

AMAG SCHEDULE OF TRAINING PROGRAMMES - 2020

LIST OF BUSINESS COURSES				
S/N	Course Title	Duration	Cost	Availability
BUSINESS COMMUNICATION & PERSONAL DEVELOPMENT				
1	Effective Communication & Interpersonal Relationship Skills	2days	N90,000	Mar, Jun, Sep, Nov
2	Developing Effective Presentation Skills	2days	N90,000	Apr, Jun, Sep, Nov
3	Effective Business Writing Skills	3days	N130,000	Mar, May, Sep, Nov
4	Advanced Business Writing Skills	3days	N130,000	Mar, Jun, Aug, Oct
5	Personal Effectiveness at Work	2days	N90,000	May, July, Sept
6A	Developing Capacity for Peak Performance	2days	N90,000	May, Jun, Sept, Nov
6B	Developing Ownership Culture & Growth Mindset	2days	N90,000	Apr, Jun, Sept, Nov
CUSTOMER SERVICE				
7A	Excellent Customer Service & Relationship Management	3days	N130,000	Mar, Jun, Nov
7B	Customer Service & Work Ethics	2days	N90,000	Mar, Jun, Nov
7C	Customer Relationship Management	2days	N90,000	Mar, Jun, Nov
LEADERSHIP & MANAGEMENT				
8A	Work Ethics, Leadership & Productivity Improvement	2days	N90,000	Apr, Jul, Oct, Dec
8B	Attitude Improvement & Work Ethics	2days	N90,000	Apr, Jul, Oct, Dec
8C	Effective Leadership & Delegation Skills	2days	N90,000	Mar, Jul, Nov
8D	Business Ethics & Corporate Governance	2 days	N90,000	May, Aug, Dec
9A	High Impact Leadership & Organisational Productivity	2days	N90,000	May, Jul, Sep, Dec
9B	Strategic Leadership & Organisational Productivity	2days	N90,000	Jun, Sep, Dec
9C	Habits of Highly Effective Managers	2days	N90,000	Mar, Aug, Nov
10A	Building Highly Effective Teams	2days	N90,000	Apr, Aug, Oct
10B	Leading High Performing Teams	2days	N90,000	May, Aug, Nov
11A	Management & Administrative Skills	3days	N130,000	May, Jul, Oct
11B	Management Skills Development	3days	N130,000	May, Jul, Oct
11C	Office Management Skills	2days	N90,000	Mar, May, Jul, Oct
12A	Supervision Skills Improvement	2days	N90,000	Mar, Sep
12B	Supervisors Development Program	2days	N90,000	May, Nov
12B	Advanced Supervision Skills	2days	N90,000	May, Sep
13	Time Management & Productivity Improvement	2days	N90,000	May, Aug, Oct
14	Records & Document Management	2days	N90,000	Apr, Jun, Aug, Oct
15	Retirement Planning Workshop	2days	N90,000	May, Aug, Dec
HUMAN RESOURCES MANAGEMENT				
16	Fundamentals of Human Resource Management	3 days	N130,000	Apr, Oct
17	Strategic Human Resource Mgt.	3 days	N130,000	Apr, Jul, Nov

SALES & MARKETING				
18	Selling Skills & Customer Retention	2days	N90,000	Apr, Jun, Sep, Nov
19	Advanced Selling Skills	3days	N130,000	Apr, Jul, Sep
20	Strategic Selling & Key Accounts Mgt.	2days	N90,000	Jun, Sep, Nov
21	Marketing Skills & Brand Development	3days	N130,000	To Be Determined
22	Consultative Sales Excellence	2days	N90,000	To Be Determined
23	Digital Marketing	2days	N90,000	To Be Determined
24	Strategic Marketing	3days	N130,000	To Be Determined
25	Business Negotiation Skills	2days	N90,000	Mar, Jun, Dec
ENTREPRENEURSHIP				
26	Entrepreneurship Skills	2days	Call	To Be Determined
27	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	N150,000	Apr, Oct
	Information Security Awareness	2days	N100,000	Apr, Jun, Aug, Oct
2	Effective Systems Auditing	3days	N150,000	Apr, Jul, Sept
3	Advanced Systems Auditing	3days	N150,000	Apr, Jul, Sept
4	Effective Internal Auditing	3days	N150,000	Mar, Jun, Aug, Dec
5	Effective Internal Control & Fraud Prevention	3days	N150,000	Mar, May, Aug
6	Advanced Internal Auditing	3days	N150,000	May, Aug, Dec
7	Audit Report Writing Skills	2days	N100,000	May, Aug, Nov
8	Technical Report Writing	2days	N100,000	Apr, Jul, Dec
9	Fraud Prevention, Detection & Control	2days	N100,000	Mar, June, Sept, Nov
10	Risk-Based Internal Auditing	3days	N150,000	Jun, Aug, Nov
11	Forensic Investigative Auditing	3days	N150,000	May, Sept
FINANCIAL MANAGEMENT				
12	Budgeting & Corporate Planning	2days	N100,000	May, Sept
	Effective Budgeting & Cost Management	2days	N100,000	May, Sept
13	Accounting For Non-finance Managers	3days	N150,000	To be determined
14	Effective Financial Management & Control	3 days	N150,000	May, Jul, Oct
COMPLIANCE				
15	Anti-Money Laundering & Combating Financing of Terrorism	2days	N100,000	Mar, June, Sept, Nov
16	Regulations & Compliance for financial Institution	3days	N150,000	May, Jul, Dec
PROCUREMENT & LOGISTICS				
17	Strategic Sourcing & Cost Management	3days	N150,000	May, Jul, Oct
		3days	N150,000	Mar, June, Oct
18	Procurement Planning & Inventory Control	3days	N150,000	Mar, June, Oct
19	Advanced Procurement Planning & Inventory Control			

20	Supply Chain & Logistics Management	3days	N150,000	Apr, Jul, Nov
21	Inventory Management & Stock Control	2days	N100,000	Apr, Jul, Nov
22	Effective Tendering & Supplier Relationship Management	2days	N100,000	To be determined
FACILITIES & PROJECT MANAGEMENT				
23	Effective Facilities Management	3days	N150,000	Mar, Jul. Nov
24	Electrical Safety Fire Prevention & Control	2days	N100,000	Mar, Jul. Nov
25	Workplace Health & Safety	2days	N100,000	Mar, Jul, Nov
26	Business Process Improvement	2days	N100,000	Apr, Aug, Dec
27	Effective Project Management	2days	N100,000	To be determined
28	Project Management for Real Estate	2days	N100,000	To be determined
29	Project Management for IT	2days	N100,000	To be determined
RISK & LIABILITY MANAGEMENT				
30	Enterprise Risk Management	3days	N150,000	Apr, Jul, Oct
31	Electronic Business Risk Management	3days	N150,000	Jun, Sept
32	Risk Mgt. & Business Planning Process	3days	N150,000	Apr, Jul, Oct
33	Credit Risk & Debt Recovery Management	3days	N150,000	May, Aug
34	Credit Monitoring & Loan Administration	3days	N150,000	Aug, Oct
35	Credit & Collection Management	2days	N100,000	May, Nov
OPERATIONS MANAGEMENT				
36	Operational Excellence	2days	Call	In-plant
37	Managing Banking Operations	3 days	Call	"
37A	Intensive Banking Operations Course	3 days	Call	"
INFORMATION TECHNOLOGY				
38	CISA Preparatory Boot Camp	One Week	Call	June, Nov
39	ITIL IT Service Management Foundation	2 days	Call	To be determined