TRIPLE A MANAGEMENT SUPPORT SERVICES & TRAINING

COURSE HIGHLIGHTS:

- All delegates will be given a flash drive and a take home laptop OR a Samsung Galaxy Tablet as well as a complimentary T-Shirt and face cap.
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COURSE DURATIONS:

- ONE WEEK
- TWO WEEKS

COURSE FEES:

- ONE WEEK US$2500 per delegate
- TWO WEEKS US$3500 per delegate
- Quantity Discount is given for every group participation from any organization

COURSE VENUES ARE:

- **Abuja, NIGERIA**
- **Accra, GHANA**
- **Arusha, TANZANIA**
- **Banjul, GAMBIA**
- **Dubai, UAE**
- **Istanbul, TURKEY**
- **Kigali, RWANDA**
- **Kualar Lumpur, MALAYSIA**
- **Lagos, NIGERIA**
- **Mbabane, SWAZILAND**
- **Mombasa, KENYA**
- **Nairobi, KENYA**
- **Pretoria, SOUTH AFRICA**
- **Uyo, NIGERIA**

TRIPLE A 2026 TRAINING CALENDAR

PERSONAL ASSISTANTS & EXECUTIVE SECRETARIES

Course Code	Course Title	Course Duration	Course Scheduled Dates	Course Venue
PA001	*Professional Excellence for Personal Assistants in the African Public Service*	1-2Weeks	**2026:** Jan. 05 -16, Mar. 02 – 13, May. 04 -15 July 06 – 17 Aug. 31 – Sep.11 Nov. 02 – 13	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA002	*Executive Office Management in African Government Institutions*	1-2Weeks	**2026:** Feb. 02 - 13, Apr. 06 -17, June. 01 – 12 Aug. 03 – 14 Oct. 05 – 16 Nov. 30 – Dec.11	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA003	*Protocol, Etiquette, and Official Procedures in the African Public Sector*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 16 – 27, May. 18 -29 Jul. 13 – 24 Sept. 07 – 18 Nov. 09 – 20	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA004	*Strategic Management Development Programme and Qualitative Customer Care*	1-2Weeks	**2026:** Feb. 02 -13, Apr. 06 – 17 Jul. 06 – 17 Aug.10 – 21 Oct. 12 – 23	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**

			Dec. 07 – 18	
PA005	*Computer Excel for Executive Secretaries and PA's and Senior Secretaries*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 09 – 20, May. 11 -22 July 13 – 24 Sept. 14 – 25 Nov. 16 – 27	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA006	*Advanced Computer and Secretarial Skills for Secretaries*	1-2Weeks	**2026:** Jan. 05 -16, Mar. 02 – 13, May. 04 -15 July 06 – 17 Aug. 31 – Sep.11 Nov. 02 – 13	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA007	*Management and Business Skills for PA's and Senior Secretaries*	1-2Weeks	**2026:** Feb. 02 - 13, Apr. 06 -17, June. 01 – 12 Aug. 03 – 14 Oct. 05 – 16 Nov. 30 – Dec.11	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA008	*Records, Correspondence, and File Management in African MDAs*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 16 – 27, May. 18 -29 Jul. 13 – 24 Sept. 07 – 18 Nov. 09 – 20	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA009	*Management Development and Performance Enhancement Skills*	1-2Weeks	**2026:** Feb. 02 -13,	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA**

	Programme for Executive Secretaries and Administrators in the Public Sectors		Apr. 06 – 17 Jul. 06 – 17 Aug.10 – 21 Oct. 12 – 23 Dec. 07 – 18	**Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA010	*Effective Communication and Report Writing for Executive Secretaries*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 09 – 20, May. 11 -22 July 13 – 24 Sept. 14 – 25 Nov. 16 – 27	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA011	*Effective Service Delivery , Speech Writing and Speech making for Senior PA's*	1-2Weeks	**2026:** Jan. 05 -16, Mar. 02 – 13, May. 04 -15 July 06 – 17 Aug. 31 – Sep.11 Nov. 02 – 13	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA012	*Confidentiality, Ethics, and Professional Conduct in Government Offices*	1-2Weeks	**2026:** Feb. 02 - 13, Apr. 06 -17, June. 01 – 12 Aug. 03 – 14 Oct. 05 – 16 Nov. 30 – Dec.11	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA013	*Supporting Policy, Cabinet, and Management Meetings in Government*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 16 – 27, May. 18 -29	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA**

			Jul. 13 – 24 Sept. 07 – 18 Nov. 09 – 20	**Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA014	*Minute Writing, Resolutions, and Follow-Up in the Public Sector*	1-2Weeks	**2026:** Feb. 02 -13, Apr. 06 – 17 Jul. 06 – 17 Aug.10 – 21 Oct. 12 – 23 Dec. 07 – 18	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA015	*Event, Travel, and Logistics Management for Senior Public Officials*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 09 – 20, May. 11 -22 July 13 – 24 Sept. 14 – 25 Nov. 16 – 27	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA016	*Administrative Support for Projects and Programs in Government*	1-2Weeks	**2026:** Jan. 05 -16, Mar. 02 – 13, May. 04 -15 July 06 – 17 Aug. 31 – Sep.11 Nov. 02 – 13	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**
PA017	*Public Service Values, Accountability, and Image Management*	1-2Weeks	**2026:** Feb. 02 - 13, Apr. 06 -17, June. 01 – 12 Aug. 03 – 14 Oct. 05 – 16	**Abuja, NIGERIA** **Accra, GHANA;** **Dubai, UAE;** **Kigali, RWANDA** **Lagos, NIGERIA;** **Mombasa, KENYA** **Nairobi, KENYA;** **Pretoria, SOUTH AFRICA**

			Nov. 30 – Dec.11	
PA018	*Stress Management and Workplace Wellness for Executive Support Staff*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 16 – 27, May. 18 -29 Jul. 13 – 24 Sept. 07 – 18 Nov. 09 – 20	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA019	*Records Retention, Archives, and Freedom of Information Compliance*	1-2Weeks	**2026:** Feb. 02 -13, Apr. 06 – 17 Jul. 06 – 17 Aug.10 – 21 Oct. 12 – 23 Dec. 07 – 18	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**
PA020	*Career Development and Leadership Skills for Personal Assistants in Africa*	1-2Weeks	**2026:** Jan. 12 -23, Mar. 09 – 20, May. 11 -22 July 13 – 24 Sept. 14 – 25 Nov. 16 – 27	**Abuja, NIGERIA Accra, GHANA; Dubai, UAE; Kigali, RWANDA Lagos, NIGERIA; Mombasa, KENYA Nairobi, KENYA; Pretoria, SOUTH AFRICA**

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