

## AMAG SCHEDULE OF TRAINING PROGRAMMES - 2023

LIST OF BUSINESS COURSES				
S/N	Course Title	Duration	Cost	Availability
BUSINESS COMMUNICATION & PERSONAL DEVELOPMENT				
1	Effective Business Communication Skills	2days	N107,500	Mar, Jun, Sep, Nov
2	Workplace Interpersonal Relationship Skills	2days	N107,500	Mar, Jun, Sep, Nov
3	Effective Conflict Management Skills	2days	N107,500	Mar, Jun, Sep, Nov
4	Effective Business Writing Skills	2days	N107,500	Mar, May, Sept, Nov
5	Advanced Business Writing Skills	2days	N107,500	Mar, May, Sept, Nov
6	Personal Effectiveness at Work	2days	N107,500	Mar, May, July, Oct
7	Personal Effectiveness for Managers	2days	N107,500	Mar, May, July, Oct
8	Developing Capacity for Peak Performance	2days	N107,500	Mar, Jun, Sept, Nov
9	Developing Good Presentation Skills	2days	N107,500	Apr, Jun, Aug, Nov
10	Developing Ownership Culture & Growth Mindset	2days	N107,500	Apr, Sept, Nov
11	Developing Critical Thinking Skills	2days	N107,500	Mar, May, Jul, Oct
CUSTOMER SERVICE				
12	Customer Service Excellence	2days	N107,500	Mar, Jun, Nov
13	Customer Relationship Management	2days	N107,500	Mar, Jun, Nov
14	Customer Service & Work Ethics	2days	N107,500	Mar, Jun, Nov
15	Customer Experience Management	2days	N107,500	Feb, Jun, Oct
LEADERSHIP & MANAGEMENT				
16	Work Ethics, Leadership & Productivity Improvement	2days	N107,500	Apr, Jul, Oct, Dec
17	Attitude Improvement & Work Ethics	2days	N107,500	Apr, Jul, Oct, Dec
18	Effective Delegation Skills	2days	N107,500	Mar, Jun, Nov
19	Effective Conflict Management	2days	N107,500	Apr, Aug, Nov
20	Business Ethics & Corporate Governance	2days		Feb, May, Aug, Dec
21	High Impact Leadership & Organisational Productivity	2days	N107,500	Mar, Jul, Sep, Dec
22	Strategic Leadership & Organisational Productivity	2days	N107,500	Feb, Jun, Sep, Dec

23	Habits of Highly Effective Managers	2days	N107,500	Mar, Jun, Aug, Nov
24	Building Highly Effective Teams	2days	N107,500	Apr, Jul, Sept
25	Leading High-Performing Teams	2days	N107,500	Feb, May, Aug, Nov
26	Building & Leading a 21 <sup>st</sup> Century Team	2days	N107,500	Feb, Jun, Sept, Dec
27	Managing People for Strategic Advantage	2days	N107,500	Feb, Apr, Jul, Oct
28	Essential Administrative Skills	2days	N107,500	Feb, Jul, Oct
29	Management Skills Development	2days	N107,500	Feb, May, Jul, Oct
30	Office Management Skills	2days	N107,500	Mar, May, Jul, Oct
31	Improvement Course for Supervisors	2days	N107,500	Mar, Sep
32	Supervisory Skills Development Program	2days	N107,500	May, Aug, Nov
33	Advanced Supervision Skills	2days	N107,500	Mar, Sep
34	Time Management & Productivity Improvement	2days	N107,500	Feb, May, Jul, Oct
35	Effective Document Management	2days	N107,500	Apr, Aug, Oct
36	Retirement Planning Workshop	2days	N107,500	May, Aug, Dec
<b>HUMAN RESOURCES MANAGEMENT</b>				
37	Fundamentals of Human Resource Management	3 days	N161,250	Apr, Oct
38	HR Records Keeping & Document Mgt.	2 days	N107,500	Apr, Jun, Aug
<b>SALES &amp; MARKETING</b>				
39	Effective Sales Skills	2days	N107,500	Apr, Jun, Sep, Nov
40	Strategic Sales & Planning	2days	N107,500	Mar, Jul, Sept
41	Key Accounts Mgt.	2days	N107,500	Feb, Jun, Sept, Nov
42	Strategic Sales Management	2days	N107,500	Feb, May, Aug, Oct
43	Consultative Selling Skills	2days	N107,500	Feb, May, Sep, Nov
44	Marketing Skills & Brand Development	2days	N107,500	To Be Determined
45	Digital Marketing	2days	N107,500	To Be Determined
46	Business Negotiation Skills	2days	N107,500	Apr, Jun, Dec

ENTREPRENEURSHIP				
47	Entrepreneurship Skills	2days	Call	To Be Determined
48	Starting & Running a Successful Business	2days	Call	To Be Determined
LIST OF SPECIALISED COURSES				
S/N	Course Title	Duration	Cost	Available Dates
SECURITY & AUDIT				
1	Effective Information System Security	3days	N193,500	Apr, Oct
2	Information Security Awareness	2days	N129,000	Feb, May, Oct
3	Knowledge of Cyber Security	2days	N129,000	Apr, Aug, Nov
4	Auditing Application Systems	3days	N193,500	To be Determined
5	Effective Data Protection & Security	3days	N193,500	To be Determined
6	Effective Systems Auditing	3days	N193,500	Apr, Jul, Sept
7	Advanced Systems Auditing	3days	N193,500	Apr, Jul, Sept
8	Effective Internal Auditing	3days	N193,500	Mar, Jun, Aug, Dec
9	Effective Internal Control & Fraud Prevention	2days	N129,000	Mar, Jun, Aug, Dec
10	Developing Internal Control proficiency	2days	N129,000	Feb, Jun, Aug, Dec
11	Audit Report Writing Skills	2days	N129,000	Feb, May, Aug, Nov
12	Business Report Writing Skills	2days	N129,000	Feb, Apr, Jul, Dec
13	Fraud Prevention, Detection & Control	2days	N129,000	Mar, Jun, Sept, Nov
14	Occupational Fraud Awareness	2days	N129,000	Mar, Jun, Sept, Nov
15	Risk-Based Internal Auditing	3days	N193,500	Feb, Jun, Aug, Nov
16	Forensic Investigative Auditing	3days	N193,500	May, Sept
FINANCE				
17	Budgeting & Corporate Planning	2days	N129,000	Feb, May, Sept
18	Effective Budgeting Skills	2days	N129,000	Feb, May, Sept
19	Accounting for Non-Finance Managers	3days	N193,500	To be determined
20	Effective Financial Management & Control	3days	N193,500	May, Jul, Oct

REGULATION & COMPLIANCE				
21	Anti-Money Laundering & Combating Financing of Terrorism	2days	N129,000	Mar, May, Sept, Nov
22	Regulations & Compliance for Financial Institutions	3days	N193,500	May, Sept, Dec
PROCUREMENT & LOGISTICS				
23	Strategic Cost Management	3days	N193,500	May, Aug, Oct
24	Strategic Procurement & Contract Management	3days	N193,500	Feb, Jun, Sept, Dec
25	Effective Contract Management	2days	N129,000	Mar, June, Sept
26	Procurement Planning & Inventory Control	3days	N193,500	Mar, June, Oct
27	Category Management in Procurement	3days	N193,500	To be Determined
28	Effective Cost Reduction in Procurement	3days	N193,500	To be Determined
29	Supply Chain & Logistics Management	3days	N193,500	Apr, Nov
30	Effective Inventory Management	2days	N129,000	Mar, Jul, Nov
31	Effective Tendering & Supplier Relationship Management	2days	N129,000	To be determined
FACILITIES & PROJECT MANAGEMENT				
32	Effective Facilities Management	3days	N193,500	Mar, Jul, Nov
33	Building Maintenance & Repairs Mgt	2days	N129,000	Mar, Jul, Nov
34	Workplace Health & Safety	2days	N129,000	Mar, Jul, Nov
35	Effective Project Management	2days	N129,000	To be determined
36	Project Management for Real Estate	2days	N129,000	To be determined
37	Project Management for IT	2days	N129,000	To be determined
RISK & LIABILITY MANAGEMENT				
38	Enterprise Risk Management	3days	N193,500	Apr, Jun, Oct
39	Electronic Business Risk Management	3days	N193,500	Apr, Jul, Oct
40	Risk Mgt. & Business Planning Process	3days	N193,500	Apr, Jun, Oct
41	Credit Risk & Debt Recovery	3days	N193,500	May, Aug
42	Credit Monitoring & Loan Administration	3days	N193,500	Jul, Oct
43	Credit & Collection Management	2days	N129,000	May, Nov

44	Assets & Liabilities Management	2days	N129,000	Feb, Jul, Sept
<b>OPERATIONS MANAGEMENT</b>				
45	Operational Excellence	2days	Call	In-plant
46	Business Process Improvement	2days	N129,000	Apr, Aug, Dec
47	Banking Operations Excellence	2days	Call	“
48	Managing Banking Operations	3days	Call	“
49	Intensive Banking Operations Course	3days	Call	“
<b>CERTIFICATIONS INFORMATION TECHNOLOGY</b>				
50	Certified Information System Auditor (CISA) Preparatory Boot Camp	One Week	Call	June, Dec
51	ISO 21502 Project Management		Call	To Be Determined
52	ISO/IEC 27001 Information Security Management Systems		Call	“
53	ISO/IEC 27002 Information Security Controls		Call	“
54	ISO/IEC 27005 Information Security Risk Management		Call	“
55	ISO/IEC 27035 Incident Management Training		Call	“
56	ISO/IEC 38500 IT Governance		Call	“
57	ISO 31000 Risk Management		Call	“
58	ISO 37001 Anti-Bribery Training		Call	“
59	ISO 37002 Whistleblowing Management System		Call	“
60	ISO 37301 Compliance Management System		Call	“
61	ISO 9001 Quality Management		Call	“
62	General Data Protection Regulation (GDPR) Training		Call	“