

### **The Need for Training:**

There is a need for paradigm shift in the mind set of organization to acknowledge the fact that skills developing are an on-going process. Organization need to support the development of our enterprise in this business, their assets needs to be evaluated through training needs analysis and skills audit to understand the limit of their staff.

### **List of Courses available for 2018;**

<b>S/N</b>	<b>COURSE TITILE</b>	<b>COURSE CODES</b>
<b>1</b>	Entrepreneurship Development Skills Workshop	EDP 101
<b>2</b>	Workshop on Financing Small Business	FSB 101
<b>3</b>	Stores, Inventory, E- Payment &Logistic Management.	SIEP 101
<b>4</b>	Strategic Leadership, Planning & Management of organizational change.	STP 101
<b>5</b>	Management Costing Course	MCC 101
<b>6</b>	Performance Management Course	PeMC 101
<b>7</b>	Project Management Course	PrMC 101
<b>8</b>	Strategic Management Seminar	SMS 101
<b>9</b>	Effective Financial Records Management Workshop	EFRM 101
<b>10</b>	Preparation of Transcript, Bank Reconciliation and Financial Statements in Public Sector	BFS 101
<b>11</b>	MDA's Pool Staff Competency Development Course in Public Sector../ Government Administration & Accounting and Auditing Skills.	GAAAS 101
<b>12</b>	Proper Maintenance of subsidiary Accounts, Vote, Cash, and Ledger Books/ Records in MDA's Private and Public Sector.	PMSA 101
<b>13</b>	Effective Public Financial Management Course( Reporting & Auditing)	EPFM 101
<b>14</b>	International Financial Reporting Standards ( Full Package) IFRS.	IFRS 101
<b>15</b>	Understanding of International Public Sector Accounting Standards..(Full Package) IPSAS	IPSAS 101
<b>16</b>	New Trend in Contributory Pension & Retirement Challenge Course	CPR 101
<b>17</b>	Advance Management Course for Civil Service	AMC 201

18	Advance Management for Personal Effectiveness and Dynamic Skill Development course	AMPE 201
19	Poly & University Administration systems and Implementation Strategy	ASIS 101
20	Workshop on Effective Communication Techniques	ECT 101
21	Performance Improvement Course for Executives in Public Sector	PIC 101
22	The E-Generation and Office Technology Secretaries and Managers course	TEGOT 101
23	Public Enterprise Financial Management Course	PEFM 101
24	Feasibility Studies and Investment Analysis Workshop	FSIA 101
25	Project Proposal Writing Workshop	PPW 101
26	Public, Private Partnership Workshop	PEFM
27	Report Writing and Presentation	RWP 101
28	Management Consulting Course	MCC 101
29	Advance Public Enterprise Management Course	APEMC 201
30	Advance Management Consulting Course	AMCC 201
31	Working Capital Management course	WCM 101
32	Performance Management Course	PMC 101
33	Public Policy Analysis and Management Workshop	PPAM 101
34	Effective Service Delivery Workshop	ESD 101
35	Research Methodology Workshop	RMW 101
36	Performance Improvement Course	PIC 101
37	Target – Setting Workshop for Managers.	TSW 101
38	Speech and Report Writing Workshop	SRW 101
39	Personnel / Human Resource Management	PHRM 101
40	Administrative Principles Processes & Practices	APPP 101
41	Computer Appreciation Course	CAP 101

## **Other Available Courses For 2018**

1. EFFECTIVE PAYROLL ADMINISTRATION AND TAX MANAGEMENT.
2. ADVANCED MANAGEMENT COURSE FOR CIVIL SERVICE EXECUTIVES.
3. ADVANCED SALES MANAGEMENT COURSE.
4. FINANCE FOR NON-FINANCE MANAGERS.
5. MANAGEMENT COURSE FOR SUPERVISORS.
6. TOTAL QUALITY MANAGEMENT FOR MANAGERS ON CURRENT ISSUES AND CASES.
7. STRATEGIC NEGOTIATION SKILLS: GETTING YOUR CUSTOMERS TO ACCEPT YOUR OFFER.
8. TREASURY MANAGEMENT, FRAUD DETECTION & PREVENTIVE COURSE.
9. BUILDING EFFECTIVE PUBLIC RELATION SKILLS.
10. JOB ENRICHMENT COURSE FOR ADMIN. AND MIDDLE LEVEL STAFF.
11. FUNDAMENTALS OF PURCHASING, PROCUREMENT AND SUPPLIES MANAGEMENT.
12. MANAGEMENT COURSE FOR SENIOR SECRETARIES AND PERSONAL ASSISTANTS.
13. COST BENEFITS ANALYSIS: IMPLICATIONS FOR MANAGEMENT.
14. VALUE FOR MONEY AUDITING COURSE.
15. STRATEGIC HUMAN RESOURCES AND HUMAN CAPITAL MANAGEMENT.
16. WORK AND OFFICE ETIQUETTE AND PROFESSIONAL SKILLS.
17. SKILLS FOR EXCELLENT FINANCIAL ANALYSIS.
18. PERSONAL FINANCIAL PLANNING COURSE.
19. EXCELLENCE IN CUSTOMER SERVICES.
20. PRE-RETIREMENT PLANNING WORKSHOP.
21. MAINTENANCE PLANNING WORKSHOP: PLANNING, SCHEDULING AND CONTROL.
22. PROJECT MANAGEMENT SOFT SKILL.
23. SKILLS FOR EXCELLENCE IN FINANCIAL ANALYSIS.
24. PRIVATE SECTOR.
25. DRIVING CODES, SAFETY & SECURITY CONSCIOUSNESS FOR DRIVERS.
26. MICROFINANCE OPERATIONS ISSUES, CHALLENGES AND SOLUTIONS.
27. ASSETS AND LIABILITY MANAGEMENT I & II
28. FINANCIAL SUSTAINABILITY
29. FINANCIAL STATEMENT TRENDS ANALYSIS
30. OPERATIONAL SELF SUFFICIENCY
31. ORGANIC GROWTH FOR MFBS
32. SYNDICATE GROUP WORK