



MacTAY
...improving performance

2024

Training Programme Calendar

About **MacTay**

We are one of the first indigenous and leading Management Consulting firms in Nigeria, providing Human Resource Services to our clients across Africa for over 40 years.

Through our partnership with TACK TMI, one of the pioneers in providing global Learning and Development solutions with over 100 years' experience worldwide and over 40 years in Nigeria, we think globally and act locally. Tack TMI delivers in 55+ countries and across 37 languages – in-person, virtually and digitally. We partner with clients to provide scalable, flexible, global learning solutions.

Our network enables us tap into global trends and solutions that have a track record of success across the world. At MacTay, we believe in the employee's ability to advance sustainability and growth in their organisations through continuous learning and development.

The Group comprises of **MacTay Consulting, MacTay Contact Centre, MacJobs and Global Manpower Limited.**



MacTay Learning Management System (LMS)

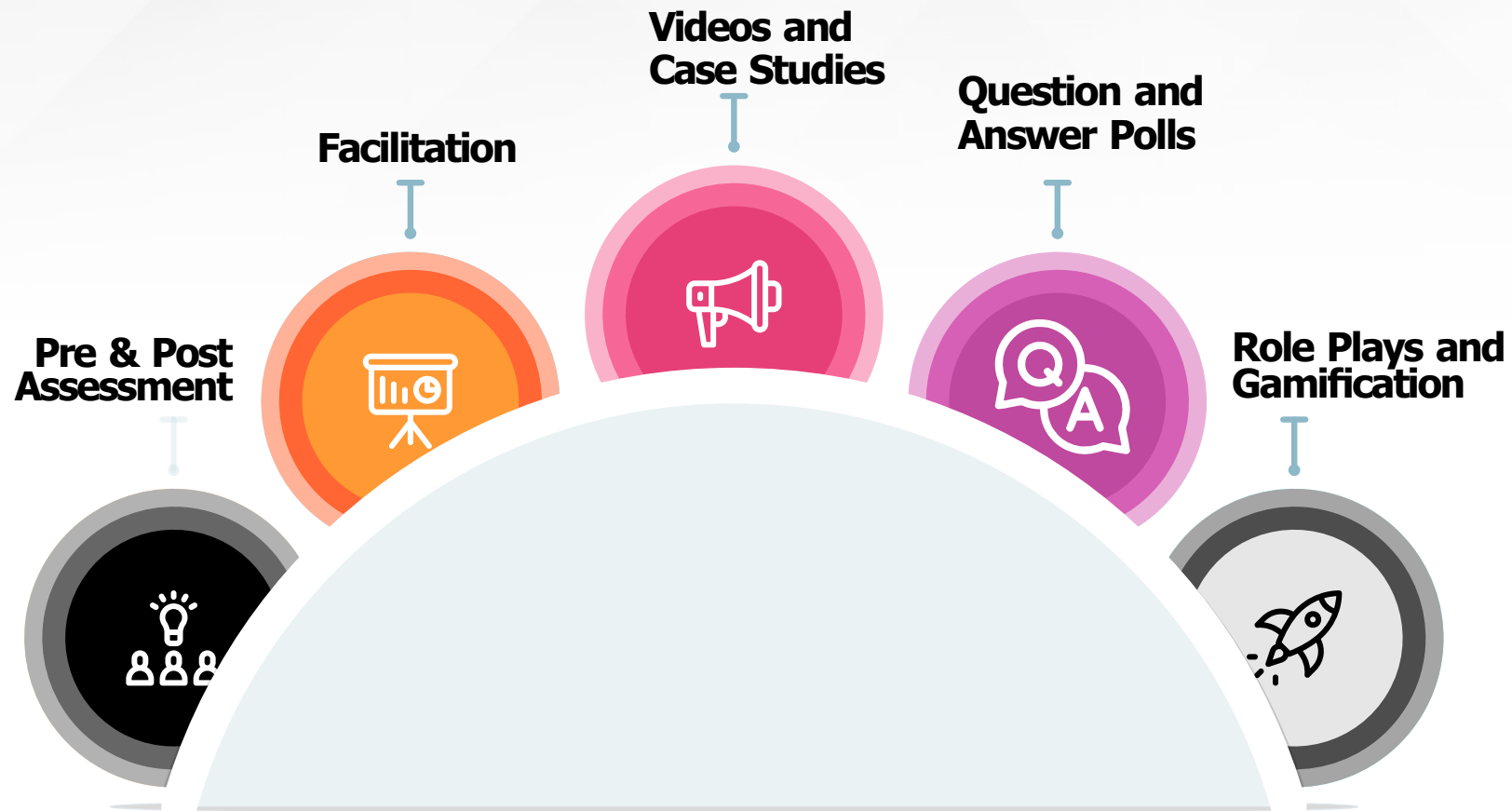
Our web and mobile based Learning Management System (LMS) supports your organization blended learning approach. We partner with your organization to provide self-paced, on-the-go digital continuous learning opportunities for improved performance on the job.

The MacTay LMS, avails you with the opportunity to:

- ✓ Convert your content below into interactive digital learning.
 - Onboarding programmes for a soft landing for new staff
 - Product knowledge
 - Compliance and regulatory courses
 - Company Policy/Culture Brochures
- ✓ Bulk Enrolment of Employees to any identified course
- ✓ Track Compliance and Reports Analytics.
- ✓ Proctored assessments for any of your Official Examinations / Assessments.



Our Training Methodology



Training Programmes



Training Programmes



LEADERSHIP AND MANAGEMENT

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Developing Agile Leadership Skills and Competencies	120,000	135,000	April 3 - 5	July 9 - 11	Oct 29 -31
Effective Supervisory Skills	120,000	135,000	May 15 -17	Aug 21- 23	Nov 13 - 15
Workplace Conflict Resolution & Management	100,000	120,000	Jul 30 - 31	Oct 16 -17	
Business Strategy and Planning	100,000	120,000	Jan 29 - 30	Nov 5 -6	
Strategic Leadership and Change Management	130,000	150,000	May 8- 9	Sept 5- 6	
Enterprise-wide Risk Management	135,000		Jul 18		
Fundamentals of Mentorship	100,000	120,000	Apr 23 - 24	Sept 19 - 18	
Stakeholder Engagement and Management	100,000	120,000	Jun 6 - 7	Oct 22 -23	
Business Intelligence and Data Analytics	120,000	135,000	Feb 8 - 10	Jul 9 - 11	

Training Programmes



MAXIMIZING PERSONAL PRODUCTIVITY & PERFORMANCE

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Workplace Effectiveness and Mastery	100,000	120,000	Apr 29 - 30	Oct 4 - 5	
Effective Business Communication	100,000	120,000	May 1 - 2	Sept 10 - 11	
Stand & Deliver: Presenting for Impact	100,000	120,000	Jun 6 - 7	Sept 24 - 25	
Business Writing Skills	100,000	120,000	Feb 16 - 17	Jun 4 - 5	Sept 2 - 3
Professional Business Ethics and Etiquette	100,000	120,000	Apr 18 - 19	Aug 6 - 7	
Critical Thinking and Problem Solving Skills	100,000	120,000	Jun 19 - 20	Nov 11 - 12	
Time Management Skills	100,000	120,000	Jan 26 - 27	Jul 29 - 30	Nov 12 - 13
Emotional Intelligence for Peak Performance	100,000	120,000	Apr 26 - 27	Sept 9 - 10	
Effective Project Management	120,000	135,000	Mar 11 - 13	Aug 14 - 16	

Training Programmes



MARKETING, SALES AND CRM

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Improving Your Selling Skills: Leads Generation to Conversion	100,000	120,000	Feb 21 - 22	May 22 - 23	Aug 19 - 20
Excelling as a Telesales Agent	100,000	120,000	Mar 7 - 8	Jun 13 - 14	Oct 10 - 11
High Impact Sales and Marketing	120,000	135,000	Mar 18 - 20	Jun 17 - 19	Sept 16 - 18
Effective Negotiation Skills	100,000	120,000	May 14 - 15	Sept 18 - 19	
Delivering Superior Customer Service	100,000	120,000	Apr 8 - 9	Jul 9 - 10	Oct 7 - 8
Customer Experience and Relationship Management	100,000	120,000	Mar 26 - 27	Jun 10 - 11	Sept 9 - 10
Leading the Sales Team	120,000	135,000	Mar 11 - 12	Jul 4 - 5	Oct 30 - 31

Training Programmes



HUMAN RESOURCE MANAGEMENT

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Managing the HR Function	120,000	135,000	Mar 20 - 22	May 29 - 31	Aug 22 - 23
HR Metrics and Analytics	100,000	120,000	April 18 - 19	Aug 14 - 16	
Human Resource Business Partnering			Mar 11 - 13	July 17 - 19	Nov 5 - 7
Performance Management and Balance Scorecard: Design and Implementation	135,000	150,000	June 3 - 5	Nov 27 - 29	
Strategic HR Planning and Management	135,000	150,000	Mar 19 - 21	June 18 - 20	

OFFICE PRODUCTIVITY TOOLS

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Basic - Intermediate Microsoft Excel	100,000	120,000	Feb 1 - 2	June 10 - 11	Oct 30 - 31
Advance Microsoft Excel	120,000	135,000	Feb 6 - 8	June 12 - 14	
Business Data Analytics and Visualization with Power BI	120,000	135,000	March 5 - 7	June 19 - 21	Nov 5 - 7

Training Programmes



OPERATIONS AND MAINTENANCE MANAGEMENT

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Strategic Supply Chain Management	120,000	135,000	Mar 26 - 28	July 23 - 25	Oct 29 - 31
Facilities Management	100,000	120,000	Apr 24 - 25	Nov 5 - 6	
Occupational Health, Safety and Environment	100,000	120,000	Feb 16 - 17	Aug 28 - 29	
Procurement, Vendor & Contract Management	100,000	120,000	May 15 - 16	Oct 22 - 23	

BANKING, FINTECH, AND PAYMENT

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Finance for Non-Finance Professionals	100,000	120,000	Feb 26 - 27	June 10 - 11	Nov 7 - 8
Financial Modeling and Valuation Analysis	120,000	135,000	Mar 5 - 7	July 15 - 17	
Essentials of Budgeting and Forecasting/Financial Control	100,000	120,000	Jan 18 - 19	Nov 4-5	
Emerging Trends in Digital Banking	100,000	120,000	Apr 29 - 30	Aug 29 - 30	
Financial Fraud Detection, Prevention and Control	100,000	120,000	May 6 - 7	Oct 14 - 15	

MacTay's accreditation by the Chartered Institute of Bankers of Nigeria (CIBN) confirms our adherence to industry standards and recognizes our excellence in the banking and finance sector.

Training Programmes



SPECIALISED PROGRAMMES

Training Programmes

Graduate Trainees Education Programme

Coaching and Mentorship Programme

Management Development Programme

BEYOND THE WORKSPACE

Course Title

Introduction to Personal Health for a Healthier Lifestyle

Workplace Mental Health & Wellbeing

Personal Financial Management

Note:

- The fees are subject to regulatory charges: Value Added Tax (VAT)
- All our open programmes can be customized and implemented for only your organization for developmental purposes and to enhance skill and competence gaps either at your venue or at MACTAY venue.

Some of our training facilities



Cafeteria

Contact us



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MACTAY