

## AMAG SCHEDULE OF TRAINING PROGRAMMES - 2022

LIST OF BUSINESS COURSES				
S/N	Course Title	Duration	Cost	Availability
BUSINESS COMMUNICATION & PERSONAL DEVELOPMENT				
1	Effective Business Communication Skills	2days	N100,000	Mar, Jun, Sep, Nov
2	Workplace Interpersonal Relationship Skills	2days	N100,000	Mar, Jun, Sep, Nov
3	Effective Business Writing Skills	2days	N100,000	Mar, May, Sept, Nov
4	Advanced Business Writing Skills	2days	N100,000	Mar, May, Sept, Nov
5	Personal Effectiveness at Work	2days	N100,000	Mar, May, July, Oct
6	Personal Effectiveness for Managers	2days	N100,000	Mar, May, July, Oct
7	Developing Capacity for Peak Performance	2days	N100,000	Mar, Jun, Sept, Nov
8	Developing Good Presentation Skills	2days	N100,000	Apr, Jun, Aug, Nov
9	Developing Ownership Culture & Growth Mindset	2days	N100,000	Apr, Sept, Nov
10	Developing Critical Thinking Skills	2days	N100,000	Mar, May, Jul, Oct
CUSTOMER SERVICE				
11	Customer Service Excellence	2days	N100,000	Mar, Jun, Nov
12	Customer Relationship Management	2days	N100,000	Mar, Jun, Nov
13	Customer Service & Work Ethics	2days	N100,000	Mar, Jun, Nov
14	Customer Experience Management	2days	N100,000	Feb, Jun, Oct
LEADERSHIP & MANAGEMENT				
15	Effective Leadership Skills	2days	N100,000	Apr, Jul, Oct, Dec
16	Strategic Leadership Skills	2days	N100,000	Feb, Jun, Sep, Dec
17	High Impact Leadership	2days	N100,000	Mar, Jul, Sep, Dec
18	Improving Organizational Productivity	2days	N100,000	Mar, Jul, Sep, Dec
19	Work Ethics & Attitudinal Improvement	2days	N100,000	Apr, Jul, Oct, Dec
20	Effective Delegation Skills	2days	N100,000	Mar, Jun, Nov
21	Effective Conflict Management	2days	N100,000	Apr, Aug, Nov

22	Business Ethics & Corporate Governance	2days	N100,000	Feb, May, Aug, Dec
23	Habits of Highly Effective Managers	2days	N100,000	Mar, Jun, Aug, Nov
24	Building Highly Effective Teams	2days	N100,000	Apr, Jul, Sep
25	Leading High-Performing Teams	2days	N100,000	Feb, May, Aug, Nov
26	Building & Leading a 21 <sup>st</sup> Century Team	2days	N100,000	Feb, Jun, Sept, Dec
27	Managing People for Strategic Advantage	2days	N100,000	Feb, Apr, Jul, Oct
28	Essential Administrative Skills	2days	N100,000	Feb, Jul, Oct
29	Management Skills Development	2days	N100,000	Feb, May, Jul, Oct
30	Office Management Skills	2days	N100,000	Mar, May, Jul, Oct
31	Improvement Course for Supervisors	2days	N100,000	Mar, Sep
32	Supervisors Development Program	2days	N100,000	May, Aug, Nov
33	Advanced Supervisory Skills	2days	N100,000	Mar, Sep
34	Time Management & Productivity Improvement	2days	N100,000	Feb, May, Jul, Oct
35	Records and Document Management	2days	N100,000	Apr, Aug, Oct
35A	Effective Document Management	2days	N100,000	Apr, Aug, Oct
<b>HUMAN RESOURCES MANAGEMENT</b>				
36	Fundamentals of Human Resource Management	3 days	N150,000	Apr, Oct
37	HR Records Keeping & Document Mgt.	2 days	N100,000	Apr, Jun, Aug
<b>SALES &amp; MARKETING</b>				
38	Selling Skills and Customer Retention	2days	N100,000	Apr, Jun, Sep, Nov
38A	Effective Sales Skills	2days	N100,000	Apr, Jun, Sep, Nov
38B	Advanced Selling Skills	2days	N100,000	Apr, Jun, Sep, Nov
38C	Strategic Selling & Key Accounts Mgt.	2days	N100,000	Mar, Jul, Sept
39	Strategic Sales & Planning	2days	N100,000	Mar, Jul, Sept
40	Effective Key Accounts Management	2days	N100,000	Feb, Jun, Sept, Nov
41	Strategic Sales Management	2days	N100,000	Feb, May, Aug, Oct
41A	Strategic Marketing	2days	N100,000	Feb, May, Aug, Oct

42	Strategic Marketing Management	2days	N100,000	Feb, May, Aug, Oct
43	Consultative Selling Skills	2days	N100,000	Feb, May, Sep, Nov
44	Marketing Skills & Business Development	2days	N100,000	To Be Determined
45	Digital Marketing	2days	N100,000	To Be Determined
46	Effective Negotiation Skills	2days	N100,000	Apr, Jun, Dec
47	Negotiating to Win	2days	N100,000	Apr, Jun, Dec
<b>ENTREPRENEURSHIP</b>				
48	Entrepreneurship Skills	2days	Call	To Be Determined
49	Starting & Running a Successful Business	2days	Call	To Be Determined
<b>LIST OF SPECIALISED COURSES</b>				
<b>S/N</b>	<b>Course Title</b>	<b>Duration</b>	<b>Cost</b>	<b>Available Dates</b>
<b>SECURITY &amp; AUDIT</b>				
50	Effective Information System Security	3days	N180,000	Apr, Oct
51	Information Security Awareness	2days	N120,000	Feb, May, Oct
52	Knowledge of Cyber Security	2days	N120,000	Apr, Aug, Nov
53	Auditing Application Systems	3days	N180,000	To be determined
54	Effective Data Protection & Security	3days	N180,000	To be determined
55	Effective Systems Auditing	3days	N180,000	Apr, Jul, Sept
56	Advanced Systems Auditing	3days	N180,000	Apr, Jul, Sept
57	Effective Internal Auditing	3days	N180,000	Mar, Jun, Aug, Dec
58	Effective Internal Control & Fraud Prevention	2days	N120,000	Mar, Jun, Aug, Dec
59	Developing Internal Control proficiency	2days	N120,000	Feb, Jun, Aug, Dec
60	Audit Report Writing Skills	2days	N120,000	Feb, May, Aug, Nov
61	Technical Report Writing	2days	N120,000	Feb, Apr, Jul, Dec
62	Fraud Prevention, Detection & Control	2days	N120,000	Mar, Jun, Sept, Nov
63	Occupational Fraud Awareness	2days	N120,000	Mar, Jun, Sept, Nov

64	Risk-Based Internal Auditing	3days	N180,000	Feb, Jun, Aug, Nov
65	Forensic Investigative Auditing	3days	N180,000	May, Sept
<b>FINANCIAL MANAGEMENT</b>				
66	Budgeting & Corporate Planning	2days	N120,000	Feb, May, Sept
67	Effective Budgeting Skills	2days	N120,000	Feb, May, Sept
68	Strategic Cost Management	2days	N120,000	Feb, May, Sept
69	Effective Financial Management & Control	3days	N180,000	May, Jul, Oct
<b>COMPLIANCE</b>				
70	Anti-Money Laundering & Combating Financing of Terrorism	2days	N120,000	Mar, May, Sept, Nov
71	Regulations & Compliance for Financial Institutions	3days	N180,000	May, Sept, Dec
<b>PROCUREMENT &amp; LOGISTICS</b>				
72	Strategic Sourcing & Cost Management	3days	N180,000	May, Aug, Oct
73	Strategic Procurement & Contract Management	3days	N180,000	Feb, Jun, Sept, Dec
74	Effective Contract Management	2days	N120,000	Mar, June, Sept
75	Procurement Planning & Inventory Control	3days	N180,000	Mar, June, Oct
76	Category Management in Procurement	2days	N120,000	To be Determined
78	Cost Reduction in Procurement	2days	N120,000	To be Determined
79	Supply Chain & Logistics Management	3days	N180,000	Apr, Nov
80	Effective Inventory Management	2days	N120,000	Mar, Jul, Nov
81	Effective Tendering & Supplier Relationship Management	2days	N120,000	To be determined
<b>FACILITIES &amp; PROJECT MANAGEMENT</b>				
82	Effective Facilities Management	3days	N180,000	Mar, Jul. Nov
83	Building Maintenance & Repairs Mgt.	2days	N120,000	Mar, Jul. Nov
84	Workplace Health & Safety	2days	N120,000	Mar, Jul. Nov
85	Effective Project Management	2days	N120,000	To be determined
86	Project Management for Real Estate	2days	N120,000	To be determined

87	Project Management for IT	2days	N120,000	To be determined
<b>RISK &amp; LIABILITY MANAGEMENT</b>				
88	Enterprise Risk Management	3days	N180,000	Apr, Jun, Oct
89	Electronic Business Risk Management	3days	N180,000	Apr, Jul, Oct
90	Risk Mgt. & Business Planning Process	3days	N180,000	Apr, Jun, Oct
91	Credit Risk & Debt Recovery	3days	N180,000	May, Aug
92	Credit Monitoring & Loan Administration	3days	N180,000	Jul, Oct
93	Credit & Collection Management	2days	N120,000	May, Nov
94	Assets & Liabilities Management	2days	N120,000	Feb, Jul, Sept
<b>OPERATIONS MANAGEMENT</b>				
95	Operational Excellence	2days	Call	In-plant
96	Banking Operations Excellence	2days	Call	In-plant
97	Managing Banking Operations	3days	Call	“
98	Intensive Banking Operations Course	3days	Call	“
99	Business Process Improvement	2days	N100,000	To be determined
<b>INFORMATION TECHNOLOGY</b>				
100	Certified Information Systems Auditor (CISA) Preparatory Boot Camp	One Week	Call	June, Dec