

# 2023

## Training profile & Service Brochure



### OUR SPECIALIZATION

- Corporate Training**
- Class-Room Courses**
- Live Virtual Classes**
- Self-Pace E-Learning**
- Customize Training**
- Management Retreat**
- BootCamp Training**
- Executive Education**

### Get In Touch

**Corporate Office:**  
No. 1 Eze Gbakagbaka Road Woji, Beside Chelsea Filling Station, Port Harcourt, Rivers State, Nigeria.

**Email us on:**  
maximedgeconsulting@gmail.com,  
maximedgetech@gmail.com

**Call Us on:**  
+234(0)8139940012, +234(0)8035276612



# WHO WE ARE

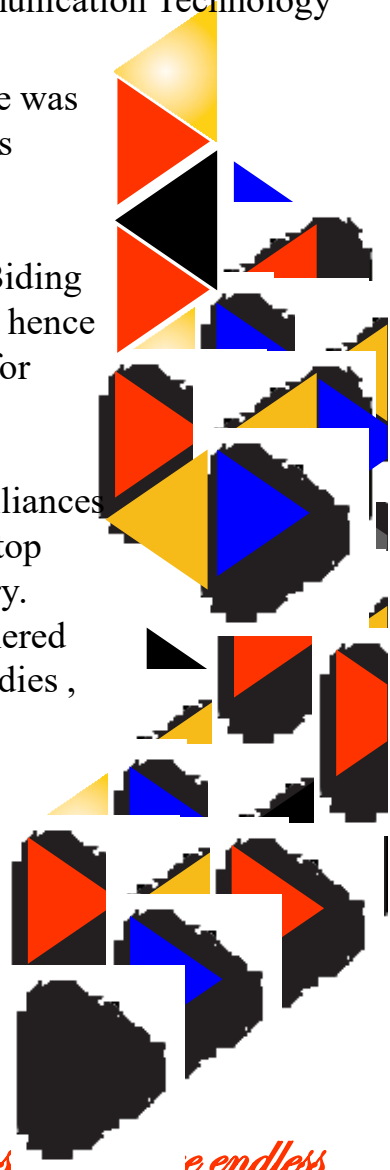
**MAXIMEDGE TECHNOLOGY AND CONSULTING LLC** is an indigenous Company duly incorporated with cooperate affairs commission CAC with RC 1933523. MTC is a union of professionals who have distinguished themselves in consultancy, advisory, implementation and management with thrust into ISO Certification and Consultancy, Human Resource Consultancy , Business Solution Consultancy, Information Communication Technology Consultancy, Oil and Gas Management Consultancy.

With the early success recorded in project execution and delivery, the scope was expanded to embrace the entire life span of a business beginning from ideas generation to innovation, implementation and management.

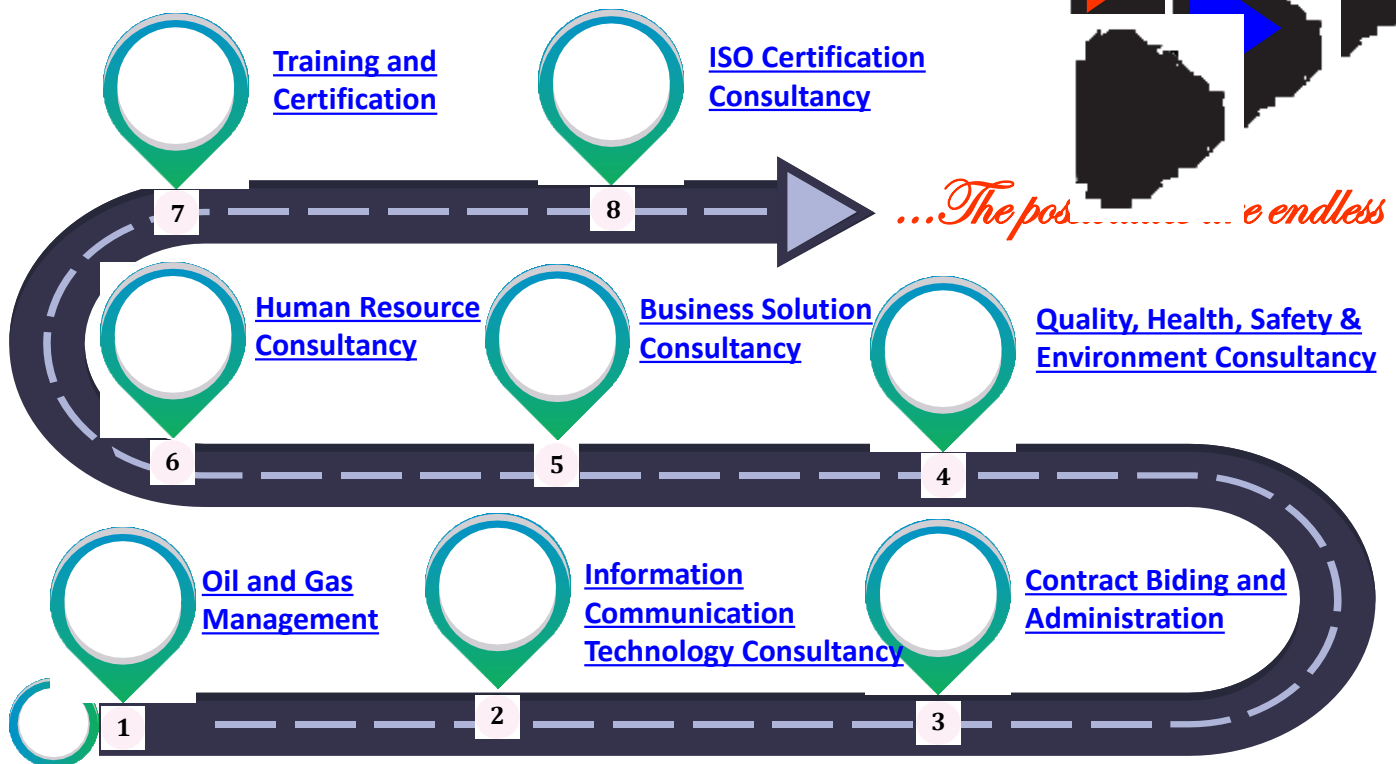
The expanded scope includes but not limited to Quality, Health, Safety & Environment Consultancy ,Strategic Management Consultancy ,Contract Biding and Administration, Training, Certification and Capacity Development and hence synergized resources for efficient response in a total package consultancy for organization.

We have sustained this multi-disciplinary structure through partnerships, alliances and memorandum of understanding across the board. This system of one-stop consultancy shop enhances quality, reduces cost and ensures timely delivery.

As a **Top Notch Training And Certification Organization**, We have garnered relevant accreditations from other national and international accrediting bodies , chartered institutes, councils, organizations and affiliated with several international training and consulting organizations



# OUR SERVICES



# Our philosophy



## OUR VISION

To be preferred consultancy, training, certification and capacity development organization in Africa.



## OUR MISSION

To deliver excellent service which conforms to international standards, meets and exceed client service expectations with guaranteed maximum client satisfaction



## CORE VALUE

**MAXIMEDGE**

*...The possibilities are endless*

**M**:Maximum, **A**:Ambitious, **X**:x-ray, **I**:Innovation, **M**:Mastery,

**E**:Excellence, **D**:Dependability, **G**:Growth, **E**:Efficiency

# Industries we cater



*...and many more industries*



## **QUALITY POLICY**

### **OUR COMMITMENT**

Quality is an important part of **Maximedge Technology & Consulting Limited** and its way of doing business. This fundamental concept guides our actions to deliver services that are superior, compliant, preferred and surpass expectations.

This requires everybody to be engaged, to understand their responsibility and to be empowered to take action in order to work for the overall benefit of individuals, organizations, our esteemed customers and our brands.

**The objectives of this policy are:**

- **Customer Satisfaction.**
- **Continuous Performance Improvement.**

This policy shall be upheld by every employee through the principle of **'Do it Right First Time' (DIRFT)**.

Our Quality Policy summarizes the essential elements of our commitment for excellence:

- Complying with relevant laws and regulations as well as internal requirements.
- Continuously challenging ourselves to improve the quality management system to guarantee service overall quality, prevent quality incidents and eliminate defects through the review of quality objectives and results.
- Fostering a quality mind-set with the objective of developing and delivering products with zero defects that are trusted and preferred by individuals and families and deliver on our promise to enable happier lives.
- Encouraging participation and promotion of quality responsibilities amongst all employees and third parties through standards, education, training and coaching, supervision and effective communication.

### **MEETING OUR COMMITMENT**

Quality is the foundation of our company and is fully embedded in our purpose and values. **Maximedge Technology & Consulting Limited** services, products and brand are trusted and chosen by people to fulfill their competence needs, every day and across their work life.

This trust is based upon our quality image and our reputation for consistently delivering High-quality services.

A **Maximedge** name on a product or a service is a promise that it is of quality, that it complies with all relevant laws and regulations and that it constantly meets our high standards of Quality.

We are involved in and dedicated to achieving high Quality standards for our products through the application of the **MTC** Quality Management System which is fully aligned to ISO standards.

**To sustainably create value and to effectively and efficiently build trust, We:**

- Strives for zero defects and no waste by constantly looking for opportunities to apply our continuous improvement approach to deliver competitive advantage
- Engages everybody's commitment across our complete value chain and at all levels of our organization to build the **MTC** Quality mind-set.
- Ensures and enhances preference and consistency to delight individuals and families by valuing what they value and by offering services that always meet or exceed their expectations.
- Guarantees product quality and full compliance by respecting our policies, principles and standards with full transparency.

At **Maximedge Technology & Consulting Limited**, teamwork, engagement, ownership and support by everyone are vital for achieving our quality objectives. In this context, we are committed to providing the required leadership, management and resources and we will ensure that the Quality Policy is reviewed annually and communicated to employees and third parties.



# Global one-stop solution for consultancy and certification



## Benefits of Our Professional Training

Both organizations and individual employees benefit tremendously from our training programmes:

### Benefits to Organizations

- ✓ Increase customer patronage and loyalty
- ✓ Our training impacts positively on your bottom-line results
- ✓ Our Training helps you drive strategy formulation & execution
- ✓ Your Organization gains a sustainable competitive edge by developing skills, creativity and commitment of employees.
- ✓ Helping you generate flexible and robust business processes
- ✓ Improve human performance across your enterprise
- ✓ Learn and know how to put best practices into action
- ✓ Cost reduction is achieved, cycle time and business risk is reduced
- ✓ Improve employee morale/motivation and hence productivity.

### Benefits to Employees

- Employees who go through/attended our training/courses will benefit by:
- Increasing your earning potentials.
- Benefits from the practical experience of the professionals who lead our courses.
- Enhanced personal skills & marketable competencies.
- Advance your career opportunities, growth while deriving a sense of achievement.
- Demonstrates you acquired the skills, expertise and experience to impact an organization.
- bottom-line and ability to deliver quality products and services.
- Develop your personal and professional competence for business/corporate leadership.
- Learn best practices which gives you a global and recognized leadership professional.
- p Training Executive/Management Retreat Facilitation.
- Managed/Outsourced Training

## WHAT WE DO

MAXIMEDGE TECHNOLOGY AND CONSULTING LLC is a dynamic Professional Training, Manpower Capacity Development Organization and CPD training provider based in Nigeria with offices and training centers strategically located in Nigeria's fastest growing cities with online blended training. We are registered by the Federal Republic of Nigeria with registration number RC. 1933523 under the auspice of corporate affairs commission (CAC) in compliance with company allied matters ACT .

We have garnered relevant accreditations from other national and international accrediting bodies, chartered institutes, councils, organizations and affiliated with several international training and consulting organizations

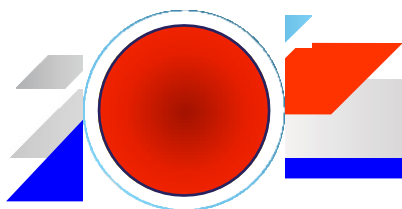
Some of our leading courses (both local and international course) are listed in this brochure, however, this brochure does not represent the full courses we run. You can therefore request for specific training from our academy anytime. All courses can be requested as in-plant (in-house) fully customized or open workshop.

## HOW WE DO IT

- ❖ **Classroom Training**
- ❖ **In-house/corporate training**
- ❖ **In-plant Training/Onsite Training**
- ❖ **Virtual/Distance Learning**
- ❖ **Self-paced E-learning/Online Learning**
- ❖ **Customized**

**...Providing integrated  
and sustainable**

**Human  
Resources  
Consultancy  
Solutions**



*The Difference is* **MAXIMEDGE**

**M:** Maximum  
**A:** Ambitious  
**X:** X-ray  
**I:** Innovation  
**M:** Mastery  
**E:** Excellence  
**D:** Dependability  
**G:** Growth  
**E:** Efficiency

- ❖ HR Department Setup
- ❖ Management Consultancy
- ❖ Leave Administration
- ❖ Recruitment, Selection & Manpower Outsourcing
- ❖ Performance Management Staff verification
- ❖ System HR Audit & Advisory
- ❖ Expatriate & Executive Search/Selection
- ❖ Personnel Admin, HR Process/Function Outsourcing
- ❖ Training, Certification And Capacity Development
- ❖ HR Automation/Payroll Performance Management





# Our Expertise



## ISO Certification Consultancy

- ISO Certification Services
- CE Certification & Conformity Services
- Third Party Audit , Inspection And Testing Services
- ISO Lead And Internal Auditor Training Services
- ISO Documentation And Implementation

## Human Resources Consultancy

- ❖ HR Department Setup
- ❖ Management Consultancy
- ❖ Leave Administration
- ❖ Recruitment, Selection & Manpower Outsourcing
- ❖ Performance Management Staff verification
- ❖ System HR Audit & Advisory
- ❖ Expatriate & Executive Search/Selection
- ❖ Personnel Admin, HR Process/Function Outsourcing
- ❖ Training, Certification And Capacity Development
- ❖ HR Automation/Payroll Performance Management

## Oil & Gas Management

- ❑ Engineering, Procurement, Construction, Installation
- ❑ Offshore /Onshore Oil And Gas Services
- ❑ Non Destructive Testing Services (NDT)
- ❑ Technical Integrity Management Services
- ❑ Outsourcing ,Assessment & Competency Development
- ❑ Safety Engineering
- ❑ Operation, Maintenance & Asset Integrity
- ❑ Production Facility Inspection/Maintenance
- ❑ Training And Certification

## Training & Certification

- Individual/ Staff Training
- Corporate Training /Workshop
- In-plant/In-house Training
- Training Executive/Management Retreat
- Managed/Outsourced Training
- Customized Training

## Strategic Management Consulting

- ❖ Management Audit
- ❖ Strategic Planning Solutions
- ❖ Corporate Governance
- ❖ Organizational Development
- ❖ Corporate Restructuring/Change Management
- ❖ SME Solutions Interim Management
- ❖ Management Consultancy
- ❖ Business & Strategic Management Consultancy Services

## Business Solution Consultancy

- ❑ Business Start-up Consulting Services
- ❑ Small Business Consulting Services
- ❑ Marketing & sales Consulting services
- ❑ Digital Business & Technology Consulting
- ❑ International Business Consulting
- ❑ Business & process Automation
- ❑ Business & Strategic Management Consultancy Services



# We provide The Training You Need Just The Way You Want It

Anyday, Anytime, Great Value for your money,  
Adaptable to all devices, Group Course Purchase.

## E-Learning

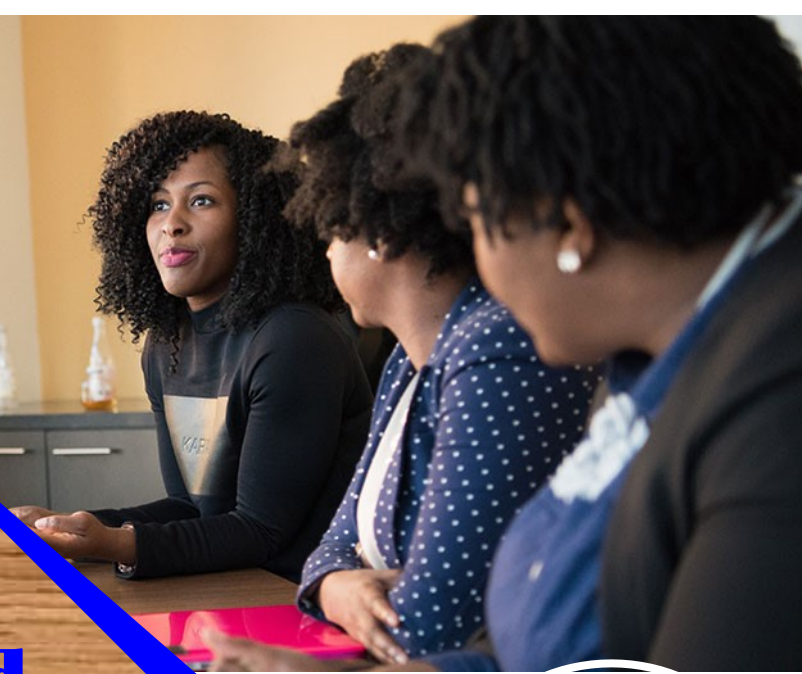
**MAXIMEDGE** e-Learning is an online learning platform featuring 130+ video courses taught by expert instructors and subject matter experts (SMEs). You can take courses in anything from business to programming.

### Get Started with 5 Easy steps

- ◆  Search for Course
  - Search for Course you desire you take
- ◆  Choose Course
  - Choose course, read through
- ◆  Checkout, Register & Pay Proceed to checkout, register
- ◆  Login to your account
  - Login to the website, Click My Courses on the main Menu
- ◆
  - Start Learning
  - Click on the course you registered for and start learning instantly

Visit: <https://maximedgeconsulting.com>

<https://E-Learning.maximedgeconsulting.com/>



## 2. Virtual Training

**MAXIMEDGE Virtual Training** provides a wide range of online courses customized specifically to the needs of learners and in a manner that ensures effective learning through its diversified content and on varied devices.

### ◆ Virtual Training for Group

MTC virtual training is an online training course designed for teams within organizations. As an alternative to our in-house classroom model, virtual learning is an interactive course delivered live and online by MTCs subject matter experts.

### ◆ Virtual Training for Individual

**MAXIMEDGE virtual training** is also online for individual subscribing to open workshop (public courses) on a variety of topics. Selected with participants in mind and delivered by our subject matter experts (SMEs), our choice of virtual training courses allows participants to gain applicable knowledge and skills

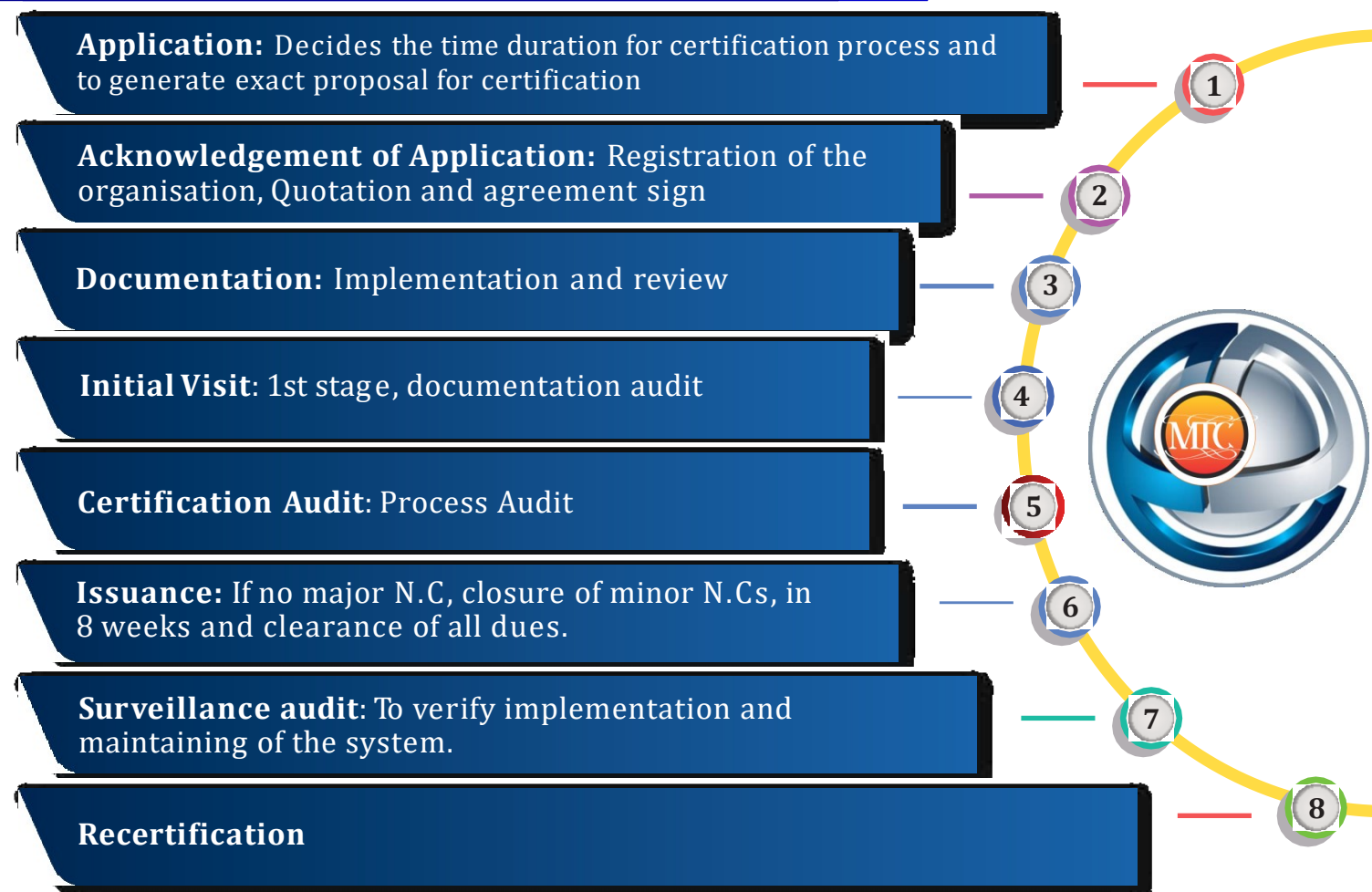


## Accreditation

Accreditation means that all our partners have been assessed against internationally recognized standard-ISO 17021 and operate to the highest levels of quality and service - providing future assurance to you that the certificates we issue are both credible and impartial. We certify with local well-known and credible accreditation as appropriate to our customer requirements and the local market needs.



## Process of Certification



# Best Professional Training, Certification and CPD training provider in Nigeria.

## WHO WE ARE

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**ACCREDITED PROVIDER**

#780105

Verify @ <https://thecpdregister.com>

## Partnership | Affiliation | Accreditation







# Courses Categories

**HEALTH, SAFETY & SECURITY COURSES**

**29**

**PROJECT MANAGEMENT COURSES**

**11**

**OIL, GAS & ENERGY COURSES**

**26**

**COMPUTER AND ICT COURSES**

**10**

**INSPECTION & NDT TESTING COURSES**

**6**

**HUMAN RESOURCES, LABOUR RELATIONS & LEADERSHIP**

**32**

**CUSTOMER SERVICE MANAGEMENT COURSES**

**12**

**PRODUCTION PROCESSES MANAGEMENT COURSES**

**16**

**ISO AUDITORS TRAINING COURSES**

**15**

**SALES, MARKETING & PR COURSES**

**39**

**LEADERSHIP AND MANAGEMENT COURSES**

**27**

**SELF MASTERY & DEVELOPMENT COURSES**

**21**

**ADMINISTRATION AND SOFT SKILLS COURSES**

**13**

**TOURISM, HOSPITALITY AND CONSERVATION COURSES**

**12**

**MARITIMES & SAFETY COURSES**

**9**

**ENVIRONMENTAL MANAGEMENT COURSES**

**15**

**BUSINESS, STRATEGIC & OPERATION MANAGEMENT**

**17**

**GOVERNANCE AND LEGISLATIVE COURSES**

**11**

**PROCUREMENT, LOGISTICS AND MANAGEMENT COURSES**

**20**

**INFORMATION COMM. TECHNOLOGY COURSES**

**6**

**MEDIA, COMMUNICATIONS AND JOURNALISM COURSES**

**3**

**FINANCIAL MANAGEMENT & ACCOUNTING COURSES**

**23**

**HEALTH, SAFETY & SECURITY COURSES**

**1**

**AGRIC. DEVELOPMENT AND SUSTAINABILITY COURSES**

**6**



# HEALTH, SAFETY & SECURITY COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCA</b>		<b>HEALTH, SAFETY &amp; SECURITY COURSES</b>		<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	HSE-1	HSE Level 1 (Award in Health and Safety at work)	2 Days	
2	HSE-2	HSE Level 2 (Risk Assessment Practical Application)	2 Days	
3	HSE-3	HSE Level 3 (Award in Environmental Awareness)	2 Days	
4	HSE	HSE Level 1, 2 & 3	6 Days	
5	AHSE	HSE Advanced Professional (supervision)	3 Days	
6	CS	Construction Safety	4 Days	
7	FHH	Food Handling & Hygiene	4 Days	
8	AGT	Authorized Gas Testing	3 Days	
9	BFF	Basic Fire Safety And Risk Assessment	2 Day	
10	AFF	Advanced Fire Fighting	2 Days	
11	CSI	Certified Safety Instructor (HSE-Train-The-Trainer).	10 Days	
12	WHS	Working At Height Safety	3 days	
13	BES	Basic Electrical Safety	3 Days	
14	HDO	HSE In Drilling Operations	3 Days	
15	SHoC	Safe Handling Of Chemical (SHoC)	3 Days	
16	HSSE	Health, Security, Safety & Environment	5 days	
17	LTS	Laboratory / Technician Safety	3 Days	
18	NEBOSH	NEBOSH IGC (Unit 1, 2 & 3)	10 Days	
19	IFAC	Industrial First Aid & CPR	3 Days	
20	DDVS	Defensive Driving And Vehicle Safety	3 Days	
21	FSM	Fire Safety Management	6 Days	
22	IOSHW	IOSH Working Safely	4 Days	
23	IOSHM	IOSH Managing Safely	5 Days	
24	HSERM	HSE Risk Management Techniques	3 Days	
25	JM	Journey Management	2 Days	
26	FW	Fire Watch-shipboard fire emergency response plan at sea	4 Days	
27	PSM	Process Safety Management	3 Days	
28	SSM	Safety And Security Management	3 Days	
29	SLPM	Security And Loss Prevention Management	3 Days	

## OIL, GAS & ENERGY COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCB OIL, GAS &amp; ENERGY COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	BOSIET	Basic Offshore Safety Induction & Emergency Training (BOSIET)	3 Days	
2	OGOS	Oil & Gas Operational Safety	4 Days	
3	HUET	Helicopter Underwater Escape Techniques (HUET)	2 Days	
4	OGRS	Oil & Gas Rig Safety (Rig Pass)	4 Days	
5	BRTR	Basic Rig Training For Roustabout	5 Days	
6	ODHSES	Offshore/Onshore Drilling HSE Supervision	5 days	
7	RT	Riggers Training	4 days	
8	OGLM	Oil & Gas Logistics Management	4 Days	
9	OGPM	Oil & Gas Project Management	5 Days	
10	OGFM	Oil & Gas Facility Management	5 days	
11	BOIC	Basic offshore induction courses	2 days	
12	ROM	Refinery Operation & Management	4 days	
13	PPL	Pipeline and petroleum logistic	3 days	
14	OGFM	Oil And Gas Management Specialist	5 days	
15	ODO	Offshore Drilling And Operation	2 days	
16	AGT	Authorize gas testing	4 days	
17	REM	Renewable energy management	3 days	
18	PEGM	Petroleum Economics And Global Marketing	3 days	
19	PDMS	Petroleum Data Management	3 days	
20	MPP	Managing Petroleum Projects	5 days	
21	PTA	Petroleum Testing and Analysis	2 days	
22	EMSD	Energy Management and Sustainable Development	4 days	
23	PIA	Petroleum Industry Analysis	3 days	
24	SIST	Scaffolding Installation & Safety Training	7 days	
25	TPL	Transportation & Pipeline Logistic	2 days	
26	AOGM	Advance Oil And Gas Management	5 days	

## INSPECTION & NDT TESTING COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCC INSPECTION &amp; NDT TESTING COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	NDT: VT	NDT: Visual Testing	2 Days	
2	NDT: MP	NDT: Magnetic Particle	2 days	
3	NDT: PT	NDT: Penetrant Testing	2 Days	
4	NDT: UF	NDT: Ultrasonic Flow Detection	5 Days	
5	NDT: RFI	NDT: Radiographic Film Interpretation	4 Days	
6	SIT	Scaffolding Installation & Safety Training	7 days	

## CUSTOMER SERVICE MANAGEMENT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCC CUSTOMER SERVICE MANAGEMENT COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	CRM	Customer Relationship Management (CRM)	4 Days	
2	CICI	Competitors' Intelligence & Consumer Insight	3 Days	
3	WRC	Winning and Retaining Customer	2 Days	
4	CSM	Customer Service Management	2 Days	
5	CAR	Customer Acquisition & Retention	3 Days	
6	CEM	Customer Experience Management	2 Day	
7	CSS	Competencies in Service Strategy	4 Days	
8	FDCR	Front Desk and Customer Relations Skills	3 Days	
9	ECS	Excellent Customer Service-The key to customer loyalty	3 Days	
10	CCP	Customer care professional courses	3 Days	
11	CCE	Customer Care Essentials	2 Days	
12	MCR	<i>Maximizing Customer Relationship</i>	3 Days	
13	ACSS	Advanced Customer Service Skills & Relationship Management	2 Days	
		Service Quality and Continuous Improvement		
		Complaint Handling and Conflict Resolution		
		Service Recovery and Customer Retention		
		Multichannel Customer Service Management		
		Communication Skills for Customer Service		
		Customer Service Fundamentals		



# ISO AUDITORS TRAINING COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCD ISO AUDITORS TRAINING COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	QMS-L	Quality Management System (QMS) ISO 9001:2015 ( Lead Auditor)	5 Days	
2	QMS-I	Quality Management System (QMS) ISO 9001:2015 ( Internal Auditor)	2 Days	
3	OHSMS-L	Occupational Health And Safety Management System ISO 45001:2018 (Lead Auditor)	5 Days	
4	OHSMS-I	Occupational Health And Safety Management System ISO 45001:2018 ( Internal Auditor)	3 Days	
5	EMS-L	Environmental Management System (EMS) ISO 14001:2015 (Lead Auditor)	5 Days	
6	EMS-I	Environmental Management System (EMS) ISO 14001:2015 (Internal Auditor)	3 Days	
7	FSMS-L	Food Safety Management System ISO 22000:2018 (Lead Auditor)	5 Days	
8	FSMS-I	Food Safety Management System ISO 22000:2018 (Internal Auditor)	3 Days	
9	ISMS-L	Information Security Management System (ISMS) ISO 27001:2013 (Lead Auditor)	5 Days	
10	BCMS-L	Business Continuity Management System (BCMS) ISO 22301:2019 (Lead Auditor)	5 Days	
12	BCMS-I	Business Continuity Management System (BCMS) ISO 22301:2019 (Internal Auditor)	3 Days	
13	MD-QMS-L	Medical Devices -Quality Management System (MD-QMS) ISO 13485:2016 (Lead Auditor)	5 Days	
14	MD-QMS-I	Medical Devices -Quality Management System (MD-QMS) ISO 13485:2016 (Internal Auditor)	3 Days	
15	IATF -L	Automotive Quality Management Systems IATF 16949:2016 ( Lead Auditor)	5 Days	
16	IATF -I	Automotive Quality Management Systems IATF 16949:2016 ( Internal Auditor)	2 Days	
17	EnMS -L	Energy Management System (EnMS) ISO 50001:2015 (Lead Auditor)	5 Days	
18	EnMS -I	Energy Management System (EnMS) ISO 50001:2015 (Internal Auditor)	3 Days	
19	QAQC	Quality Assurance And Quality Control (QA/QC)	3 Days	
20	HACCP	HACCP- Hazard Analysis And Critical Control Point	5 Days	

## LEADERSHIP AND MANAGEMENT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCE</b>	<b>LEADERSHIP AND MANAGEMENT COURSES</b>			<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	HRM	Human Resource Management	4 Days	
2	FMM	Facility & maintenance management	4 Days	
3	SWM	Storekeeping And Warehouse Management	3 Days	
4	TLM	Transformational Leadership For Manager	3 Days	
5	MCI	Managing Creativity And Innovation	3 Days	
6	IBS	Introduction To Business Strategy	3 Days	
7	MCM	Managing Changes For Managers	4 Days	
8	BM	Budgeting For Managers	3 Days	
9	CMW	Coaching And Mentoring At Work	3 Days	
10	TMM	Team Management For Managers	3 Days	
11	SMM	Strategic Management For Managers	4 Days	
12	IPM	Introduction To Project Management	3 Days	
13	FNFM	Finance For Non-Financial Managers	4 Days	
14	EMS	Essential management skills	3 Days	
15	ADR	Alternative Dispute Resolution	3 Days	
16	NM	Hit the Ground Running As A New Manager - Get Fast on the Right Track	4 Days	
17	CLPM	Change Leadership and People Management	3 Days	
18	FL	Frontline Leadership (Emerging Leadership Course)	3 Days	
19	MCDS	Managing Conflict and Difficult Situations at Work	2 Days	
20	TLD	The Leadership Domain - New Global Trends	3 Days	
21	CM	Crisis Management	3 Days	
22	MESA	Managing Employees for Strategic Advantage	2 Days	
23	PLCIM	Powerful Leadership Communication and Influence Management	3 Days	
24	MESA	Managing Employees for Strategic Advantage	3 Days	
25	IS	Influencing Skills	3 Days	
26	CSM	Communication skills for managers	2 Days	
27	MDMPS	Managerial Decision-Making and Problem-Solving	2 Days	

## ADMINISTRATION AND SOFT SKILLS COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCI ADMINISTRATION AND SOFT SKILLS COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	OMS	Office Management Skills	2 Days	
2	DC&RM	Document C& Records Management	3 Days	
2	ERM	Electronic Records Management	3 Days	
3	ESA	Enhanced Skills For Pas And Administrators	4 Days	
4	ECS	Effective Communication Skills	4 Days	
5	TM	Time Management	3 Days	
6	ASM	Assertiveness And Stress Management	2 Day	
7	RMDA	Research Methodology And Data Analysis	2 Days	
8	PPREM	Protocol, Public Relations and Events Management	5 Days	
9	ENS	Effective Negotiation Skills	3 days	
10	DCM	Document Control and Management	3 Days	
11	ECRS	Effective Conflict Resolution Skills	3 Days	
12	AFOM	Administrative Functions & Office Management	3 Days	
13	GRMP	Good Record Management Practice	2 Day	

## MARITIMES & SAFETY COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCF MARITIMES &amp; SAFETY COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	FW	Fire Watch-shipboard fire emergency response plan at sea	4 Days	
2	SBML	Ship brokerage & maritime law	3 Days	
3	SCOC	Ship chandelling & offshore catering	3 Days	
4	MPOL	Marine procurement and offshore logistics	4 Days	
5	MOS	Marine operations & safety	5 Days	
6	STCW	STCW	4 Days	
7	SMCM	Seafarers manning & crew management	4 Days	
8	SMVC	Ship management & vessel Catering	3 Days	
9	MS	Marine operations & safety	5 Days	



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S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCF MARITIMES &amp; SAFETY COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	FW	Fire Watch-shipboard fire emergency response plan at sea	4 Days	
2	SBML	Ship brokerage & maritime law	3 Days	
3	SCOC	Ship chandelling & offshore catering	3 Days	
4	MPOL	Marine procurement and offshore logistics	4 Days	
5	MOS	Marine operations & safety	5 Days	
6	STCW	STCW	4 Days	
7	SMCM	Seafarers manning & crew management	4 Days	
8	SMVC	Ship management & vessel Catering	3 Days	
9	MS	Marine operations & safety	5 Days	
10	BTS	Basic Safety Training		
11	PWST	Personal Water Survival Techniques		
12	AFF	Advanced Firefighting		
13	SSO	Ship Security Officer (SSO)		
14	SMS	Maritime Safety Management Systems (SMS),		
15	MFAS	Medical First Aid at Sea,		
16	NWK	Navigation and Watch keeping,		
17	PPE	Personal Protective Equipment (PPE)		
18	MPP	Marine Pollution Prevention,		
19	OST	Offshore Safety Training		

## BUSINESS, STRATEGIC & OPERATION COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCG BUSINESS, STRATEGIC &amp; OPERATION MANAGEMENT COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	SMO	Strategy Management And Operations	4 Days	
2	SM	Strategic management	3 Days	
3	OPEX	Operational excellence	3 Days	
4	SSM	Strategic Stakeholders management	5 Days	
5	BSSE	Building and Sustaining a Successful Enterprise	4 Days	
6	BLM	Business Lifecycle Management	3 Days	
7	BPI	Business Process Improvement Programmes	3 Days	
8	EP	Enterprise Proficiency for Small & Medium Size Business Owners	4 Days	
9	RCA	Root Cause Analysis Training	3 Days	
10	MPT	Management principles and techniques	2 Days	
11	BE	Business Ethics	3 Days	
12	MCA	Management Case Analysis	2 Days	
13	KPI	Certificate in Key Performance Indicators (KPIs)	2 Days	
14	ASMCP	Advance Strategic Management for Competitive Positioning	3 Days	
15	BCPCM	Business Continuity Planning and Crisis Management	2 Days	
16	CODP	Certified Organization Development Professional (CODP)	2 Days	
17	PCBC	Professional Certificate in Business Consultancy	2 Weeks	

## MEDIA, COMMUNICATIONS AND JOURNALISM COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCU MEDIA, COMMUNICATIONS AND JOURNALISM COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	MA	Media Advocacy	5 Days	
2	MCA	Media Communication and Advocacy	4 Days	
3	PRCORM	Public Relations, Communications and Organization Reputation Management	5 Days	
		Public Relations and Strategic Communication		

## PROCUREMENT, LOGISTICS AND MANAGEMENT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCJ PROCUREMENT, LOGISTICS AND MANAGEMENT COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	SWO	Storekeeping And Warehouse Operations	4 Days	
2	TLM	Transport and Logistics Management	4 Days	
3	PM	Principle of Management	3 Days	
4	FM	Fleet Management	4 Days	
5	SCM	Supply Chain Management	2 Days	
6	CM	Contracts Management	4 Days	
7	PFP	Procurement Fraud Prevention	3 Days	
8	TMP	Tender Management Procedures	4 days	
9	FP	Fundamentals of Procurement	3 days	
10	IWM	Inventory and Warehouse Management	5 Days	
11	PIM	Production and Inventory Management	3 Days	
12	FAP	Financial Aspects of Procurement	2 days	
13	PPSCCM	Public Procurement, Supply Chain and Contracts Management	3 Days	
14	POM	Production and operation management	4 Days	
15	PME	Procurement Monitoring and Evaluation	3 Days	
16	FMMT	Facility management & maintenance Technology	3 Days	
17	SC&LM	Supply Chain and Logistics Management	4 Days	
18	PSM	Procurement & Supply Management	4 Days	
19	LDM	Logistics & Distribution Management	5 Days	
20	WOM	Warehouse Operation Management	5 Days	



## PROJECT MANAGEMENT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCK PROJECT MANAGEMENT PROFESSIONAL COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	PMP	Project Management Professional	4 Days	
2	PMPDF	Project Management for Donor Funded Projects	2 days	
3	MEDP	Monitoring and Evaluation of Developmental Projects	2 Days	
4	PPI	Project Planning and Implementation	5 Days	
5	APM	Advanced Project Management	4 Days	
6	MPT	Managing Project Teams	3 Days	
7	APPI	Advanced Project Planning and Implementation	3 Days	
8	PFFSA	Project Formulation and Feasibility Study Analysis	4 Days	
9	CAPM	Computer Application For Project Management	2 Days	
10	PWPM	Public Works Project Management	4 Days	
11	DipPM	Diploma in Project Management	5 Days	

## COMPUTER AND ICT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCW COMPUTER AND ICT COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	AESFA	Advanced Excel Simplified For Financial Analysis	3 Days	
2	CTMS	Comprehensive Training On Micro Soft Word (MS Word)	3 Days	
3	FMFT	Financial Modeling And Forecasting Techniques Using Advanced Excel Tools	3 Days	
4	FME	Fundamentals Of Microsoft Excel (Basic MS Excel Training)	2 Days	
5	MFE-B	Modeling For Financial Reporting And Analysis	3 Days	
6	IFRA	Introduction to Data Analysis Using Excel	5 Days	
7	MERBA	Microsoft Excel for Reporting and Business Analysis	3 Days	
8	HRDA	HR Data Analysis with Excel	4 Days	
9	ITA-FD	IT Auditing & IT Fraud Detection	4 Days	
10		Diploma In Computer	3 Days	

## HR, LABOUR RELATIONS & LEADERSHIP COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCM</b>		<b>HUMAN RESOURCES, LABOUR RELATIONS &amp; LEADERSHIP COURSES</b>		<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	HRM	Human Resources Management	5 Days	
2	CM	Conflict Management	3 Days	
3	TM&A	Training Management and training needs analysis	5 Days	
4	SMD	Strategic Management Development	3 Days	
5	SPM	Strategic Performance Management	5 Days	
6	LDM	Leadership Development Management	3 Days	
7	PM	Personnel management	3 Days	
8	TMS	Talent Management Strategies for Sustainable Employee Engagement	4 Days	
9	OMS	Office Management Skills for Executive Personnel	2 Days	
10	HRIS	Human Resources Information systems-Computerized HR	3 Days	
11	PAS	Performance appraisal Strategies	3 Days	
12	HRD	Human Resources Development	3 Days	
13	MHRF	Managing the human resources functions	4 Days	
14	DRS	Developing a reward strategy	3 Days	
15	PCM	Payroll and compensation management	3 Days	
16	MEP	Managing employee performance	2 Days	
17	SM	Strategic Management	4 Days	
18	LMD	Leadership Management and Development	3 Days	
19	SHRM	Strategic Human Resources Management	3 Days	
20	PR&PM	Public Relations and Personnel Management	4 Days	
21		Advanced Human Resources Management	5 Days	
22	ESS	Effective Supervision skills in Modern Workplace Environment	3 Days	
23	ECCMS	Effective, Coaching, Counseling and mentoring Supervisors	4 Days	
24	EWWM	Employee Welfare, Wellness and Motivation	5 Days	
25	PFM	Policy Formulation and management	3 Days	
26	IRP	Industrial Relations Practice for Productivity Improvement	5 Days	
27	TOMP	Talent Optimization & Management Practices	5 Days	
28	CHRP	Certified Human Resource Professional (CHRP)	3 Days	
29	CBMP	Certified Compensation and Benefits Management Professional (CBMP)	3 Days	
30	CTAP	Certified Talent Acquisition Professional (CTAP)	3 Days	
31	CTMP	Certified Talent Management Professional (CTMP)	3 Days	
32	CODP	Certified Organizational Development Professional (CODP)	3 Days	

## PRODUCTION PROCESSES MANAGEMENT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCN</b>	<b>PRODUCTION PROCESSES MANAGEMENT COURSES</b>			<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	OE	Attaining Shop Floor and Office Excellence Using the "5-S System"	2 Days	
2	GMP	Good Manufacturing Practices (GMP)	4 Days	
3	EOM	Excellent Operations Management - Value Improvement in Manufacturing and Service Operations	4 Days	
4	FMP	Fleet Management for Profitability	Days	
5	IIR	Incident Investigation and Reporting	2 Days	
6	ILDM	Inventory, Logistics & Distribution Management	3 Days	
7	JHA	Job Hazard Analysis - Health & Safety Hazards at SMEs Worksites	4 Days	
8	LXMY	Lean Six Sigma Yellow Belt	4 days	
9	LXMG	Lean Six Sigma Green Belt Training	2 days	
10	OHSM	Occupational Health and Safety Management	4 Days	
11	OP	Operational Excellence Practices for Work Efficiency & Reduced Cost	3 Days	
12	SME	SMEs Combating Production and Service Wastages	3 days	
13	SKIM	Stores Keeping and Inventory Management	5 Days	
14	PVM	Procurement & Vendor Management	3 Days	
15	SWC	Strategic Warehousing Course	5 Days	
16	SCLM	Supply Chain and Logistics Management	5 Days	



# SALES, MARKETING & PR COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCO</b>		<b>SALES, MARKETING &amp; PR COURSES</b>		<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	SMM	Sales & Marketing Management	4 Days	
2	PRC	Public Relations and customer care	3 Days	
3	PRCO	Public Relations, Communication and Organizational	3 Days	
4	BRM	Brand and Reputation Management	4 Days	
5	CFM	Customer focused marketing	3 Days	
6	DSMM	Digital and social media marketing	3 Days	
7	NPDMM	New Product Development and Marketing management	3 Days	
8	DMCB	Developing and Managing Customer Base	4 Days	
9	ESMS	Essential Skills For Marketing Staff	3 Days	
10	CB	Consumer Behavior	4 Days	
11	ABM	Advertising and Brand Management	3 Days	
12	MRPD	Market research and Product development	4 Days	
13	IM	International Marketing	3 Days	
14	PRCSI	Public Relations and Corporate Social Investment	3 Days	
15	PRPES	Public Relations Presentation and Elocution Skills	4 Days	
16	CTBC	Competency Training for Business Development Executives	3 Days	
17	RMMS	Relationship Management and Marketing Skills	3 Days	
18	VAM	Value Added Marketing - Advanced Marketing Strategies	4 Days	
19	ASSM	Accelerating the Senior Sales Managers Productivity	4 Days	
20	ASS	Advanced Selling Skills	3 Days	
21	AMP	Aggressive Market Penetration - Battles for Market Share	3 Days	
22	CS	Complete Salesperson - The Seven Traits	2 Days	
23	DEDC	Designing Effective Distribution Channels	2 Days	
24	ESA	Essentials of Sales Administration	3 Days	
25	FSSM	Financial Aspects of the Sales & Marketing Process - Finance for Sales & Marketing Professionals	2 Days	
26	FSS	Fundamental Selling Skills	4 Days	
27	GDCE	Growing Distribution Channels Effectively	3 Days	
28	STM	Successful Trade Marketing	4 Days	
29	FWNB	Find and Win New Business - Opening Doors & Converting Opportunities	2 Days	
30	MACPTM	Manage Activation, Consumer Promotion & Trade Marketing	2 Days	
31	IFFE	Implementing Field-Force Effectiveness	3 Days	
32	MST	Managing the Sales Team for Result	2 Days	
33	PS	Professional Selling - The Foundation Skills	4 Days	
34	PRB	Prosperous Retail Business: the Essential Salesmanship & Customer Service	3 Days	
35	SHSP	Selling High Stake Products	3 Days	

## SELF MASTERY & DEVELOPMENT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCP</b>		<b>SELF MASTERY &amp; DEVELOPMENT COURSES</b>		<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	ADR-N	Alternative Dispute Resolution - Dispute Management and Negotiation Skills	3 Days	
2	BPPPS	Business Presentation & Persuasive Public Speaking Skills	2 Days	
3	CTS	Critical Thinking Skills For Decision Making	3 Days	
4	ECS	Effective communication skills	2 Days	
5	EM	Effective Management of Time, Priority & Work Pressure	4 Days	
16	WEOP	Work Ethics & Organizational Productivity	3 Days	
7	MOP	Managing Organizational Priority For Effectiveness	3 Days	
8	MBE	Mastering Business Etiquette, Manners and Social Intelligence	5 Days	
9	MN	Mastering Negotiations - The Principles and Practice	4 Days	
13	WE	Work ethics-professionalism in the workplace	2 Days	
10	CS	Copywriting skills	3 Days	
11	PRC	Pre-Retirement Course - Preparing to Manage a New Beginning	2 Days	
12	R&PW	Report & Proposal Writing and Crucial Communications	3 Days	
13	SM	Self-Mastery & Personal Effectiveness in a Fast Changing World	2 Days	
14	GE	Growing as an Entrepreneur - What Sets Successful Entrepreneurs Apart	3 Days	
15	BPSM	Business Plan, Structuring & Management	3 Days	
16	BEN	Becoming An Effective Negotiator	2 Days	
17	DASSC	Developing Assertiveness Skills & Self Confidence	3 Days	
18	TBOE	Telephone Behavior & Office Etiquette	2 Days	
19	CTIT	Creative Thinking and Innovation Techniques	3 Days	
20	EIWS	Emotional Intelligence for Workplace Success	3 Days	
21	SM	Stress Management	2 Days	

## TOURISM, HOSPITALITY AND CONSERVATION COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCQ TOURISM, HOSPITALITY AND CONSERVATION COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	HM	Hospitality Management	4 Days	
2	HSQM	Hospitality Supervision & Quality Management	3 Days	
3	HM	Hotel Management	3 Days	
4	ICHA	Internal Control In Hospitality Administration	3 Days	
5	ASTM	Applied Sustainable Tourism Management	4 Days	
6	CEG	Collaborative Environmental Governance	3 Days	
7	HTM	Hospitality And Travel Management	4 Days	
8	NPWM	National Parks And Wildlife Management	5 Days	
9	CBNRM	Community Based Natural Resources Management	4 Days	
10	CCM	Conservation Conflict Management	3 Days	
11	FOO	Front Office Operations	3 Days	
12	HP	Housekeeping Procedures	4 Days	

## ENVIRONMENTAL MANAGEMENT COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCR ENVIRONMENTAL MANAGEMENT COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	HM	Integrated Waste Management	3 Days	
2	HSQM	Assessing Environmental Impact of Industrialization	4 Days	
3	HM	Environmental Impact Assessment (EIA)	2 Days	
4	ICHA	Developing a Community Environmental plan	3 Days	
5	ASTM	Emergency Preparedness and Disaster Management	4 Days	
6	CEG	Environmental Management Strategies	3 Days	
7	HTM	GIS Application in Planning and Resource Management	4 Days	
8	NPWM	Climate Change Adaptation & Mitigation	5 Days	
9	CBNRM	Environmental toxicology	4 Days	
10	CCM	Advanced Emergency Preparedness & Disaster Management	3 Days	
11	FOO	Integrated Water Resources Management	3 Days	
12	HP	Natural Resource Management	4 Days	
13	IEM	Integrated Environmental Management	4 Days	
14	AEM	Advanced Environmental Management	3 Days	
15	EMSD	Energy Management & Sustainable Development	4 Days	

## GOVERNANCE AND LEGISLATIVE COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>DISCOUNTS:</b>				
1	ACICG	Anti-Corruption, Integrity & Corporate Governance	5 Days	
3	DLC	Drafting Legal Documents	5 Days	
5	CMCM	Conflict Management, Conciliation & Mediation	4 Days	
7	IHLDM	In-House Legal Department Management	4 Days	
9	LA	Litigation and Arbitration	4 Days	
11	CAMA	Corporate Law and The Company and allied matters Act	3 Days	

## INFORMATION COMMUNICATION TECHNOLOGY COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>DISCOUNTS:</b>				
1	ISCP	IT security and Cybercrime Prevention	3 Days	
3	CFS	Computer Fraud and Security/ IT Audit	4 Days	
5	ISSIM	IT Strategy & Strategic Information Management	4 Days	
7	CS	Cyber Security	2Days	



## FINANCIAL MANAGEMENT & ACCOUNTING COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCV FINANCIAL MANAGEMENT &amp; ACCOUNTING COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	AFS	Bookkeeping and Basic Accounting for Non Accountants	5 Days	
2	IACRM	Internal Control, Compliance and Risk Management	4 Days	
3	FCAMLS	Financial crimes and anti-money laundering strategies	5 Days	
4	FNFM	Finance for Non-Financial Managers	4 Days	
5	ITAX	International Tax Aspects of Mergers, Acquisitions and Corporate Finance	5 Days	
6	CBAT	Comprehensive Basic Accounting Training	4 Days	
7	FM	Financial Management	4 Days	
8	AIC	Audit and Internal Control	4 Days	
9	BAE	Business Analysis with Excel	5 Days	
10	PSFM	Public Sector Financial Management	4 Days	
11	RBAFA	Risk Based Approach to Financial Auditing	5 Days	
12	BPF	Budget Planning & Forecasting	5 Days	
13	CCDM	Credit Control and Debt Management	4 Days	
14	CFMWCO	Cash Flow Management & Working Capital Optimization	5 Days	
15	TR	Treasury Management	4 Days	
16	IFO	Investment Fund Operations	5 Days	
17	PFM	Pension Funds Management	4 Days	
18	PCC	Project Cost Control	5 Days	
19	CRMG	Cost Reduction & Management Guides	4 Days	
20	CE	Construction Economics	5 Days	
21	SPEBCC	Strategic Planning, Effective Budgeting & Cost Control	4 Days	
22	SSFP	Spreadsheet Skills for Finance Personnel	5 Days	
23	AFS	Auditing Financial Statements	5 Days	

## AGRICULTURAL DEVELOPMENT & SUSTAINABILITY

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCW AGRICULTURAL DEVELOPMENT AND SUSTAINABILITY COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	RDEM	Rural Development and Extension Management	3 Days	
2	AAPMS	Advanced Agricultural project management Strategies	4 Days	
3	ADM	Agricultural Development Management	4 Days	
4	PACPS	Poverty Alleviation: Challenges, Policies and Strategies	3 Days	
5	DUIM	Decentralization and Urban Infrastructure Management	4 Days	
6	PPME	Participatory Planning, Monitoring and Evaluation	5 Days	
7	MSRD	Managing Sustainable Rural Development	3 Days	
8	INRM	Integrated Natural Resource Management	4 Days	
9	PPRDA	Public Policies and Rural Development in Africa	4 Days	

## DIPLOMA COURSES

S/N	CODE	COURSE(S) DESCRIPTIONS	DURATION	PRICE
<b>MTCX PROFESSIONAL DIPLOMA COURSES</b>				<b>DISCOUNTS:</b> 3 – 4 Candidates: 5%; 5 or more Candidates: 10%
1	DipBM	Diploma In Business Management	8 Days	
2	DipFM	Diploma In Facility Management	5 Days	
3	DipLSCM	Diploma In Logistics & Supply Chain Management	5 Days	
4	DipPM	Diploma In Project Management	5 Days	
5	DipE	Diploma In Entrepreneurship	4 Days	
6	DipCOM	Diploma In Computer Application	4 Days	

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- |   |   |
|---|---|
| <input type="checkbox"/> Accounting Administration                    | <input type="checkbox"/> Home Support Worker                                    |
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| <input type="checkbox"/> Business Administration                      | <input type="checkbox"/> Machine Learning                                       |
| <input type="checkbox"/> Business Management                          | <input type="checkbox"/> Medical Office Administration                          |
| <input type="checkbox"/> Cabinetry and Furniture Technician           | <input type="checkbox"/> Medical Office Administration Health Unit Coordinating |
| <input type="checkbox"/> Community Service and Addictions Worker      | <input type="checkbox"/> Network Administration                                 |
| <input type="checkbox"/> Data Analytics and Business Intelligence     | <input type="checkbox"/> Paralegal  |
| <input type="checkbox"/> Data Science and Big Data                    | <input type="checkbox"/> Personal Support Worker                                |
| <input type="checkbox"/> Deep Learning                                | <input type="checkbox"/> Personal Support Worker Bridging                       |
| <input type="checkbox"/> Dental Office Administration                 | <input type="checkbox"/> Pre-Med  |
| <input type="checkbox"/> Dental Office Administration with Internship | <input type="checkbox"/> Renovation and Construction Technician                 |
| <input type="checkbox"/> Early Childcare Assistant                    | <input type="checkbox"/> Renovation and Construction Technician with Internship |
| <input type="checkbox"/> Esthetics                                    | <input type="checkbox"/> Supply Chain and Logistics Management                  |
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- ✓ **Risk Identification**
- ✓ **Business opportunities**
- ✓ **Risk Reduction**
- ✓ **Increased efficiency**
- ✓ **Increased profit /revenue**
- ✓ **International recognition**
- ✓ **Credibility and Trust**
- ✓ **Efficiency**
- ✓ **Factual approach to decision making**
- ✓ **Better supplier relationships**
- ✓ **Improve productivity**
- ✓ **Continuous improvement**





# Free Man-power Capacity Development Training (FMCDT2022)

Maximedge Technology & Consulting (MTC) in partnership with relevant bodies is offering serving corps members and students scholarship opportunity to be trained on slated professional courses, acquire skills and obtain certifications that will boost their chances of job employment.

The objective of this free manpower capacity training (FMCDT2022) is to train and produce professionals and a competent workforce that will be employable in all sectors of the economy both in Nigeria and Abroad at 50% discount from the original prices

## 1 HOW TO REGISTER

- Visit our website [www.maximedgeconsulting.com/FMCDT.Html](http://www.maximedgeconsulting.com/FMCDT.Html)
- Visit our office to obtain a registration form
- Text your name , email, phone number, location and preferred training course(s) to **08139940012**
- For corporate booking call **08139940012**

## 2 APPROVED COURSES

- Diploma in Project Management
- HSE Level 1, 2 & 3
- Customer Relationship Management
- Human Resource Management
- QMS ISO 9001:2015 Internal Auditor Course
- Basic Rig Training for Roustabout
- HSE Advanced Professional
- Oil & Gas Operational Safety
- Environmental & Waste Management
- Quality Assurance/Quality Control QA/QC
- Store Keeping & Warehouse Management
- Oil & Gas Logistics Management
- Document control and management

## 3 Entry requirement

Interested participant must possess valid & verifiable NYSC ID Card OR students ID Card to qualify for this scheme.

**GET TRAINED !  
GET CERTIFIED!!**

*Increase your chances of getting hired!!!*

www

[www.maximedgeconsulting.com/FMCDT.Html](http://www.maximedgeconsulting.com/FMCDT.Html)



For Booking and Registration contact **MAXIMEDGE**



[maximedgeconsulting@gmail.com](mailto:maximedgeconsulting@gmail.com)



**Call Us on:**  
**08139940012,**  
**0813881009**



# 2023

## Training profile & Service Brochure



### ...Providing integrated and sustainable solutions

- M: Maximum
- A: Ambitious
- X: X-ray
- I: Innovation
- M: Mastery
- E: Excellence
- D: Dependability
- G: Growth
- E: Efficiency

The Difference is **MAXIMEDGE**



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Kaduna, Abia, Ebonyi, Warri Etc

#### Email us on:

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maximedgetech@gmail.com

#### Call Us on:

+234(0)8139940012, 234(0)813881009

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**WE ARE** Your Trusted Training Partner In Africa



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