



APC Plaza, 12 Cape Town Street, Wuse, Zone 4, Abuja

## **2026 LOCAL & FOREIGN LEARNING AND DEVELOPMENT PROGRAMMES**



**ADMINISTRATIVE, MANAGEMENT AND SECRETARIAL COURSES**

N250,000 Course fee covers lectures, lecture materials, workshop bag, tea break, lunch & certificate.

<b>MARCH – JUNE, 2026 / WORKSHOP THEME</b>	<b>DATE/VENUE</b>
<ol style="list-style-type: none"> <li>1. Understanding strategic public relations</li> <li>2. Effective community relations and development strategies</li> <li>3. Corporate social responsibility: global best practices</li> </ol>	March 24-27, 2026, Excellence Hotel, Ogba, Lagos & April 7-10, 2026, Savannah Suites, Garki, Abuja
<ol style="list-style-type: none"> <li>4. Upgrading PR and protocol skills and knowledge</li> <li>5. Effective application of social media skills for PR staff</li> <li>6. Public speaking, and content creation in the global space</li> </ol>	Savannah Suite Hotel, Area 3, Garki, Abuja, May 26-29, 2026 & March 24-27, 2026, Excellence Hotel, Ogba, Lagos

**COURSES FOR PUBLIC RELATIONS, INFORMATION & PROTOCOL EXECUTIVES**

COURSE FEE: ₦250,000.00 per participant.

<b>MARCH – JUNE, 2026/ WORKSHOP THEME</b>	<b>DATE/VENUE</b>
<ol style="list-style-type: none"> <li>1. Understanding strategic public relations</li> <li>2. Effective community relations and development strategies</li> <li>3. Corporate social responsibility: global best practices</li> </ol>	March 24-27, 2026, Excellence Hotel, Ogba, Lagos & April 7-10, 2026, Savannah Suites, Garki, Abuja
<ol style="list-style-type: none"> <li>4. Upgrading PR and protocol skills and knowledge</li> <li>5. Effective application of social media skills for PR staff</li> <li>6. Public speaking, and content creation in the global space</li> </ol>	May 26-29, 2026, Savannah Suite Hotel, Area 3, Garki, Abuja, Jun 23-26, 2026, Excellence Hotel, Ogba, Lagos

**COURSES FOR POLITICAL OFFICE HOLDERS, POLITICAL EXECUTIVES & LEADERS**

COURSE FEE: ₦250,000.00 per participant.

<b>MARCH –JUNE, 2026 / WORKSHOP THEME</b>	<b>DATE/VENUE</b>
<ol style="list-style-type: none"> <li>1. Strategic thinking and growth mindset for political leaders/office holders</li> <li>2. Policy development and advocacy for a developing democracy</li> <li>3. Effective youth and women’s group management</li> </ol>	March 24-27, 2026, Excellence Hotel, Ogba, Lagos & April 7-10, 2026, Savannah Suites, Garki, Abuja
<ol style="list-style-type: none"> <li>4. People-oriented public policies in a changing political environment: Strategies and skills</li> <li>5. Emotional intelligence and leadership skills for Public Office Holders &amp; Politicians</li> <li>6. Best practices in business and political communication for administrative officers &amp; secretaries</li> <li>7. Public speaking, and content creation skills for political campaigns</li> </ol>	May 26-29, 2026, Savannah Suite Hotel, Area 3, Garki, Abuja, Jun 23-26, 2026, Excellence Hotel, Ogba, Lagos

**ADMINISTRATIVE, MANAGEMENT AND SECRETARIAL COURSES**

COURSE FEE: ₦250,000.00 per participant.

<b>JULY – DECEMBER, 2026 / WORKSHOP THEME</b>	<b>DATE/VENUE</b>
1. Corporate social responsibility: global best practices 2. Effective community relations and development strategies 3. Understanding strategic public relations	July 21-24, 2026, Excellence Hotel, Ogba, Lagos & September 22-25, 2026, Savannah Suites, Garki, Abuja
4. Public speaking, and content creation in the global space 5. Effective application of social media skills for PR staff 6. Upgrading PR and protocol skills and knowledge	Oct 13-16, 2026, Savannah Suite Hotel, Area 3, Garki, Abuja, & Dec 8-11, 2026 Excellence Hotel, Ogba, Lagos

**COURSES FOR PUBLIC RELATIONS, INFORMATION & PROTOCOL EXECUTIVES**

COURSE FEE: ₦250,000.00 per participant.

<b>JULY-DECEMBER, 2026 / WORKSHOP THEME</b>	<b>DATE/VENUE</b>
1. Effective community relations and development strategies 2. Corporate social responsibility: global best practices 3. Understanding strategic public relations	July 21-24, 2026, Excellence Hotel, Ogba, Lagos & August 11-14, 2026, Savannah Suites, Garki, Abuja
4. Public speaking, and content creation in the global space 5. Upgrading PR and protocol skills and knowledge 5. Effective application of social media skills for PR staff	Oct 13-16, 2026, Savannah Suite Hotel, Area 3, Garki, Abuja, & Dec 8-11, 2026 Excellence Hotel, Ogba, Lagos

**COURSES FOR POLITICAL OFFICE HOLDERS, POLITICAL EXECUTIVES & LEADERS**

COURSE FEE: ₦250,000.00 per participant.

<b>JULY-DECEMBER, 2026 / WORKSHOP THEME</b>	<b>DATE/VENUE</b>
1. Effective youth and women’s group management 2. Policy development and advocacy for a developing democracy 3. Strategic thinking and growth mindset for political leaders/office holders	July 21-24, 2026, Excellence Hotel, Ogba, Lagos & August 11-14, 2026, Savannah Suites, Garki, Abuja
4. Public speaking, and content creation skills for political campaigns 5. Best practices in business and political communication for administrative officers & secretaries 6. Emotional intelligence and leadership skills for Public Office Holders & Politicians 7. People-oriented public policies in a changing political environment: Strategies and skills	Oct 13-16, 2026, Savannah Suite Hotel, Area 3, Garki, Abuja, & Dec 8-11, 2026 Excellence Hotel, Ogba, Lagos

N250,000 Course fee covers lectures, lecture materials, workshop bag, tea break, lunch & certificate.

**2026 LOW-COST FOREIGN TRAINING PROGRAMMES**  
**COURSES FOR PUBLIC RELATIONS, INFORMATION & PROTOCOL**  
**EXECUTIVES**

<b>TRAINING THEME</b>	<b>DATE/VENUE</b>
1. Driving Corporate Excellence Through Corporate Culture & Public Relations 2. Strategic Corporate Branding, Creativity & Public Relations	May 4 - 8, 2026, Accra, Ghana May 18 - 22, 2026, Kigali, Rwanda
3. Global Best Practices in Protocol and Public Relations 4. Managing Diversity, Equity and Inclusion through	August 10 – 14, 2026, Kigali, Rwanda Sept 7 - 11, 2026, Accra, Ghana
5. Executive Presence and Influence: Strategies for managing a Highly Effective Team 6. Upgrading PR and Protocol Skills and Knowledge	November 23 - 27, 2026, Accra, Ghana November 30-Dec 4, 2026, Kigali, Rwanda

**ADMINISTRATIVE, MANAGEMENT AND SECRETARIAL COURSES**

<b>TRAINING THEME</b>	<b>DATE/VENUE</b>
1. Attaining Operational Excellence in Office Management (For Senior Secretaries & Administrative Executives) 2. Strategic Leadership Skills for HODs (Finance, Procurement, HR, R&D, Planning, Operations, Administration, Legal, etc.)	May 4 - 8, 2026, Accra, Ghana May 18 - 22, 2026, Kigali, Rwanda
3. Attaining Operational Excellence Through the Synergy of Management and Leadership Skills Strategic Human Resources Management: Global Best Practices 4. Strategic Financial Management for Public Sector: Global Best Practices	August 10 – 14, 2026, Kigali, Rwanda Sept 7 - 11, 2026, Accra, Ghana
5. Attaining Operational Excellence Through the Synergy of Management and Leadership Skills 6. Strategic Leadership Skills for HODs (Finance, Procurement, HR, R & D, Planning, Operations, Administration, Legal, etc.) 7. Financial Planning, Budgeting and Forecasting: Global Best Practices	November 23 - 27, 2026, Accra, Ghana November 30–Dec 4, 2026, Kigali, Rwanda

**COURSES FOR POLITICAL OFFICE HOLDERS, POLITICAL EXECUTIVES & LEADERS**

<b>TRAINING THEME</b>	<b>DATE/VENUE</b>
1. Strategic thinking and growth mindset for political leaders/office holders 2. Policy development and advocacy for transforming a developing democracy 3. Effective youth and women's group management	May 4 - 8, 2026, Accra, Ghana May 18 - 22, 2026, Kigali, Rwanda

**Course fee:** 1,990 USD (Accra) & 2,990 USD (Kigali) per participant.  
Course fee covers lectures, lecture materials, workshop bag, tea break, lunch & certificate.  
**For Details, please contact: Dr. Peter Oyeneeye, fnipr: 08037035242 &  
07051689946.**