

MAC TAY

...improving performance



20 25 | Training Programme Calendar

About _____ **MacTay**

MacTay is 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.

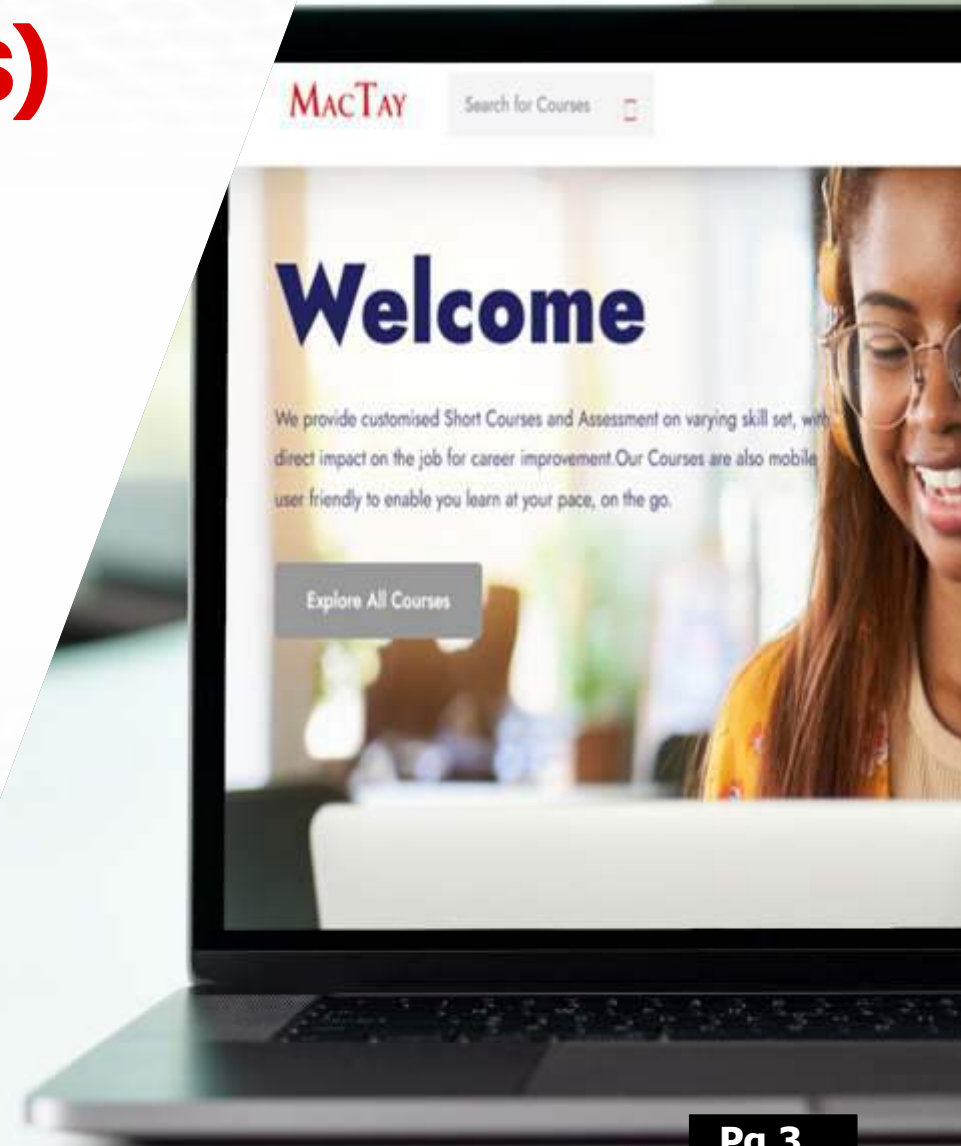
The Group comprises of **MacTay Consulting, MacTay Contact Centre, MacJobs and Global Manpower Limited.**

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 Programme

LEADERSHIP AND MANAGEMENT

Course Title	Virtual Fee	Physical Fee	1st Run	2nd Run	3rd Run
Leadership & Management Fundamentals	175,000	190,000	Feb 18-19	June 18-19	Oct 16-17
Leadership Bootcamp: Leading an Effective Multi-Generational Workforce	180,000	235,000	Feb 18-20	May 20-22	Oct 21-23
The Emotionally Intelligent Leader	175,000	190,000	Jan 29-30	Nov 5-6	
Leading Through Change in a Dynamic Work Environment	175,000	200,000	Feb 4-5	Oct 2-3	
Leading People and Teams for Optimal Performance	175,000	200,000	Mar 19-20	July 2-3	Nov 27-28
Effective Supervisory Skills	175,000	200,000	Feb 27-28	Aug 28-29	
Managing Workplace Conflicts and Resolution	175,000	190,000	Mar 18-19	Sept 4-5	
Developing and Executing Strategy for Value Creation	200,000	250,000	Feb 12-14	Aug 26-28	
Effective Stakeholder Management	175,000	190,000	Mar 6-7	Nov 11-12	
Business Intelligence and Data Analytics	200,000	235,000	Mar 18-20	May 20-22	Oct 21-23
Organization Management: Aligning Strategy with Corporate Structure	200,000	250,000			

PERSONAL PRODUCTIVITY & PERFORMANCE

Course Title	Virtual Fee	Physical Fee	1st Run	2nd Run	3rd Run
Effective Workplace Communication: Writing & Presentation Skills	175,000	200,000	Mar 4-6	Sept 17-19	
Improving Workplace Productivity: Personal Development & Management	155,000	180,000	Apr 1-2	Jul 31-1 Aug	
Critical Thinking & Innovative Skills for Competitive Advantage	155,000	180,000	Apr 22-23	July 23-24	Oct 7-8
Effective Decision Making & Problem Solving	155,000	180,000	Apr 24-25	July 3-4	Nov 19-20
Building Interpersonal Relationships for Business Success	155,000	180,000	Apr 8-9	Aug 14-15	
Developing an Innovative Mindset	155,000	180,000	Mar 11-12	Sept 11-12	
Business and Corporate Etiquette	155,000	180,000	May 13-14	Oct 14-15	
Administrative Excellence for Personal Assistants (PA) and Front Office Executives	155,000	180,000	May 8-9	Aug 21-22	Oct 23-24
Time Management Skills for Optimal Productivity	155,000	180,000	Jun 10-11	Nov 4-5	
Emotional Intelligence for Managing Self and Others	155,000	180,000	Apr 23-25	Aug 5-7	Nov 11-13
Effective Project Management	220,000	250,000	Apr 22-23	July 23-24	Oct 7-8

CRM, SALES, AND MARKETING

Course Title	Virtual Fee	Physical Fee	1st Run	2nd Run	3rd Run
Redefining Public Relations and Corporate Communications for the Digital Age	155,000	180,000	Feb 20-21	Jul 8-9	
Improving Your Selling Skills: Leads Generation to Conversion	80,000.00	110,000	Feb 6	Aug 15	
Marketing Essentials	155,000	180,000	May 21-22	July 30-31	Sep 25-26
Strategic Sales and Marketing: Driving Profitable Growth	180,000	235,000	Feb 26-28	May 28-30	Oct 8-10
Negotiation Skills - The Competent Negotiator	200,000	235,000	Mar 13-14	Nov 20-21	
Delivering Excellent Customer Service	155,000	180,000	Apr 10-11	Sept 18-19	
Customer Experience Management	155,000	180,000	Feb 25-26	June 3-4	Nov 25-26
Client Relationship Management: Retention & Growth	155,000	180,000	Mar 26-27	May 28-29	Aug 26-27
Leading the Sales Team	155,000	180,000	Apr 16-17	Oct 16-17	

HUMAN RESOURCE MANAGEMENT

Course Title	Virtual Fee	Physical Fee	1st Run	2nd Run
Fundamentals of HR Functions: Value Chain and Process	200,000	235,000	May 21-23	Oct 22-24
HR Metrics and Analytics	155,000	180,000	June 3-4	Aug 21-22
Performance Management and Balance Scorecard: Design and Implementation	220,000	250,000	July 8-10	Nov 12-14

OFFICE PRODUCTIVITY TOOLS

Course Title	Virtual Fee	Physical Fee	1st Run	2nd Run	3rd Run
Basic - Intermediate Microsoft Excel	155,000	180,000	Feb 19-20	May 6-7	Aug 28-29
Basic Microsoft Power Bi for Business and Financial Analysts	175,000	200,000	Mar 5-7	July 15-17	Oct 7-9
Intermediate - Advance Microsoft Excel	200,000	250,000	Feb 12-14	June 24-26	Nov 19-21
Business Data Analytics and Visualization with Power BI	200,000	250,000	Mar 26-28	July 22-24	Nov 12-14

OPERATIONS AND MAINTENANCE MANAGEMENT

Course Title	Virtual Fee	Physical Fee	1st Run	2nd Run
Strategic Supply Chain Management	200,000	235,000	Jun 24-26	Oct 15-17
Occupational Health, Safety and Environment	155,000	180,000	Apr 23-24	Nov 5-6
Inventory Management & Control	155,000	180,000	July 9-10	Oct 23-24

FINANCE

Course Title	Virtual Fee	Physical Fee	1st Run	2nd Run	3rd Run
Finance for Non-Finance Professionals	200,000	235,000	Mar 19-21	June 18-20	Sep 23-25
Financial Modeling and Valuation Analysis	200,000	235,000	Apr 9-11	Sept 9-11	
Essentials of Budgeting and Forecasting/Financial Control	155,000	180,000	May 14-15	Sept 17-18	
Emerging Trends in Digital Banking	155,000	180,000	Feb 6-7	Sept 3-4	
Financial Fraud Detection, Prevention and Control	155,000	180,000	Mar 5-6	Aug 5-6	

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.

Some of our training facilities



MacTay Headquarter



Training Room 1



Training Room 2



Cafeteria



**Don't miss out—register for your open programme today!
For more enquiries, please contact us at:**

 **+2349087701425, +234 201 330 2841**

 **info@mactay.com**

 **5, Prince Adelowo Adedeji Street,
Off Admiralty Way, Lekki Phase 1,
Lagos, Nigeria**

