

# Available e-Learning Courses @ Amag

## Business Courses

- Understanding Organisational Culture
- Managing Culture Change
- Human Behaviour in Organisations
- Effective Workplace Supervision
- Workplace Interpersonal Relations
- Workplace Tolerance
- Teamwork and Motivation
- Building Highly Effective Teams
- Effective Delegation Skills
- Work Ethics & Professionalism
- Effective Communication
- Oral Presentation Skills
- Time Management
- Self-Leadership
- Leadership Trust
- Level 5 Leadership
- Effective Leadership Communication
- Workplace Interpersonal Communication
- Workplace Negotiation Skills
- Business Negotiation Strategy
- Feedback and Effective Communication
- Workplace Conflict Management
- Managing Organisational Conflict
- Managing Organisational Change
- Attitude Change
- Understanding Responsibility
- Maintaining Integrity
- Job Etiquettes
- Personal Effectiveness
- Building Self Confidence
- Managing Stress
- Energizing Yourself (Free)
- Decision Making
- Decision Making Model
- Problem Solving
- Problem Solving Model
- Managing the Boss
- Planning and Organising Work
- Stress Management @ Work

## Specialised Courses

- Anti-Money Laundering & Combating Finance of Terrorism (9 modules)
  - Anti-Money Laundering (AML) & Counter Financing of Terrorism (CFT)
  - Regulatory framework for AML & CFT
  - Know Your Customer (KYC)
  - Identification and Reporting of Suspicious Transactions and High Currency Amount
  - Designation and Duties of AML Compliance Officer
  - Fraud Prevention for Money Transfers
  - Effective Records Management
  - Best Practices for development of AML Programme
  - AML Risk Assessment
- Workplace Health & Safety (5 modules)
  - Occupational Health & Safety Laws
  - Hazards: identification, risk assessment and control
  - Use of fire fighting/prevention equipment
  - Emergency procedures
  - Occupational health & Safety policy
- Fraud Prevention, Detection and Control (6 modules)
  - Concepts in Financial Fraud
  - Regulatory Framework
  - Principal Categories of Fraud
  - Fraud and Corruption: Techniques, Prevention & Control
  - Fraud Detection
  - Fraud Investigation
- Risk Management (3 Modules)
  - Enterprise Risk Management
    - Identifying, Assessing and Dealing with Risk
  - Operational Risk Management
  - Credit Risk Management
- Auditing (5 Modules)
  - Effective Internal Auditing
  - Effective Internal Controls
  - Forensic Investigative Auditing
  - Effective Systems Auditing
  - Effective Information Systems Security
- Budgeting and Budgetary Controls (1 module)
- Strategic Cost Management (1 module)