



# AMAG EXECUTIVE ACADEMY

YEAR 2021 - FIRST QUARTER  
OPEN TRAINING PROGRAMMES

AMAG EXECUTIVE ACADEMY

S/No	Course Title	Date	Weekdays / Duration	Course Fee Per Person
<b>BUSINESS COURSES</b>				
1	Business Process Improvement	19-20 <sup>th</sup> Jan 2021	TW 2days	N100,000
2	Business Writing Skills	21-22 <sup>nd</sup> Jan 2021	TF 2days	N100,000
3	Developing Capacity for Peak Performance	26-27 <sup>th</sup> Jan 2021	TW 2days	N100,000
4	Competitive Intelligence and Consumer Insights	28-28 <sup>th</sup> Jan 2021	TF 2days	N100,000
5	Building & Leading a 21 <sup>st</sup> Century Team	2 <sup>nd</sup> -3 <sup>rd</sup> Feb 2021	TW 2days	N100,000
6	Strategic Selling & Key Accounts Management	3 <sup>rd</sup> -4 <sup>th</sup> Feb 2021	WT 2 days	N100,000
7	Time Management & Productivity Improvement	4 <sup>th</sup> -5 <sup>th</sup> Feb 2021	TF 2days	N100,000
8	Managing People for Strategic Advantage	9 <sup>th</sup> -10 <sup>th</sup> Feb 2021	TW 2days	N100,000
9	Management Skills Development	10 <sup>th</sup> -11 <sup>th</sup> Feb 2021	WT 2 days	N100,000
10	Management & Administrative Skills	11 <sup>th</sup> -12 <sup>th</sup> Feb 2021	TF 2days	N100,000
11	Marketing & Business Skills Development	15 <sup>th</sup> -16 <sup>th</sup> Feb 2021	TW 2days	N100,000
12	Supervisors Development Program	17 <sup>th</sup> -18 <sup>th</sup> Feb 2021	WT 2 days	N100,000
13	Strategic Marketing Management	18 <sup>th</sup> -19 <sup>th</sup> Feb 2021	TF 2days	N100,000
14	Strategic Leadership & Organisational Productivity	23 <sup>rd</sup> -25 <sup>th</sup> Feb 2021	TWT 3days	N150,000
15	Leading High Performance Teams	24 <sup>th</sup> -25 <sup>th</sup> Feb 2021	WT 2days	N100,000
16	Business Ethics & Corporate Governance	25 <sup>th</sup> -26 <sup>th</sup> Feb 2021	TF 2days	N100,000
17	Effective Business Writing Skills	2 <sup>nd</sup> -4 <sup>th</sup> Mar 2021	TWT 3days	N150,000
18	Advanced Business Writing Skills	3 <sup>rd</sup> -5 <sup>th</sup> Mar 2021	WT 2days	N100,000
19	Habits of Highly Effective Managers	4 <sup>th</sup> -5 <sup>th</sup> Mar 2021	TF 2days	N100,000
20	Excellent Customer Service & Relationship Management	9 <sup>th</sup> -10 <sup>th</sup> Mar 2021	TW 2days	N100,000
21	Customer Service & Work Ethics	10 <sup>th</sup> -11 <sup>th</sup> Mar 2021	WT 2days	N100,000
22	Customer Relationship Management	11 <sup>th</sup> -12 <sup>th</sup> Mar 2021	TF 2days	N100,000
23	Personal Effectiveness at Work	11 <sup>th</sup> -12 <sup>th</sup> Mar 2021	TF 2days	N100,000
24	Supervision Skills Improvement	16 <sup>th</sup> -18 <sup>th</sup> Mar 2021	TW 2days	N100,000
25	Advanced Supervision Skills	17 <sup>th</sup> -18 <sup>th</sup> Mar 2021	WT 2days	N100,000

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26	Effective Communication & Interpersonal-Relationship Skills	18 <sup>th</sup> -19 <sup>th</sup> Mar 2021	TF 2days	N100,000
27	Effective Leadership & Delegation Skills	23 <sup>rd</sup> -24 <sup>th</sup> Mar 2021	TW 2days	N100,000
28	Office Management & Administration Skills	24 <sup>th</sup> -25 <sup>th</sup> Mar 2021	WT 2days	N100,000
29	High Impact Leadership & Organisational Productivity	25 <sup>th</sup> -26 <sup>th</sup> Mar 2021	TF 2days	N100,000
30	Selling Skills & Customer Retention	30 <sup>th</sup> - 31 <sup>st</sup> Mar 2021	TW 2days	N100,000
31	Advanced Selling Skills	30 <sup>th</sup> - 31 <sup>st</sup> Mar 2021	TW 2days	N100,000
32	Developing Capacity for Peak Performance	31 <sup>st</sup> Mar-1 <sup>st</sup> Apr 2021	WT 2days	N100,000
<b>SPECIALISED COURSES</b>				
152	Effective Systems Auditing	18-20 <sup>th</sup> Jan 2021	MTW 3days	N180,000
153	Audit Report Writing Skills	21 <sup>st</sup> -22 <sup>nd</sup> Jan 2021	TF 2days	N120,000
154	Advanced Internal Auditing	25-27 <sup>th</sup> Jan 2021	MTW	N180,000
155	Advanced Procurement Planning	27-29 <sup>th</sup> Jan 2021	WTF	N180,000
156	Strategic Procurement & Contract Mgt.	2 <sup>nd</sup> -4 <sup>th</sup> Feb 2021	TWT 3days	N180,000
157	Technical Report Writing Skills	4 <sup>th</sup> -5 <sup>th</sup> Feb, 2021	TF 2days	N120,000
158	Risk Based Internal Auditing	9 <sup>th</sup> -11 <sup>th</sup> Feb 2021	TWT 3days	N180,000
159	Information Security Awareness	11 <sup>th</sup> -12 <sup>th</sup> Feb 2021	TF 2days	N120,000
160	Effective Budgeting & Cost Mgt.	16 <sup>th</sup> -17 <sup>th</sup> Feb 2021	TW 2days	N120,000
161	Audit Report Writing Skills	18 <sup>th</sup> -19 <sup>th</sup> Feb 2021	TF 2days	N120,000
162	Regulations & Compliance for Financial Institutions	23 <sup>rd</sup> -25 <sup>th</sup> Feb 2021	TWT 3days	N180,000
163	Supply Chain Technology & Systems	25 <sup>th</sup> -26 <sup>th</sup> Feb 2021	TF 2days	N120,000
164	Procurement Planning & Inventory Control	2 <sup>nd</sup> -4 <sup>th</sup> Mar 2021	TWT 3days	N180,000
165	Advanced Procurement Planning & Inventory Control	3 <sup>rd</sup> -5 <sup>th</sup> Mar 2021	WTF 3days	N180,000
166	Anti-money Laundering & Combating Financing of Terrorism	9 <sup>th</sup> -10 <sup>th</sup> Mar 2021	TW 2days	N120,000
167	Fraud Prevention, Detection & Control	11 <sup>th</sup> -12 <sup>th</sup> Mar 2021	TF 2days	N120,000
168	Effective Internal Auditing	16 <sup>th</sup> -18 <sup>th</sup> Mar 2021	TWT 3days	N180,000
169	Effective Internal Control & Fraud Prevention	18 <sup>th</sup> -19 <sup>th</sup> Mar 2021	TF 2days	N120,000

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169	Effective Internal Control & Fraud Prevention	18 <sup>th</sup> -19 <sup>th</sup> Mar 2021	TF 2days	N120,000
170	Effective Facilities Management	23 <sup>rd</sup> -25 <sup>th</sup> Mar 2021	TWT 3days	N180,000
171	Electrical Safety Fire Prevention & control	24 <sup>th</sup> -25 <sup>th</sup> Mar 2021	WT 2days	N120,000
172	Workplace Health & Safety	25 <sup>th</sup> -26 <sup>th</sup> Mar 2021	TF 2days	N120,000
173	Supply Chain & Logistics Management	30 <sup>th</sup> Mar-1 <sup>st</sup> Apr 2021	TWT 3days	N180,000
174	Inventory Management & Stock Control	31 <sup>st</sup> Mar-1 <sup>st</sup> Apr 2021	WT 2days	N120,000