**PROGRAMME TIMETABLE**

**FOR**

**A (2) DAY TRAINING/WORSHOP ON OFFICAIL COMMUNICATION IN THE PUBLIC SERVICE FOR THE ADMINISTRATIVE DEPARTMENT OF THE ORGANIZATION**

**ORGANIZED BY**

**T.O.M.S CONSULTING SERVICES**

**INCOLLABORATION WITH**

**THE FEDERAL CAPITAL TERRITORY ADMINISTRATION (FCTA)**

**DATE: 6TH - 7TH NOVEMBER,2023**

**TIME: 8AM DAILY**

**VENUE: EAGLE ENGINEERING AND MANAGEMENT SCHOOL HALL. SUITE C88, EFAB MALL, AREA 11, GARKI, ABUJA.**

**DAY ONE (1) – MONDAT 6TH NOVEMBER,2023**

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| S/N | TIME | **ACTIVITY** |
| 1 | 9:00am – 10:00am | **Arrival of Participants, Registration and Opening Formalities.** |
| 2 | 10:00am – 10:30am | **TEA BREAK** |
| 3 | 10:30am – 12:00noon | **1st MEMO WRITING SKILLS/TYPES OF MEMO (DRAFT, CIRCULAR, BRIEF, HANDING OVER NOTES)**  (Question and Answer) |
| 4 | 12:00noon – 1:30pm | **2nd FEDERAL EXECUTIVE COUNCIL MEMORANDUM**  (Question and Answer) |
| 5 | 1:30pm – 2:00pm | **Lunch Break** |
| 6 | 2:00pm – 3:30pm | **3rd TYPES AND PREPARATION OF COUNCIL DOCUMENT**  (Question and Answer) |

**DAY ONE (1) – TURSDAY 7TH NOVEMBER,2023**

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| S/N | TIME | **ACTIVITY** |
| 1 | 8:30am – 9:00am | **Review of Day 1** |
| 2 | 9:00am – 9:30am | **TEA BREAK** |
| 3 | 9:30am – 11:00am | **4th MINUTES OF MEETING**  (Question and Answer) |
| 4 | 11:00am – 12:30pm | **5th OFFICIAL LETTER WRITING IN THE PUBLIC SERVICE**  (Question and Answer) |
| 5 | 12:30pm – 2:00pm | **6th REPORT WRITING SKILLS**  (Question and Answer) |
| 6 | 2:00pm – 2:30pm | **Lunch Break** |