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| **S/N** | **PROGRAMME TITLE** | **TARGET AUDIENCE** | **DURATION** |
| 1. | BASIC COURSE IN COMPUTER OPERATION AND APPLICATION  | Civil Servants, Public Servants, Secondary School Students, Young School Leavers, and General Public | 6 Weeks  |
| 2. | ADVANCED COURSE IN COMPUTER USING GRAPHIC PACKAGES | Civil Servants, Public Servants, Secondary School Students, Young School Leavers, and General Public | 6 Weeks  |
| 3. | DATABASE MANAGEMENT COURSE (MS ACCESS) | Planning, Research and Statistics Officers, Education Officers, Administrative Officers, Records Officers and Personnel Officers | 2 Weeks |
| 4. | ESSENTIAL ADMINISTRATIVE SUPPORT AND ADVANCED COMPUTER/INTERNET APPLICATION SKILLS | Administrative Officers | 3 Days |
| 5. | COMPUTER APPLICATION FOR ADMINISTRATIVE ASSISTANTS, CLERICAL OFFICERS AND JUNIOR SECRETARIES  | Administrative Assistants, Clerical Officers and Junior Secretaries | 3 Days |
| 6. | ROLE OF ICT IN BUILDING AND MANAGING EFFECTIVE TEAM | Directors, Heads of Departments, Managers, Coordinators, e.t.c. | 3 Days |
| 7. | ROLE OF ICT IN EFFECTIVE DECISION-MAKING | Public Sector Leaders, Policy Makers, Directors, Heads of Departments, Managers. | 3 Days |
| 8. | EFFECTIVE COMMUNICATION AND PRESENTATION SKILLS | Directors, Heads of Departments, Managers, e.t.c. | 3 Days |
| 9. | DATA MANAGEMENT USING EXCEL  | Accountants, Accounts Officers and Executive Cadre Counterparts on GL. 10 - 12  | 4 Days |
| 10. | COMPUTER APPLICATION IN RECORDS MANAGEMENT | Information Officers, librarians, and Senior Officers Managing Information, Archives and Database. | 3 Days |
| 11. | COMPUTER PROFICIENCY FOR MANAGEMENT CADRE | Permanent Secretaries, Directors and Deputy Directors | 3 Days |
| 12. | COMPUTER APPLICATION TO REGISTRY FUNCTIONS | Executive Officers in charge of Registries, Records Centre Administrators and Managers | 3 Days |
| 13. | MS WORD FOR MAIL MERGE, CREATING FOOTNOTES, ENDNOTES, TABLE OF CONTENTS, CITATIONS, BIBLIOGRAPHY AND SECURING DOCUMENTS. | Secretaries and Secretarial Assistants | 4 Days |
| 14. | FILE MANAGEMENT TECHNIQUES AND SECURITY OF DOCUMENTS | Secretaries and Secretarial Assistants | 2 Days |
| 15. | TRANSFORMATIONAL LEADERSHIP | Senior Managers, Head of Departments, Permanent Secretaries  | 5 days |
| 16. | LEADERSHIP & TEAM SKILLS | Directors, middle-level Managers, Administrative Officers  | 5 days |
| 17. | EFFECTIVE COMMUNICATION | Senior Managers, Head of Departments, Permanent Secretaries | 2 Days  |