tetfund
TERTIARY EDUCATION TRUST FUND

TETFund CONFERENCE ATTENDANCE NOMINATION FORM

(To be completed by Candidate and Beneficiary Institution)



i. Name of Beneficiary Institution: FEDERAL UNIVERSITY OF KASHERE
ii. Name of Candidate/Staff: USMAN ADAMU IBRAHIM
iii. Gender: Male [✓] Female [ ]
iv. Date of Birth: 02-02-1984
v. Present Position (For Principal Officers): ADMINISTRATIVE OFFICER
vi. Staff Category: Teaching Staff [ ] Non Teaching Staff [✓]
vii. Phone Number/ Signature: 07067171104 USAd.

S/N	CANDIDATE'S DATA/INSTITUTIONAL RECORD	
1.	Department	FACULTY OF AGRICULTURAL SCIENCE
2.	Qualification	Highest Qualification: BSCED Area of Specialisation: BUSINESS EDUCATION
3.	Rank	ADMINISTRATIVE OFFICER
4.	Grade Level	
5.	Date of 1st Appointment	24TH APRIL, 2019
6.	Duration of Entire Work Experience	5 YEARS
7.	Number of Years Spent in the Institution	FIVE (5) YEARS
8.	Conference to be Attended	Conference Details: a) Conference Organiser(s): NIGERIAN INSTITUTE OF PUBLIC RELATIONS b) Title & Venue: MODERN OFFICE MANAGEMENT & ADMINISTRATION c) Registration Fee: ₦99,980 d) Date: 17-20/06/2025 Duration: 5 DAYS
9.	Conference Attendance History	Last International Conference Attended (Sponsored by TETFund): a) Title: b) Date: Venue: c) Publication from the conference presentation (as cited):
10.	Candidate's Salary Account Details	a) Bank Name & Branch: GOMBE b) Account Name: USMAN ADAMU IBRAHIM c) Account Number: 2036638978 d) Sort Code:

Vice Chancellor
FEDERAL UNIVERSITY, KASHERE
Gombe State, Nigeria

Name & Signature of Vice Chancellor/Rector/Provost (Including Stamp) Sign.....Date.....

Name & Signature of Director Academic Planning/VC (Academics) (Including Stamp)

13 DEC 2025

FEDERAL UNIVERSITY OF KASHERE

Note: Any form that is not properly filled will be automatically disqualified

ERIAN INSTITUTE OF PUBLIC RELATIONS

...(Established in 1963 and Chartered by Decree 16 of June 1990)...

Professionalism and excellence

Kogi State Chapter
Radio FM, Lokoja.
Tel: 08035552291, 08032475551

JANUARY 2025 - APRIL 2026 TETFUND APPROVED TRAINING AND CONFERENCES FOR ALL MANAGEMENT AND ADMINISTRATIVE OFFICERS IN TERTIARY INSTITUTIONS.

S/NO	COURSE TITLE	FOR WHOM	FEE
48	Higher Performance in Modern Office Management and Registry Functions for Senior Registry Officers.	For Senior Registry Officers	N100,980
49	Effective Records and File Management: Classification, Identification, Numbering, Cross-Referencing and Retrieval	For Secretaries, Clerical Officers, Exams and Records Staff	N99,980
50	Effective Plumbing and Pipe Fitting Course for Engineers, Plants and Building Officers.	For all Plumbing Officers, Building and Billing Engineers	N105,980
51	Morden Office Management & Administrative Functions for Secretaries, Office Assistants and Clerical Officers.	For All Management & Administrative Officers, Secretaries, Pa's, Data Processing Officer, Registry Staff. Etc.	N99,980
52	Effective Pension Management, Entrepreneurship Development and Pre-Retirement Course for Senior Management Staff.	For all Senior Management and Administrative Staff, All Staff preparing for retirement, Officers in Pension Department, etc...	N105,980
53	Fundamental of Computer Applications and ICT Skills for Quality Office Management and Administrative Functions.	For Secretaries, Office Assistants and Administrative Support Staff	N100,980
54	GOOD LABORATORY PRACTICE AND EFFECTIVE HANDLING OF CHEMICAL AND EQUIPMENTS: Its Safety and Risk Management	For Laboratory Officers, Lab Supervisors, Lab Scientists: Technicians, Quality Assurance Officers	N110,980
55	Advanced Accounting Procedures, Payroll, Salary and Wages Preparation, Bank Reconciliation and Financial Reporting Standard.	for all Accounts Officers, Pay Roll Desk Officers, and Bank Reconciliation Staff	N100,980
56	Effective Driving, Personal Assistants and Administrative Support Skills for Professional Drivers.	for all Professional Drivers in Corporate Institutions	N99,980
57	E-Library Management, Records Keeping, Archiving, and information Security Management.	For the librarian, The ICT Experts, all Library Supervisors, HO, Readers' Services, All Library Users, secretaries & Pa's	N110,980
58	Effective Team Building, Leadership Administration and Management Skills for Higher Executive Officers	For All Senior Officers, Heads of Dept, Directors, HRM Staff, Senior Secretaries and Office Assistants, Administrative Officers, Principal Staff, etc...	N100,980
59	Security Vandal, Event, Protocol, Safety & Intelligence Management Skills for Security Escort Officers	For all Security Escort Officers, Protocol Officers and Event Planners	N99,980
60	Effective Secretarial Practice, Work Ethics, and Personal Effectiveness for Quality Service Delivery.	For Secretaries, Office Assistants and Clerical Officers	N99,980

CONTACT NUMBERS: 08032475551, 07086900711, 09051852400

PLEASE NOTE THAT EACH DATE AND VENUE IS APPLICABLE TO ALL TOPICS. ON THIS PAGE

ABUJA VENUE
G-Merit Resource Centre, Abuja
5, San Pedro Close, Zone1, Wuse, Abuja

Abuja 14 - 18/ 01/ 2025
Abuja 11 - 15/ 02/ 2025
Abuja 04 - 08/ 03/ 2025
Abuja 18 - 22/ 03/ 2025
Abuja 08 - 12/ 04/ 2025
Abuja 06 - 10/ 05/ 2025
Abuja 20 - 24/ 05/ 2025
Abuja 10 - 14/ 06/ 2025
Abuja 24 - 28/ 06/ 2025
Abuja 08 - 12/ 07/ 2025
Abuja 22 - 26/ 07/ 2025
Abuja 05 - 09/ 08/ 2025
Abuja 19 - 23/ 08/ 2025
Abuja 09 - 13/ 09/ 2025
Abuja 23 - 27/ 09/ 2025
Abuja 07 - 11/ 10/ 2025
Abuja 21 - 24/ 10/ 2025
Abuja 04 - 08/ 11/ 2025
Abuja 18 - 22/ 11/ 2025
Abuja 02 - 06/ 12/ 2025
Abuja 09 - 13/ 12/ 2025
Abuja 16 - 20/ 12/ 2025
Abuja 13 - 17/ 01/ 2026
Abuja 27 - 31/ 01/ 2026
Abuja 10 - 14/ 02/ 2026
Abuja 03 - 07/ 03/ 2026
Abuja 16 - 21/ 03/ 2026
Abuja 14 - 18/ 04/ 2026

KADUNA VENUE & DATE

Hamdala Hotel 21 - 25/ 01/ 2025
Hamdala Hotel 24 - 28/ 02/ 2025
Hamdala Hotel 11 - 15/ 03/ 2025
Hamdala Hotel 25 - 29/ 03/ 2025
Hamdala Hotel 08 - 12/ 04/ 2025
Hamdala Hotel 22 - 26/ 04/ 2025
Hamdala Hotel 13 - 17/ 05/ 2025
Hamdala Hotel 27 - 31/ 05/ 2025
Hamdala Hotel 17 - 21/ 06/ 2025
Hamdala Hotel 08 - 12/ 07/ 2025
Hamdala Hotel 21 - 26/ 07/ 2025
Hamdale Hotel 12 - 16/ 08/ 2025
Hamdale Hotel 26 - 30/ 08/ 2025
Hamdala Hotel 02 - 06/ 09/ 2025
Hamdala Hotel 23 - 27/ 09/ 2025
Hamdala Hotel 14 - 18/ 10/ 2025
Hamdala Hotel 27 - 31/ 10/ 2025
Hamdala Hotel 11 - 15/ 11/ 2025
Hamdala Hotel 25 - 29/ 11/ 2025
Hamdala Hotel 02 - 06/ 12/ 2025
Hamdala Hotel 09 - 13/ 12/ 2025
Hamdala Hotel 16 - 20/ 12/ 2025
Hamdala Hotel 13 - 17/ 01/ 2026
Hamdala Hotel 10 - 14/ 02/ 2026
Hamdala Hotel 17 - 21/ 02/ 2026
Hamdala Hotel 03 - 07/ 03/ 2026
Hamdala Hotel 17 - 21/ 03/ 2026
Hamdala Hotel 14 - 18/ 04/ 2026

LAGOS VENUE & DATE

Excellence Hotel 14 - 18/ 01/ 2025
Excellence Hotel 04 - 08/ 02/ 2025
Excellence Hotel 18 - 22/ 02/ 2025
Excellence Hotel 04 - 08/ 03/ 2025
Excellence Hotel 18 - 22/ 03/ 2025
Excellence Hotel 01 - 05/ 04/ 2025
Excellence Hotel 22 - 26/ 04/ 2025
Excellence Hotel 06 - 10/ 05/ 2025
Excellence Hotel 20 - 24/ 05/ 2025
Excellence Hotel 03 - 07/ 06/ 2025
Excellence Hotel 17 - 21/ 06/ 2025
Excellence Hotel 01 - 05/ 07/ 2025
Excellence Hotel 15 - 19/ 07/ 2025
Excellence Hotel 22 - 26/ 07/ 2025
Excellence Hotel 05 - 09/ 08/ 2025
Excellence Hotel 12 - 16/ 08/ 2025
Excellence Hotel 26 - 30/ 08/ 2025
Excellence Hotel 02 - 06/ 09/ 2025
Excellence Hotel 16 - 20/ 09/ 2025
Excellence Hotel 23 - 27/ 09/ 2025
Excellence Hotel 07 - 11/ 10/ 2025
Excellence Hotel 14 - 18/ 10/ 2025
Excellence Hotel 28 - 31/ 10/ 2025
Excellence Hotel 04 - 08/ 11/ 2025
Excellence Hotel 11 - 15/ 11/ 2025
Excellence Hotel 25 - 29/ 11/ 2025
Excellence Hotel 02 - 06/ 12/ 2025
Excellence Hotel 09 - 13/ 12/ 2025
Excellence Hotel 16 - 20/ 12/ 2025
Excellence Hotel 16 - 20/ 09/ 2025
Excellence Hotel 13 - 17/ 01/ 2026
Excellence Hotel 27 - 31/ 01/ 2026
Excellence Hotel 02 - 07/ 02/ 2026
Excellence Hotel 17 - 21/ 02/ 2026
Excellence Hotel 03 - 07/ 03/ 2026
Excellence Hotel 17 - 21/ 03/ 2026
Excellence Hotel 14 - 18/ 04/ 2026

ENUGU VENUE & DATE

Modotel Hotel 14 - 18/ 01/ 2025
Modotel Hotel 11 - 15/ 02/ 2025
Modotel Hotel 11 - 15/ 03/ 2025
Modotel Hotel 14 - 18/ 04/ 2025
Modotel Hotel 12 - 16/ 05/ 2025
Modotel Hotel 09 - 13/ 06/ 2025
Modotel Hotel 14 - 18/ 07/ 2025
Modotel Hotel 11 - 15/ 08/ 2025
Modotel Hotel 25 - 29/ 08/ 2025
Modotel Hotel 08 - 12/ 09/ 2025
Modotel Hotel 22 - 26/ 09/ 2025
Modotel Hotel 13 - 17/ 10/ 2025
Modotel Hotel 10 - 14/ 11/ 2025
Modotel Hotel 24 - 28/ 11/ 2025
Modotel Hotel 08 - 12/ 12/ 2025
Modotel Hotel 15 - 19/ 12/ 2025
Modotel Hotel 12 - 16/ 01/ 2026
Modotel Hotel 09 - 13/ 02/ 2026
Modotel Hotel 09 - 13/ 03/ 2026

ALL TOPICS ON THIS PAGE WILL RUN IN ALL THE VENUES AND DATE FROM JAN. - DEC.
TEL: 08032475551, 07086900711