



*AMAG EXECUTIVE ACADEMY*

**OPEN TRAINING PROGRAMMES**

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**JANUARY TO DECEMBER 2022**

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**BUSINESS COURSES**



AMAG EXECUTIVE ACADEMY

S/No	Course Title	Date	Weekdays / Duration	Course Fee Per Person
<b>BUSINESS COURSES</b>				
1	Business Process Improvement	18-19 <sup>th</sup> Jan 2022	TW 2days	N100,000
2	Business Writing Skills	20-21 <sup>st</sup> Jan 2022	TF 2days	N100,000
3	Developing Capacity for Peak Performance	25-26 <sup>th</sup> Jan 2022	TW 2days	N100,000
4	Competitive Intelligence and Consumer Insights	27-28 <sup>th</sup> Jan 2022	TF 2days	N100,000
5	Building a 21 <sup>st</sup> Century Team	1-2 <sup>nd</sup> Feb 2022	TW 2days	N100,000
6	Key Accounts Management	2-3 <sup>rd</sup> Feb 2022	WT 2 days	N100,000
7	Time Management & Productivity Improvement	3 -4 <sup>th</sup> Feb 2022	TF 2days	N100,000
8	Managing People for Strategic Advantage	8 -9 <sup>th</sup> Feb,2022	TW 2days	N100,000
9	Management Skills Development	9 -10 <sup>th</sup> Feb,2022	WT 2 days	N100,000
10	Essential Administrative Skills	10-11 <sup>th</sup> Feb,2022	TF 2days	N100,000
11	Consultative Selling Skills	15-16 <sup>th</sup> Feb,2022	TW 2days	N100,000
12	Strategic Sales Management	16-17 <sup>th</sup> Feb,2022	WT 2 days	N100,000
13	Customer Experience Management	17-18 <sup>th</sup> Feb,2022	TF 2days	N100,000
14	Strategic Leadership & Organisational Productivity	22 -24 <sup>th</sup> Feb,2022	TWT 3days	N150,000
15	Leading High-Performance Teams	23-24 <sup>th</sup> Feb,2022	WT 2days	N100,000
16	Business Ethics & Corporate Governance	24-25 <sup>th</sup> Feb,2022	TF 2days	N100,000
17	Effective Business Writing Skills	1 -2 <sup>nd</sup> Mar,2022	TW 2days	N100,000
18	Advanced Business Writing Skills	2 -3 <sup>rd</sup> Mar,2022	WT 2days	N100,000
19	Habits of Highly Effective Managers	3 -4 <sup>th</sup> Mar, 2022	TF 2days	N100,000
20	Excellent Customer Service & Relationship Management	8 -9 <sup>th</sup> Mar,2022	TW 2days	N100,000
21	Customer Service & Work Ethics	9 -10 <sup>th</sup> Mar,2022	WT 2days	N100,000
22	Personal Effectiveness at Work	10-11 <sup>th</sup> Mar,2022	TF 2days	N100,000
23	Improvement Course for Supervisors	15-16 <sup>th</sup> Mar,2022	TW 2days	N100,000
24	Advanced Supervision Skills	16-17 <sup>th</sup> Mar,2022	WT 2days	N100,000

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25	Effective Communication Skills	17-18 <sup>th</sup> Mar,2022	TF 2days	N100,000
26	Effective Delegation Skills	22-23 <sup>rd</sup> Mar,2022	TW 2days	N100,000
27	Developing Critical Thinking Skills	23-24 <sup>th</sup> Mar,2022	WT 2days	N100,000
28	High Impact Leadership & Organisational Productivity	24-25 <sup>th</sup> Mar,2022	TF 2days	N100,000
29	Effective Sales Skills	29 -30 <sup>th</sup> Mar,2022	TW 2days	N100,000
30	Strategic Sales & Planning	30- 31 <sup>st</sup> Mar,2022	WT 2days	N100,000
31	Developing Capacity for Peak Performance	31Mar-1 <sup>st</sup> Apr,2022	TF 2days	N100,000
32	Work Ethics & Leadership Skills Improvement	5 -6 <sup>th</sup> Apr,2022	TW 2days	N100,000
33	Work Ethics & Attitude Improvement	6 -7 <sup>th</sup> Apr,2022	WT 2days	N100,000
34	Fundamentals of Human Resource Management	6 -8 <sup>th</sup> Apr,2022	WTF 3days	N150,000
35	Building Highly Effective Teams	12 -13 <sup>th</sup> Apr,2022	TW 2days	N100,000
36	Managing People for Strategic Advantage	12 -13 <sup>th</sup> Apr,2022	TW 2days	N100,000
37	Business Negotiation Skills	13 -14 <sup>th</sup> Apr,2022	WT 2days	N100,000
38	Effective Document Management	19 -20 <sup>th</sup> Apr,2022	TW 2days	N100,000
39	Leading High-Performance Teams	20 -21 <sup>st</sup> Apr,2022	WT 2days	N100,000
40	HR Records Keeping & Document Management	21 -22 <sup>nd</sup> Apr,2022	TF 2days	N100,000
41	Developing Ownership Culture & Growth Mindset	26 -27 <sup>th</sup> Apr,2022	TW 2days	N100,000
42	Effective Conflict Management	28 -29 <sup>th</sup> Apr,2022	TF 2days	N100,000
43	Personal Effectiveness at Work	5 - 6 <sup>th</sup> May,2022	TF 2days	N100,000
44	Time Management & Productivity Improvement	5 - 6 <sup>th</sup> May,2022	TF 2days	N100,000
45	Supervisor Development Program	10-11 <sup>th</sup> May,2022	TW 2days	N100,000
46	Technical Report Writing	11-12 <sup>th</sup> May,2022	WT 2days	N100,000
47	Consultative Selling Skills	12-13 <sup>th</sup> May,2022	TF 2days	N100,000
48	Effective Business Writing Skills	17-18 <sup>th</sup> May,2022	TW 2days	N100,000
49	Advanced Business Writing Skills	18-19 <sup>th</sup> May,2022	WT 2days	N100,000

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50	Business Ethics & Corporate Governance	19-20 <sup>th</sup> May,2022	TF 2days	N100,000
51	Developing Critical Thinking skills	24-25 <sup>th</sup> May,2022	TW 2days	N100,000
52	Management Skills Development	25-26 <sup>th</sup> May,2022	WT 2days	N100,000
53	Strategic Sales Management	26-27 <sup>th</sup> May,2022	TF 2days	N100,000
54	Developing Capacity for Peak Performance	31 May-1 <sup>st</sup> Jun,2022	TW 2days	N100,000
55	Strategic Leadership & Organisational Productivity	1 -2 <sup>nd</sup> Jun,2022	WT 2days	N100,000
56	Effective Sales Skills	2 -3 <sup>rd</sup> Jun,2022	TF 2days	N100,000
57	Key Accounts Management	2 -3 <sup>rd</sup> Jun,2022	TF 2days	N100,000
58	Effective Communication Skills	7-8 <sup>th</sup> Jun,2022	TW 2days	N100,000
59	Effective Delegation Skills	8-9 <sup>th</sup> Jun,2022	WT 2days	N100,000
60	Improvement Course for Supervisors	9-10 <sup>th</sup> Jun,2022	TF 2days	N100,000
61	Customer Experience Management	14-15 <sup>th</sup> Jun,2022	TW 2days	N100,000
62	HR Records Keeping & Document Management	15-16 <sup>th</sup> Jun,2022	WT 2days	N100,000
63	Habits of Highly Effective Managers	15-16 <sup>th</sup> Jun,2022	WT 2days	N100,000
64	Excellent Customer Service & Relationship Management	21-22 <sup>nd</sup> Jun,2022	TW 2days	N100,000
65	Customer Service & Work Ethics	22-23 <sup>rd</sup> Jun,2022	WT 2days	N100,000
66	Building & Leading a 21 <sup>st</sup> Century Team	23-24 <sup>th</sup> Jun,2022	TF 2days	N100,000
67	Business Negotiation Skills	28 -29 <sup>th</sup> Jun,2022	TW 2days	N100,000
68	Fundamentals of Human Resource Management	29Jun-1 <sup>st</sup> Jul,2022	WTF 3days	N150,000
69	High Impact Leadership & Organisational Productivity	30Jun-1 <sup>st</sup> Jul,2022	TF 2days	N100,000
70	Work Ethics & Leadership Skills Improvement	5 -6 <sup>th</sup> July,2022	TW 2days	N100,000
71	Work Ethics & Attitude Improvement	6 -7 <sup>th</sup> July,2022	WT 2days	N100,000
72	Personal Effectiveness at Work	7-8 <sup>th</sup> July,2022	TF 2days	N100,000
73	Essential Administrative Skills	13-14 <sup>th</sup> July,2022	WT 2days	N100,000
74	Management Skills Development	13-14 <sup>th</sup> July,2022	WT 2days	N100,000

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75	Developing Critical Thinking Skills	14-15 <sup>th</sup> July,2022	TF 2days	N100,000
76	Strategic Sales & Planning	19-20 <sup>th</sup> July,2022	TW 2days	N100,000
77	Time Management & Productivity Improvement	21-22 <sup>nd</sup> July,2022	TF 2days	N100,000
78	Technical Report Writing	26-27 <sup>th</sup> July,2022	TW 2days	N100,000
79	Building Highly Effective Teams	28-29 <sup>th</sup> July,2022	TF 2days	N100,000
80	Managing People for Strategic Advantage	28-29 <sup>th</sup> July,2022	TF 2days	N100,000
81	Effective Document Management	2-3 <sup>rd</sup> Aug,2022	TW 2days	N100,000
82	HR Records Keeping & Document Mgt.	4-5 <sup>th</sup> Aug,2022	TF 2days	N100,000
83	Leading High Performing Teams	9-10 <sup>th</sup> Aug,2022	TW 2days	N100,000
84	Business Ethics & Corporate Governance	11-12 <sup>th</sup> Aug,2022	TF 2days	N100,000
85	Habits of Highly Effective Managers	16-17 <sup>th</sup> Aug,2022	TW 2days	N100,000
86	Supervisor Development Programme	17-18 <sup>th</sup> Aug,2022	WT 2days	N100,000
87	Strategic Sales Management	18-19 <sup>th</sup> Aug,2022	TF 2days	N100,000
88	Effective Communication Skills	23-24 <sup>th</sup> Aug,2022	TW 2days	N100,000
89	Effective Conflict Management	25-26 <sup>th</sup> Aug,2022	TF 2days	N100,000
90	Effective Business Writing Skills	30 -31 <sup>st</sup> Aug,2022	TW 2days	N100,000
91	Advanced Business Writing Skills	1 - 2 <sup>nd</sup> Sept,2022	TF 2days	N100,000
92	Effective Sales Skills	6-7 <sup>th</sup> Sept,2022	TW 2days	N100,000
93	Developing Ownership Culture & Growth Mindset	8-9 <sup>th</sup> Sept,2022	TF 2days	N100,000
94	Improvement Course for Supervisors	13-14 <sup>th</sup> Sept,2022	TW 2days	N100,000
95	Advanced Supervision Skills	14-15 <sup>th</sup> Sept,2022	WT 2days	N100,000
96	Consultative Selling Skills	15-16 <sup>th</sup> Sept,2022	TF 2days	N100,000
97	High Impact Leadership & Organisational Productivity	20-21 <sup>st</sup> Sept,2022	WF 2days	N100,000
98	Strategic Sales & Planning	21-22 <sup>nd</sup> Sept,2022	WT 2days	N100,000
99	Key Accounts Management	22-23 <sup>rd</sup> Sept,2022	TF 2days	N100,000

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100	Developing Capacity for Peak Performance	27-28 <sup>th</sup> Sept,2022	TW 2days	N100,000
101	Building Highly Effective Teams	28 -29 <sup>th</sup> Sept,2022	WT 2days	N100,000
102	Building & Leading a 21 <sup>st</sup> Century Team	29 -30 <sup>th</sup> Sept,2022	TF 2days	N100,000
103	Work Ethics & Leadership Skills Improvement	4 – 5 <sup>th</sup> Oct,2022	TW 2days	N100,000
104	Work Ethics & Attitude Improvement	5 – 6 <sup>th</sup> Oct,2022	WT 2days	N100,000
105	Managing People for Strategic Advantage	6 – 7 <sup>th</sup> Oct,2022	TF 2days	N100,000
106	Personal Effectiveness at Work	11-12 <sup>th</sup> Oct,2022	TW 2days	N100,000
107	Problem Solving & Decision Making	12-13 <sup>th</sup> Oct,2022	WT 2days	N100,000
108	Time Management and Productivity Improvement	13-14 <sup>th</sup> Oct,2022	TF 2days	N100,000
109	Effective Document Management	18-19 <sup>th</sup> Oct,2022	TW 2days	N100,000
120	Customer Experience Management	19-20 <sup>th</sup> Oct,2022	WT 2days	N100,000
121	Fundamentals of Human Resource Management	19-21 <sup>st</sup> Oct,2022	WTF 3days	N150,000
122	Essential Administrative Skills	25-26 <sup>th</sup> Oct,2022	TW 2days	N100,000
123	Management Skills Development	26-27 <sup>th</sup> Oct,2022	WT 2days	N100,000
124	Developing Critical Thinking Skills	27-28 <sup>th</sup> Oct,2022	WT 2days	N100,000
125	Strategic Sales Management	27-28 <sup>th</sup> Oct,2022	TF 2days	N100,000
126	Effective Business Writing Skills	1 – 2 <sup>nd</sup> Nov,2022	TW 2days	N100,000
127	Advanced Business Writing Skills	2 - 3 <sup>rd</sup> Nov,2022	WT 2days	N100,000
128	Leading High-Performance Teams	3 -4 <sup>th</sup> Nov,2022	TF 2days	N100,000
129	Supervision Development Program	8 -9 <sup>th</sup> Nov, 2022	TW 2days	N100,000
130	Effective Communication Skills	9-10 <sup>th</sup> Nov,2022	WT 2days	N100,000
131	Effective Conflict Management	10 -11 <sup>th</sup> Nov,2022	TF 2days	N100,000
132	Key Accounts Management	15 -16 <sup>th</sup> Nov, 2022	TW 2days	N100,000
133	Effective Delegation Skills	16 -17 <sup>th</sup> Nov, 2022	WT 2days	N100,000
134	Developing Ownership Culture & Growth Mindset	17-18 <sup>th</sup> Nov, 2022	TF 2days	N100,000

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135	Effective Sales Skills	22 -23 <sup>rd</sup> Nov,2022	TW 2days	N100,000
136	Consultative Selling Skills	22 -23 <sup>rd</sup> Nov,2022	TW 2days	N100,000
137	Habits of Highly Effective Managers	23 -24 <sup>th</sup> Nov,2022	WT 2days	N100,000
138	Developing Capacity for Peak Performance	24-25 <sup>th</sup> Nov,2022	TF 2days	N100,000
139	Excellent Customer Service & Relationship Management	29 -30 <sup>th</sup> Nov,2022	TW 2days	N100,000
140	Customer Service & Work Ethics	30 Nov-1 <sup>st</sup> Dec,2022	WT 2days	N100,000
141	Building & Leading a 21 <sup>st</sup> Century Team	1 -2 <sup>nd</sup> Dec,2022	TF 2days	N100,000
142	Technical Report Writing	6-7 <sup>th</sup> Dec,2022	TW 2days	N100,000
143	Business Negotiation Skills	7-8 <sup>th</sup> Dec,2022	WT 2days	N100,000
144	Business Ethics & Corporate Governance	8-9 <sup>th</sup> Dec,2022	TF 2days	N100,000
145	High Impact Leadership & Organisational Productivity	13 -14 <sup>th</sup> Dec,2022	TW 2days	N100,000
146	Work Ethics & Leadership Skills Improvement	14 -15 <sup>th</sup> Dec,2022	WT 2days	N100,000
147	Work Ethics & Attitude Improvement	15 -16 <sup>th</sup> Dec,2022	TF 2days	N100,000