



MAC TAY

...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.**





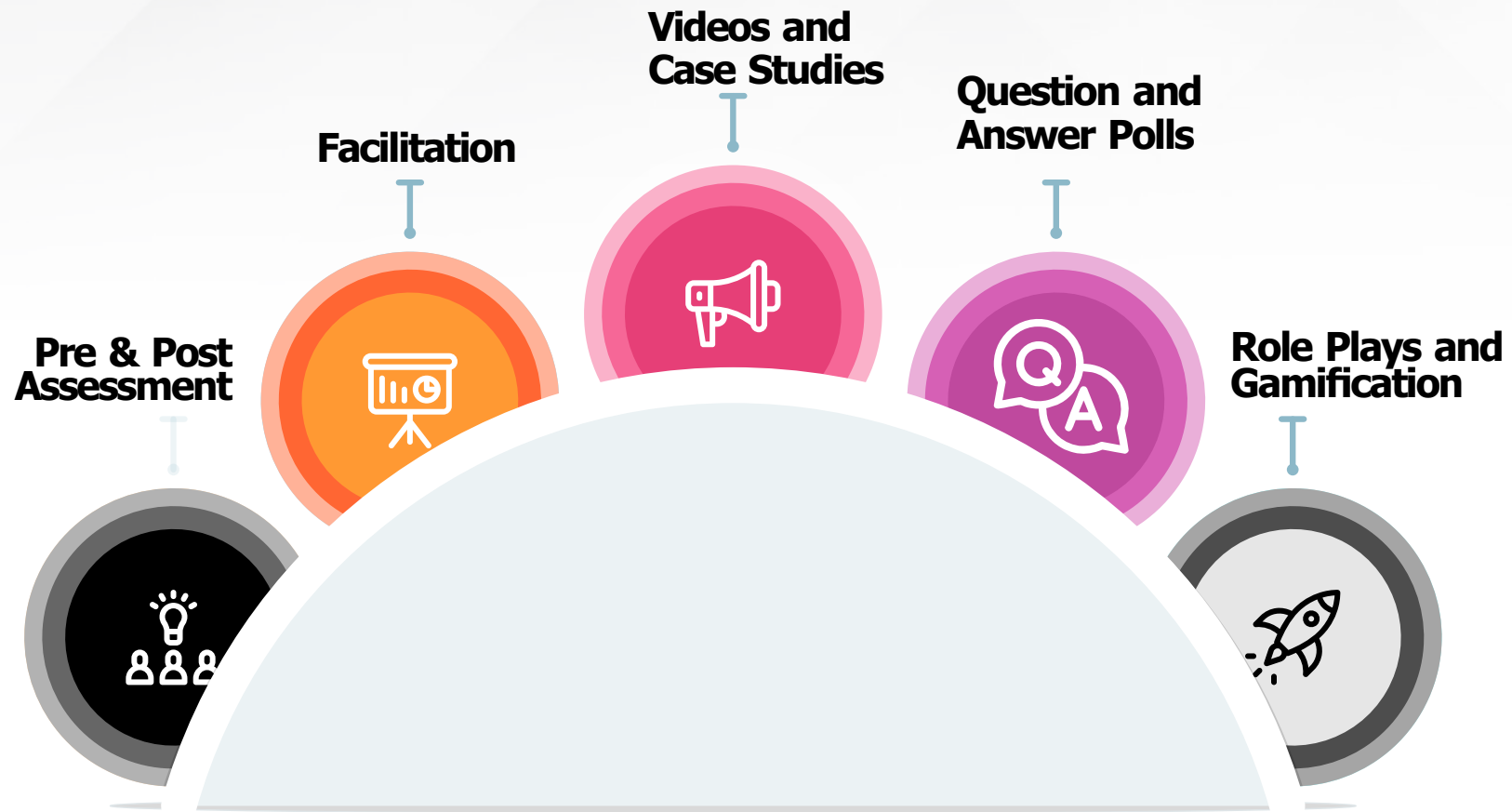
# MacTay Learning Management System (LMS)

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	170,000	200,000	April 3 - 5	July 9 - 11	Oct 29 -31
Effective Supervisory Skills	170,000	200,000	May 15 -17	Aug 21- 23	Nov 13 - 15
Workplace Conflict Resolution & Management	150,000	170,000	Jul 30 - 31	Oct 16 -17	
Business Strategy and Planning	150,000	170,000	Jan 29 - 30	Nov 5 -6	
Strategic Leadership and Change Management	150,000	170,000	May 8- 9	Sept 5- 6	
Enterprise-wide Risk Management	200,000		Jul 18		
Fundamentals of Mentorship	150,000	170,000	Apr 23 - 24	Sept 19 - 18	
Stakeholder Engagement and Management	150,000	170,000	Jun 6 - 7	Oct 22 -23	
Business Intelligence and Data Analytics	170,000	200,000	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	150,000	170,000	Apr 29 - 30	Oct 4 - 5	
Effective Business Communication	150,000	170,000	May 2 - 3	Sept 10 - 11	
Stand & Deliver: Presenting for Impact	150,000	170,000	Jun 6 - 7	Sept 24 - 25	
Business Writing Skills	150,000	170,000	Feb 16 - 17	Jun 4 - 5	Sept 2 - 3
Professional Business Ethics and Etiquette	150,000	170,000	Apr 18 - 19	Aug 6 - 7	
Critical Thinking and Problem Solving Skills	150,000	170,000	Jun 19 - 20	Nov 11 - 12	
Time Management Skills	150,000	170,000	Jan 26 - 27	Jul 29 - 30	Nov 12 - 13
Emotional Intelligence for Peak Performance	150,000	170,000	Apr 26 - 27	Sept 9 - 10	
Effective Project Management	170,000	200,000	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	150,000	170,000	Feb 21 - 22	May 22 - 23	Aug 19 - 20
Excelling as a Telesales Agent	150,000	170,000	Mar 7 - 8	Jun 13 - 14	Oct 10 - 11
High Impact Sales and Marketing	170,000	200,000	Mar 18 - 20	Jun 17 - 19	Sept 18 - 20
Effective Negotiation Skills	150,000	170,000	May 14 - 15	Sept 18 - 19	
Delivering Superior Customer Service	150,000	170,000	Apr 8 - 9	Jul 9 - 10	Oct 7 - 8
Customer Experience and Relationship Management	150,000	170,000	Mar 26 - 27	Jun 10 - 11	Sept 9 - 10
Leading the Sales Team	170,000	200,000	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	170,000	200,000	Mar 20 - 22	May 29 - 31	Aug 22 - 23
HR Metrics and Analytics	150,000	170,000	April 18 - 19	Aug 14 - 16	
Human Resource Business Partnering	170,000	200,000	Mar 11 - 13	July 17 - 19	Nov 5 - 7
Performance Management and Balance Scorecard: Design and Implementation	170,000	200,000	June 3 - 5	Nov 27 - 29	
Strategic HR Planning and Management	170,000	200,000	Mar 19 - 21	June 20 - 21	

## OFFICE PRODUCTIVITY TOOLS

Course Title	Virtual	Physical	1st Run	2nd Run	3rd Run
Basic - Intermediate Microsoft Excel	150,000	170,000	Feb 1 - 2	June 10 - 11	Oct 30 - 31
Advance Microsoft Excel	170,000	200,000	Feb 6 - 8	June 12 - 14	
Business Data Analytics and Visualization with Power BI	170,000	200,000	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	170,000	200,000	Mar 26 - 28	July 23 - 25	Oct 29 - 31
Facilities Management	150,000	170,000	Apr 24 - 25	Nov 5 - 6	
Occupational Health, Safety and Environment	150,000	170,000	Feb 16 - 17	Aug 28 - 29	
Procurement, Vendor & Contract Management	150,000	170,000	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	150,000	170,000	Feb 26 - 27	June 10 - 11	Nov 7 - 8
Financial Modeling and Valuation Analysis	170,000	200,000	Mar 5 - 7	July 15 - 17	
Essentials of Budgeting and Forecasting/Financial Control	150,000	170,000	Jan 18 - 19	Nov 4-5	
Emerging Trends in Digital Banking	150,000	170,000	Apr 29 - 30	Aug 29 - 30	
Financial Fraud Detection, Prevention and Control	150,000	170,000	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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