

AMAG SCHEDULE OF TRAINING PROGRAMMES - 2025

LIST OF BUSINESS COURSES				
S/N	Course Title	Duration	Course Fee per Person for Online/Physical	Availability
BUSINESS COMMUNICATION & PERSONAL DEVELOPMENT				
1	Effective Communication Skills	2days	N140,000/N180,000	Mar, Jun, Aug, Nov
2	Effective Conflict Management Skills	2days	N140,000/N180,000	Apr, Aug, Nov
3	Effective Business Writing Skills	2days	N140,000/N180,000	Feb, May, Aug, Oct
4	Advanced Business Writing Skills	2days	N140,000/N180,000	Feb, May, Aug, Oct
5	Personal Effectiveness at Work	2days	N140,000/N180,000	May, Oct
6	Personal Effectiveness for Managers	2days	N140,000/N180,000	Mar, July
7	Developing Capacity for Peak Performance	2days	N140,000/N180,000	Jan, Mar, May, Sep, Nov
8	Developing Ownership Culture & Growth Mindset	2days	N140,000/N180,000	Apr, Sept, Nov
9	Developing Critical Thinking Skills	2days	N140,000/N180,000	Mar, May, Jul, Oct
CUSTOMER SERVICE				
10	Excellent Customer Service & Relationship Management	2days	N140,000/N180,000	Mar, Jun, Nov
11	Customer Service & Work Ethics	2days	N140,000/N180,000	Mar, Jun, Nov
12	Customer Experience Management	2days	N140,000/N180,000	Feb, Jun, Oct
LEADERSHIP & MANAGEMENT				
13	Work Ethics & Leadership Skills Improvement	2days	N140,000/N180,000	Apr, Jul, Oct, Dec
14	Work Ethics & Attitude Improvement	2days	N140,000/N180,000	Apr, Jul, Oct, Dec
15	Effective Delegation Skills	2days	N140,000/N180,000	Mar, Jun, Nov
16	Effective Conflict Management	2days	N140,000/N180,000	Apr, Aug, Nov
17	Business Ethics & Corporate Governance	2days	N140,000/N180,000	Feb, May, Aug, Dec
18	High Impact Leadership & Organisational Productivity	2days	N140,000/N180,000	Mar, Jul, Sep, Dec
19	Strategic Leadership & Organisational Productivity	2days	N140,000/N180,000	Feb, May
20	Habits of Highly Effective Managers	2days	N140,000/N180,000	Feb, Jun, Aug, Nov
21	Building Highly Effective Teams	2days	N140,000/N180,000	Jan, Apr, Jul, Sept
22	Leading High-Performing Teams	2days	N140,000/N180,000	Feb, Apr, Aug, Oct

23	Building & Leading a 21 st Century Team	2days	N140,000/N180,000	Jun, Sept, Nov
24	Managing People for Strategic Advantage	2days	N140,000/N180,000	Feb, Apr, Jul, Oct
25	Essential Administrative Skills	2days	N140,000/N180,000	Feb, Jul, Oct
26	Management Skills Development	2days	N140,000/N180,000	Feb, May, Jul, Oct
27	Supervisory Skills Improvement	2days	N140,000/N180,000	Mar, Jun, Sep
28	Supervisory Development Programme	2days	N140,000/N180,000	Jan, May, Aug
29	Advanced Supervisory Skills Improvement	2days	N140,000/N180,000	Mar, Sep
30	Time Management & Productivity Improvement	2days	N140,000/N180,000	Feb, May, Jul, Oct
31	Effective Document Management	2days	N140,000/N180,000	Apr, Jul, Oct
32	Efficient Mailroom Management	2days	N140,000/N180,000	Feb, Jun, Oct
HUMAN RESOURCES MANAGEMENT				
33	Fundamentals of Human Resource Management	2days	N140,000/N180,000	Apr, Jun, Oct
34	HR Records Keeping & Document Mgt.	2days	N140,000/N180,000	Apr, Jun, Aug
SALES & MARKETING				
35	Effective Sales Skills	2days	N140,000/N180,000	Mar, Jun, Sep, Nov
36	Sales & Customer Retention Skills	2days	N140,000/N180,000	Mar, Jun, Sep, Nov
37	Strategic Sales & Planning	2days	N140,000/N180,000	Mar, Jul, Sept
38	Key Accounts Mgt.	2days	N140,000/N180,000	Feb, Jun, Sept, Nov
39	Strategic Sales Management	2days	N140,000/N180,000	Feb, May, Aug, Oct
40	Consultative Selling Skills	2days	N140,000/N180,000	Feb, May, Sept, Nov
41	Marketing Skills & Brand Development	2days	N140,000/N180,000	May, Jul, Dec
42	Digital Marketing	2days	N140,000/N180,000	To be Determined
43	Business Negotiation Skills	2days	N140,000/N180,000	Apr, Jun, Dec
ENTREPRENEURSHIP				
44	Entrepreneurship Skills	2days	Call	To Be Determined
45	Starting & Running a Successful Business	2days	Call	To Be Determined
46	Building a Sustainable Business	2days	N140,000/N180,000	Apr, Jun, Dec

LIST OF SPECIALISED COURSES				
S/N	Course Title	Duration	Course Fees per Person for Online/Physical	Available Dates
SECURITY & AUDIT				
1	Effective Information System Security	3days	N240,000/310,000	Apr, Oct
2	Information Security Awareness	2days	N170,000/210,000	Feb, May, Oct
3	Knowledge of Cyber Security	2days	N170,000/210,000	Apr, Aug, Nov
4	Auditing Application Systems	3days	N240,000/310,000	To be Determined
5	Effective Data Protection & Security	3days	N240,000/310,000	To be Determined
6	Effective Systems Auditing	3days	N240,000/310,000	Jan, Apr, Jul, Aug
7	Advanced Systems Auditing	3days	N240,000/310,000	Aug
8	Effective Internal Auditing	3days	N240,000/310,000	Mar, Aug, Dec
9	Effective Internal Control & Fraud Prevention	2days	N170,000/210,000	Mar, Jun, Aug
10	Developing Internal Control proficiency	2days	N170,000/210,000	Feb, May, Aug, Dec
11	Audit Report Writing Skills	2days	N170,000/210,000	Jan, Feb, May, Aug, Nov
12	Report Writing for Internal Control Officers	2days	N170,000/210,000	Jan, Feb, May, Aug, Nov
13	Technical Report Writing	2 days	N170,000/210,000	Feb, Apr, Sept
14	Fraud Prevention, Detection & Control	2days	N170,000/210,000	Mar, Jun, Sept, Nov
15	Occupational Fraud Awareness	2days	N170,000/210,000	Mar, Jun, Sept, Nov
16	Risk-Based Internal Auditing	3days	N240,000/310,000	May, Aug, Nov
17	Forensic Investigative Auditing	3days	N240,000/310,000	May, Oct
FINANCE				
18	Budgeting & Corporate Planning	2days	N170,000/210,000	To be determined
19	Effective Budgeting Skills	2days	N170,000/210,000	Feb, May, Sept
20	Accounting for Non-Finance Managers	3days	N240,000/310,000	To be Determined
21	Effective Financial Management & Control	3days	N240,000/310,000	May, Jul, Oct
22	Retirement Planning Workshop	2days	N170,000/210,000	May, Jul, Oct

REGULATION & COMPLIANCE				
23	Anti-Money Laundering & Combating Financing of Terrorism	2days	N170,000/210,000	Mar, May, Sept, Nov
24	Regulations & Compliance for Financial Institutions	2days	N170,000/210,000	May, Sept, Dec
25	Compliance & Enforcement	2days	N170,000/210,000	May, Sept, Dec
PROCUREMENT & LOGISTICS				
26	Strategic Cost Management	2days	N170,000/210,000	May, Jul, Oct
27	Strategic Procurement & Contract Management	3days	N240,000/310,000	Jan, Jun, Sept, Nov
28	Effective Contract Management	2days	N170,000/210,000	Mar, June, Sept
29	Procurement Planning & Inventory Control	3days	N240,000/310,000	Feb, June, Sept
30	Advanced Procurement Planning	3 days	N240,000/310,000	Jan, June, Sept
31	Category Management in Procurement	3days	N240,000/310,000	To be Determined
32	Effective Cost Reduction in Procurement	3days	N240,000/310,000	To be Determined
33	Supply Chain & Logistics Management	3days	N240,000/310,000	Mar, Nov
34	Effective Inventory Management	2days	N170,000/210,000	Mar, Jun, Jul, Nov
35	Effective Tendering & Supplier Relationship Management	2days	N170,000/210,000	To be Determined
FACILITIES & PROJECT MANAGEMENT				
36	Effective Facilities Management	3days	N240,000/310,000	Mar, Jun, Jul, Oct
37	Building Maintenance & Repairs Mgt	2days	N170,000/210,000	Mar, Jun, Nov
38	Workplace Health & Safety	2days	N170,000/210,000	Mar, Nov
39	Effective Project Management	2days	N170,000/210,000	To be determined
40	Project Management for Real Estate	2days	N170,000/210,000	To be determined
41	Project Management for IT	2days	N170,000/210,000	To be determined
RISK & LIABILITY MANAGEMENT				
42	Enterprise Risk Management	3days	N240,000/310,000	Apr, Jun, Oct
43	Electronic Business Risk Management	3days	N240,000/310,000	Apr, Jul, Oct
44	Risk Mgt. & Business Planning Process	3days	N240,000/310,000	Apr, Jun, Oct

45	Credit Risk & Debt Recovery	3days	N240,000/310,000	May, Aug
46	Credit Monitoring & Loan Administration	3days	N240,000/310,000	Jul, Oct
47	Credit Analysis & Management	2days	N170,000/210,000	May, Nov
48	Assets & Liabilities Management	2days	N170,000/210,000	Feb, Jul, Sept
OPERATIONS MANAGEMENT				
49	Operational Excellence	2days	Call	In-plant
50	Business Process Improvement	2days	N170,000/210,000	Apr, Jul, Dec
51	Banking Operations Excellence	2days	Call	In-plant
52	Managing Banking Operations	3days	Call	“
53	Intensive Banking Operations Workshop	3days	Call	“
54	Digital Banking	2days	Call	In-plant
CERTIFICATIONS TRAINING COURSES				
55	Certified Information System Auditor (CISA) Preparatory Boot Camp	One Week	Call	June, Dec
56	ISO 21502 Project Management		Call	To Be Determined
57	ISO/IEC 27001 Information Security Management Systems		Call	“
58	ISO/IEC 27002 Information Security Controls		Call	“
59	ISO/IEC 27005 Information Security Risk Management		Call	“
60	ISO/IEC 27035 Incident Management Training		Call	“
61	ISO/IEC 38500 IT Governance		Call	“
62	ISO 31000 Risk Management - Training Courses		Call	“
63	ISO 37001 Anti-Bribery Training		Call	“
64	ISO 37002 Whistleblowing Management System		Call	“
65	ISO 37301 Compliance Management System		Call	“
66	ISO 9001 Quality Management		Call	“
67	General Data Protection Regulation (GDPR) Training		Call	“