1-Day	₦40,000 N40,000	2 nd June 19 th August	Lagos Abuja
14	Time Management & Personal Effectiveness	Top managers and Executives that need to manage their time effectively and need to lead change in organizations.	2-Day	₦55,000	28 th - 29 th September	Lagos
15	Strategic Risk Management For Corporate Governance	Executive and Non Executive Directors, Company Secretaries, Legal Officers, Risk Managers Internal Auditors, and others that are involved in risk management in Organizations.	2-Day	N75,000	21 st - 22 nd July 15 th - 16 th September	Lagos Abuja
16	Leadership and Team Building for Government Officials	Senior Government Officials at Federal, State and Local Government Levels that require Leadership and team management techniques to manage their offices	4-Day	N65,000	5 th - 8 th July 4 th - 7 th October	Lagos Abuja
17	Effective Statutory Returns & Regulatory Compliance	Company Secretaries, Legal Advisers, Compliance Officers & Managers, Risk Officers and Managers,	3-Day	N75,000	2 nd - 5 th August 16 th - 18 th November	Lagos Abuja
18	Strategic Negotiations Skills for Administrators & Other Professionals	Administrators, Purchasing Managers and Officers, Arbitrators and Other Professionals that negotiate for their organizations	3-Day	N60,000	3 rd - 5 th August 7 th - 9 th December	Lagos Abuja
19	Effective Business Letters & Report Writing	Managers and Officers that are involved in Business Letters and Report Writing, Secretarial staff and other professionals that must write and communicate well in work environment both in the Private & Public Sectors	2-Day	₦50,000	1 st - 2 nd Dec.	Lagos

**WORKSHOPS
OUTSIDE
NIGERIA**

1	Corporate Governance and Directors Responsibilities	Executive and Non Executive Directors, Company Secretaries, Legal Officers, Risk Managers Internal Auditors, and others that are involved in risk management in Organizations	1 Week	\$3,500	June August October	Nairobi Kenya Accra, Ghana Dubai
2	Corporate Governance: Best Practices	Directors both Executive and Non Executive, Company Secretaries, Finance Managers, Auditors, Audit Committee Members, Risk Managers & Officers, and other Managers and Officers of companies that are involved in Corporate Governance	1 Week	\$3,500	July Sept October	Nairobi Kenya Dubai UK
3	Strategic Leadership & Team Building Training in the Public Sector	Senior Government Officials at Federal, State and Local Government Levels that require Leadership and team management techniques to manage their offices	1Week	\$3,500	August September December	Accra Dubai, AE Nairobi
4	Strategic Risk Management For Corporate Governance	Executive and Non Executive Directors, Company Secretaries, Legal Officers, Risk Managers Internal Auditors, and others that are involved in risk management in Organizations	1Week	\$3,500	May	Accra, Ghana Nairobi
5	Management Training for Local Government Councilors & Senior Government Officials	Local Government Councilors and Other Top Government Functionaries at Local Government Level	1 Week	\$3,500 \$ 3,500	April June	Ghana Dubai

N.B. Other Courses are available on request. Venues for all the programmes to be confirmed.

TRAINING COURSE ENHANCEMENTS

- ✚ Computer Enhancement Learning
- ✚ Forum for Interpersonal Exchange of Ideas and Experiences
- ✚ Availability of Specialists in various fields as Guest Lecturers
- ✚ Use of various Modern Facilitation Techniques
- ✚ Internet and E-mail facilities to facilitate your contact with workplace, home and friends

QUALITY ASSURANCE

The Institute, being a member of an international body, does not compromise on standard in all our activities.

We therefore assure you that all the participants will get added value for their money in all our training programmes.

REGISTRATION AND INFORMATION

Contact us now for more details on any of the training programmes or send your nominations to:

*Head of Consultancy Department
Institute of Chartered Secretaries and Administrators of Nigeria
Elephant Cement Way, Alausa
P.O. Box 15702,
Ikeja, Lagos*

Or

Call: Rotimi (01)7358182, 08034274576, Kunle: 08023239039

Or

E-mail: icsanconsult@yahoo.com or info@icsan.org

NOTE: ICSAN reserves the right to make alterations to programmes and review dates, fees and venues

