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Special Release

04 May, 2017

**PROFESSIONAL MEMBERSHIP AND TRAINING WORKSHOP AND INDUCTION FOR
QUALIFIED SECRETARIES, PERSONAL ASSISTANTS AND SENIOR DATA
PROCESSING OFFICERS**

The Institute of Confidential Secretaries of Nigeria invites nominations to participate in the under listed training workshops and professional membership induction courses:

1. A 3 day Technical Workshop and induction for Secretarial and Administrative Executive. (Excellence Hotel, Ogba 3 – 5 May, 2017; Modotel Hotel, Enugu 10 – 12 May, 2017; Hamdala Hotel, Kaduna 24-26 May, 2017.)
2. A 3 day National Workshop and induction on: Redefining the roles of Secretaries and Personal Assistants in management, organizational growth and decision making processes. (Shiroro Hotel, Mima 6-8 June, 2017; Excellence Hotel, Ogba 14-16 June, 2017; Edinburgh Hotel, Owerri 29-31 June, 2017.)
3. A 3 day Performance Improvement Workshop and induction on: Professionalism and Excellent Skills: A must for Secretarial workers. (Modotel Hotel, Enugu 5-7 July, 2017; Hamdala Hotel, Kaduna 12-14 July, 2017; Edinburgh Hotel, Owerri 26-28 July, 2017)
4. A 3 day Administrative Skills Improvement Workshop on: Advanced Registry, Document Administration, Mail Handling, Information Management and Records Keeping. (Excellence Hotel, Ogba 19-21 July, 2017; Modotel Hotel, Enugu 2-4 August, 2017; Hamdala Hotel, Kaduna 8-10 August, 2017)
5. 18th Annual National Conference and Membership Induction/Fellowship Awards. (Plateau Hotel Jos 18-20 October, 2017)

Registration Fee: N49,000.00 per participant
Payable to: Institute of Confidential Secretaries
Account No. 1016409001, Bank: UBA Plc

Thank you.

**O.I.OlukoyaMNIM,FPA
Registrar**