

## 2026 SENIOR COMPRO SYLLABUS

S/N	Module	Outline	Exercise	Hands-on Exercises
1	<b>Public Service Rules</b>	Introduction to Public Service Rules	Overview discussion on the importance of public service rules	Group activity to analyze the objectives of public service rules
		Appointments and Leaving the Service	Review of appointment processes and exit procedures	Role-playing appointment and resignation scenarios
		Prescribed Examination for Confirmation	Compulsory Confirmation/Promotion Examination (COMPRO)	Overview of the COMPRO syllabus and preparation for COMPRO CBT Exams
		Emoluments and Increments	Interactive session on pay structures and increment policies	Simulation of emoluments calculation based on performance
		Performance Management System	Interactive session on performance-based evaluation system.	Case studies on performance management systems
		Reward for Outstanding Service	Discussion on recognition programs and criteria for awards	Create proposals for recognizing outstanding service in groups
		Training and Capacity Development	Continuous Training learning and skill improvement.	Stipulates policies on professional training, workshops, and capacity-building initiatives.
		Free Transport Facilities within Nigeria	Discussion on transport policies and entitlements	Hands-on exercises on accessing and utilizing transport

			facilities
	Virtual Meetings and Engagements	Virtual engagements and work-from-home arrangements.	Establishes guidelines for conducting online meetings and remote working
	Discipline	Group discussion on disciplinary procedures and implications	Case studies on disciplinary actions and outcomes
	Petitions and Appeals	Review of processes for filing petitions and appeals	Simulation of drafting and submitting a petition
	Leave Policies	Overview of different types of leave and application processes	Role-play scenarios on leave application and approval
	Medical and Dental Procedures	Overview of medical benefits and procedures for officers	Practical demonstration of how to access medical services
	Allowances	Detailed discussion on types of allowances and eligibility	Case studies to determine allowance calculations based on different scenarios
	Inventions	Ownership of innovations and awards for creative work.	Details regulations on ownership of innovations and awards for creative work.
	Compensation, Insurance, and Personal Effects	Discussion on compensation packages and insurance policies	Exercises on filing insurance claims and personal effect documentation
	Application of Public Service Rules to	Review of how rules apply to different	Group analysis of case studies

		Federal Government Parastatals	parastatals	illustrating rule application
		Nigerian Foreign Service Regulations	Outlines policies for diplomats and officials serving abroad.	Hands-on session on travel, accommodation, and Foreign Service allowances
		Procedures for Amending the Public Service Rules	Defines the process for making amendments based on evolving governance needs	Extensive consultations with stakeholders at the Federal and State levels

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2	<b>Financial Regulations</b>	Finance Authorities and Responsibilities of Public Officers	General overview of financial authorities, including definitions, duties, and responsibilities	Candidates should pay attention and take notes during all discussions.
		Revenue Collection and Authorities for Recurrent and Capital Expenditure	Duties of a revenue collector and important documents used by the revenue collector; understanding capital and recurrent expenditure	Candidates will practice active listening and differentiate between recurrent and capital expenditure.
		Standardization, Accounting, and Payment Procedures	Definitions and preparation of vouchers, cheques, and cash	Samples of vouchers and cheques will be shown to the candidates.
		Bank Accounts and Cheques	Outline the authority for opening bank accounts, authorized signatories, payment processes, overdrafts, and bank reconciliation; payment of salaries of federal officers	Discussion on how all these transactions are carried out by the relevant authorities.
		Cash Book and Monthly Accounts	Importance of maintaining a cash book and other financial records; posting of vouchers into the cash book; balancing the cash book; bank reconciliation	Discussion on the importance of keeping a cash book and other records, along with showing samples of cash books.
		Adjustments and Imprest	Definition of adjustments, types of adjustment vouchers, and the meaning of imprest; types, authority for issuance, and procedures for	Candidates will practice active listening and differentiate between adjustments and imprest.

			operating imprest	
		Custody of Public Moneys, Stamps, Security Books, and Documents	Use of banks, strong rooms, and reserved safes; retention of security documents and books after use	Candidates will learn to be conscious of how to keep public funds and property safe.
		Receipt and Licence Books	General control of receipts and licence books; printing, transferring, and handling of unused or misprinted receipts and licence books	Candidates should take notes and ask questions during the discussion.

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3	ICT Appreciation	Introduction to ICT	Discuss the role of ICT in the workplace	Group activity: Identify ICT tools used in daily tasks
		Computer Basics	Review computer components and operating systems	Hands-on: Set up and configure a new computer
		Software Applications	Explore common software (e.g., Word, Excel, PowerPoint)	Hands-on: Create a document and a simple spreadsheet
		Internet and Email Management	Discuss safe browsing and effective email use	Hands-on: Set up an email account and practice sending emails
		Data Management	Understand data storage and organization	Hands-on: Organize files and folders on a computer
		Cybersecurity Basics	Discuss cybersecurity threats and best practices	Exercise: Identify phishing emails and secure passwords
		Basic Troubleshooting Techniques	Learn common troubleshooting steps	Hands-on: Troubleshoot a simulated computer issue
		Effective Use of Collaboration Tools	Review collaboration tools (e.g., Google Workspace, MS Teams)	Hands-on: Collaborate on a shared document or project
		Presentation Skills using ICT	Discuss the importance of effective presentations	Hands-on: Create and deliver a short presentation using PowerPoint
		Digital Literacy and Continuous Learning	Explore the importance of lifelong learning in ICT	Group discussion: Identify resources for continued ICT education

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4	<b>Common Law: (Senior COMPRO)</b>  <b>Civilians only</b>	Introduction to Common Law	Group discussion on the concept of common law vs civil law	Case studies illustrating the basic principles of common law
		Law Enforcement & the Role of Paramilitary Officers in a Common Law System	Discussion on the role and duties of paramilitary officers within the common law system	Simulated scenarios on the legal use of force, arrest, and detention
		Rights of the Accused	Role-playing exercises on how to handle accused persons, respecting their legal rights	Mock arrest and interrogation exercise ensuring proper procedure
		Understanding Evidence and Due Process	Classroom analysis on types of evidence admissible in court	Handling, preserving, and presenting evidence in a controlled simulation
		Law of Self-Defense and Public Order	Group discussion and debates on legal limits of self-defense and maintaining public order	Scenario-based drills on crowd control and self-defense in the line of duty
		Search and Seizure Under Common Law	Case study analysis of recent rulings on search and seizure laws	Practical drills on conducting lawful searches, warrants, and respecting rights
		Civil Liberties and the Constitution	Discussion on balancing civil liberties with law enforcement duties	Interactive scenario on resolving conflicts between civil liberties and security needs
		Criminal Procedure in a Common Law System	Walk through of criminal procedures from arrest to trial	Simulated arrest, trial preparation, and court appearance in a mock trial setup
		Use of Force and	Analysis of legal cases	Tactical training

		Accountability	involving paramilitary force and accountability	on the graded use of force and post-incident reporting
		Ethical Conduct in Law Enforcement	Group reflection on ethical issues officers face in the field	Decision-making role-play scenarios focusing on ethical dilemmas in law enforcement

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5	<b>Criminal Law: (Senior COMPRO)</b>  <b>Paramilitary only</b>	Introduction to Criminal Law	Group Discussion: Purpose of Criminal Law	Create a Glossary: Key Legal Terms
		Types of Crimes	Case Study Analysis: Different Crime Categories	Role-Playing: Defining Crimes
		Criminal Procedure	Group Activity: Steps in Criminal Process	Simulation: Mock Trial Preparation
		Defenses in Criminal Law	Group Discussion: Common Defenses	Hands-On: Crafting Defense Arguments
		Sentencing and Punishment	Case Study: Sentencing Guidelines	Workshop: Developing a Sentencing Proposal
		Criminal Justice System	Group Activity: Roles in the Justice System	Role-Playing: Courtroom Roles
		Current Trends in Criminal Law	Research Presentation: Recent Legal Developments	Brainstorming Session: Future Challenges