# CIRCULAR

**HCSF/CMO/L&D/PMT/250226/T4**

**Office of the Head of the Civil Service of the Federation**
**Federal Secretariat Complex, Phase II**
**Shehu Shagari Way**
**Central Business District**
**Abuja**

**30th October 2026**

The Chief of Staff to the President, C-in-C

The Deputy Chief of Staff to the President, Office of the Vice President

The Secretary to the Government of the Federation

Special Advisers/Senior Special Assistants

The Chairman, Federal Civil Service Commission

Chairman, Police Service Commission

All Permanent Secretaries

Accountant-General of the Federation

Auditor-General for the Federation

Surveyor-General of the Federation

Directors-General and Chief Executives of Parastatals/Agencies

**COMMENCEMENT OF THE THIRD AND FOURTH CONTACT SESSIONS OF THE LEADERSHIP ENHANCEMENT AND DEVELOPMENT PROGRAMME (LEAD-P) – 2024 BATCH 3 COHORTS**

Further to our Circular number HCSF/CMO/L&D/PMT/250189/T1/43 of 6th November, 2025, all Ministries, Departments and Agencies (MDAs) and the affected participants of the Leadership Enhancement and Development Programme (LEAD-P), 2024 Batch 3 Cohort are hereby informed, that the **Third and Fourth Contact Session** of the Programme

will commence on **Monday, 9th November, 2026**, at the **Public Service Institute of Nigeria (PSIN), Abuja**.

2. The programme which comprises classroom experience and **8 weeks** rotational posting on internship is an integral part of the ongoing LEAD-P initiative and are intended to consolidate the knowledge, skills and competencies acquired by participants, while further strengthening their leadership capacity and preparedness for effective performance in the Public Service. The Sessions therefore constitute an important phase towards the successful completion of the Programme.

3. In view of the foregoing, Heads of MDAs are requested to release the affected officers from their official duties to enable them participate fully in the Contact Sessions and all related programme activities. Participants are expected to report promptly at the designated venue and maintain full attendance throughout the period of the Sessions.

4. For the avoidance of doubt, the resumption of the Contact Sessions supersedes the interim arrangement under which participants remained at their respective duty posts and rotational placements pending the formal continuation of the training. Accordingly, MDAs are requested to make the necessary administrative arrangements to facilitate the participation of the affected officers, while ensuring that essential official responsibilities continue to be effectively managed.

5. Heads of MDAs are hereby enjoined to ensure that the contents of this Circular are brought to the attention of all affected officers and that appropriate arrangements are made to support their timely release and participation.

6. The cooperation and continued support of all MDAs are highly appreciated as the Office of the Head of the Civil Service of the Federation, in collaboration with the relevant stakeholders, works towards the successful completion of this important leadership development initiative.

**Mrs. Nkiruka Jones-Nebo**
Permanent Secretary
Career Management Office
For: Head of the Civil Service of the Federation