



2023

MICROFINANCE

TRAINING CALENDAR



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The cost is for one participant only. Do confirm your attendance with payment at least a week to the scheduled training date

S/N	COURSES	COST	DEPARTMENT	DATE	VENUE
1	Agricultural Value Chain Finance <ul style="list-style-type: none"> ▪ The Agricultural Value chain ▪ Gaps in funding Agriculture ▪ Prospecting for Agricultural Clients and Methodology for lending 	N 60,000	Marketing	January 23-24th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
2	The Microfinance Loan Process <ul style="list-style-type: none"> ▪ Loan Documentation ▪ Loan/Credit Appraisal ▪ Loan Disbursement ▪ Credit Administration/Loan Monitoring and Debt Recovery Strategies 	N 60,000	Credit	January 26-27 th	54B Abidjan Street, Wuse Zone 3 Abuja
3	Credit Skills, Analysis and Control <ul style="list-style-type: none"> ▪ Credit principles <ul style="list-style-type: none"> • 7 Cs of Credit • Loan Purpose • Lending cycle • Asset Conversion cycle • Problem Loan Recognition • Credit cycle and process • Credit analysis/packaging • Disbursement procedures ▪ Risk Asset Management 	N 100,000	Credit	February 1 th -2 th	54B Abidjan Street, Wuse Zone 3 Abuja

4	Internal Control Processes <ul style="list-style-type: none"> ▪ The Internal Control environment ▪ Preventing Theft and Fraud ▪ Fraud and reactions in Internal Control ▪ Fraud mitigation and compliance to controls 	N 60,000	Internal Control	February 8 th -9 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
5	Basic Rudiments of Banking <ul style="list-style-type: none"> ▪ Banking terms and Terminology ▪ Financial Instruments ▪ Central Bank of Nigeria's Know Your Customer and Anti-Money laundering <ul style="list-style-type: none"> ○ principles ▪ Professional Selling 	N 50,000	Operations	February 15 th -16 th	54B Abidjan Street, Wuse Zone 3 Abuja
6	Workplace Discipline, Legal Implications and Nigerian Labour Laws	N 50,000	Human Resources	February 21 th	54B Abidjan Street, Wuse Zone 3 Abuja
7	Risk Management <ul style="list-style-type: none"> ▪ Understanding Risk management cycles ▪ Different Risk exposures ▪ The Risk Management Framework and application ▪ The role of BASEL 111 in Risk Management 	N 50,000	Risk Management	February 22 nd th -23 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna

8	Digital Transformation for MFIs <ul style="list-style-type: none"> ● Digital Finance ● Strategic Options for MFIs ● Product Innovation and Design ● Technology Implementation ● Distribution Strategy ● Partnership Strategy ● Cost Structures & Revenue Streams ● Digital Financial Systems Risks & Fraud ● Pilot Testing and Rollout 	N 150,000	Senior Management, IT Department	February 20 th -24 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
9	Customer Relationship Management and Retention <ul style="list-style-type: none"> ▪ The Customer Experience ▪ Customer Relationship Management ▪ Creating a Customer Service Excellence Charter 	N 50,000	Customer Service	March 1 st -2 nd	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
10	Team Building <ul style="list-style-type: none"> ▪ Understanding and appreciating the role of Team Leaders and members ▪ Achieving team goals and objectives ▪ Team problem solving and conflict resolution 	N 50,000	Marketing	March 8 th and 9 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
11	The Enterprise Risk Management Framework <ul style="list-style-type: none"> ▪ Enterprise Risk Management ▪ Building an ERM Framework 	N 50,000	Middle Level Marketing	March 14 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna

12	Income leakage detection <ul style="list-style-type: none"> ▪ Systems Audit ▪ Managing Audit exceptions ▪ Fraud detection and Management 	N50,000	Internal Audit	April 4 th and 5 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
13	Market Segmentation <ul style="list-style-type: none"> ▪ The Marketing Triangle ▪ The Psychology and factors of marketing ▪ Winning and how to N o t take No for a Response 	N 50,000	Marketing	April 11-12 th	54B Abidjan Street, Wuse Zone 3 Abuja
14	Ratio Analysis in Credit <ul style="list-style-type: none"> ▪ Portfolio ratios ▪ Portfolio analysis and Interpretation 	N60,000	Middle Level Credit	April 13 th	54B Abidjan Street, Wuse Zone 3 Abuja
15	Internal Control Measures <ul style="list-style-type: none"> ▪ Effective internal control mechanism in an evolving banking environment ▪ The Internal control compliance checklist ▪ Archiving processes and proper Documentation 	N 50,000	Middle Level Internal Control	April 18 th -19 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
16	Personal Effectiveness <ul style="list-style-type: none"> ▪ Improving Workplace performance ▪ Monitoring Key Performance Indices ▪ Work place Ethics and Corporate Culture 	N 30,000	Human Resources	April 25 th -26 th	54B Abidjan Street, Wuse Zone 3 Abuja
17	Microfinance Risk Management <ul style="list-style-type: none"> ▪ Definition of risk ▪ Types of risk and risk management ▪ Credit risk and banking ▪ Risks management cycle ▪ Preventive risk management ▪ Risk profiling and rating 	N 100,000	Risk Management	May 2 nd -3 rd	54B Abidjan Street, Wuse Zone 3 Abuja

18	General Administration <ul style="list-style-type: none"> ▪ Procurement Processes ▪ Asset and Inventory Management ▪ Facility and Fleet Management ▪ Management Service Providers and Vendors 	N 80,000	Administration	May 9th-10th	54B Abidjan Street, Wuse Zone 3 Abuja
19	Personal Financial Planning <ul style="list-style-type: none"> ▪ Savings and Investments ▪ Basic requirements and utilization of credit ▪ Financial planning on a fixed income 	N 50,000	All Departments	May 16th-17th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
20	Building Strategies for Breakthrough <ul style="list-style-type: none"> ▪ Performance Market research and segmentation ▪ Customer care & Retention Strategies ▪ Personal Effectiveness 	N 70,000	Middle level marketing	May 19th	54B Abidjan Street, Wuse Zone 3 Abuja
21	Audit Process <ul style="list-style-type: none"> ▪ Auditing and Inspection ▪ Fraud prevention and Detection ▪ Internal Control measures, investigation and reporting ▪ Information System Audit 	N 150,000	Audit and Investigation	May 23th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
22	Budget Planning and Monitoring <ul style="list-style-type: none"> ▪ Preparation of financial statement ▪ Fundamentals of Financial Statements Analysis ▪ Budgeting ▪ Phases of budget casting , planning and implementation ▪ Budgetary control 	N 250,000	Financial Control	May 24th-25th	54B Abidjan Street, Wuse Zone 3 Abuja

23	Business Growth Strategies and Negotiation <ul style="list-style-type: none"> ▪ The Ansoff Matrix ▪ Prospecting and Strategies for conversion of Customers ▪ Basic Negotiation skills 	N30,000	Middle Level Marketing	May 30th	54B Abidjan Street, Wuse Zone 3 Abuja
24	Microfinance Product Development and Marketing <ul style="list-style-type: none"> ▪ Microfinance Product branding and marketing ▪ Product Development Circle ▪ Microfinance Product Marketing 	N 50,000	Middle Management Microfinance	June 6th-7th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
25	People Management for Team Leads <ul style="list-style-type: none"> ▪ Self -esteem/self- image ▪ Emotional and Social Intelligence ▪ Developing problem solving skills ▪ People management 	N 50,000	Members of Management	June 13th-14th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
26	<ul style="list-style-type: none"> ▪ Change Management and Value Orientation 	N 30,000	Strategy	June 15th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna

27	Credit Administration and Monitoring <ul style="list-style-type: none"> ▪ Credit terms and terminology ▪ Types of credit facilities ▪ Credit analysis and packaging ▪ Principles for the management of credit risk ▪ Credit monitoring 	N 50,000	Middle Level Credit	June 20th-21th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
28	Credit Risk Management <ul style="list-style-type: none"> ▪ Loan Purpose Analysis ▪ Loan Delinquency and recovery ▪ Loans Portfolio Management ▪ Advanced Loan Portfolio Management ▪ Workout plans for bad loans 	N 60,000	Middle Level Credit	June 27 th -June 28th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
29	Credit Ratios and Analysis <ul style="list-style-type: none"> ▪ Debit tenor ratio ▪ Liquidity ratio ▪ Quick acid ratio ▪ Debt-equity ratio ▪ Long time value ratio/future value of annuity ▪ ROA/ROI ▪ Return on share holder equity ▪ Value of security ▪ Working capital productivity 	N 100,000	Middle Level Credit	July 4 th -5th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna

30	Treasury Management <ul style="list-style-type: none"> ▪ The Dynamics of the money market ▪ Returns and Reports to CBN, NDIC etc ☐ Regulatory framework and issues ▪ Liquidity and cash reserve requirements ▪ Prudential regulations ▪ Managing the interbank markets 	N150,000	Treasury	July 11 th -12 th	54B Abidjan Street, Wuse Zone 3 Abuja
31	Audit <ul style="list-style-type: none"> ▪ Internal Control Procedures and Processes ▪ Advanced Bank inspection & Auditing ▪ Error and Fraud detection ▪ Effective Audit Reporting 	N 50,000	Audit	July 18 th -19 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna

32	The Human Capital Framework <ul style="list-style-type: none"> ▪ Human resources requirements and information management ▪ Human capital planning and development ▪ Action plans for HR planning , monitoring and implementation ▪ Staff forecasting and Labour turnover 	N 200,000	Human Resources	July 25 th -26 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3 rd Floor Bijo Surgical Building, Kaduna
33	Strategic Human Resource Management <ul style="list-style-type: none"> ▪ Workplace Health and Safety management ▪ Realignment/Reengineering and Restructuring of Human Capital Resources ▪ Modern trends in HR Management 	N 150,000	Human Resources	August 1 th -2 th	54B Abidjan Street, Wuse Zone 3 Abuja

34	High Performance Management <ul style="list-style-type: none"> ▪ High performance skills ▪ Customer profiling and reprofiling ▪ Competitors profiling ▪ Creating customer loyalty ▪ Managing difficult customers ▪ Dealing with prestige customers ▪ The dynamics of a customer interactive centre ▪ Competitive marketing /Relationship Marketing 	N 200,000	Middle Level Marketing	August 8th-9th	54B Abidjan Street, Wuse Zone 3 Abuja
35	Product Development <ul style="list-style-type: none"> ▪ Product development cycle ▪ Market Research Loop ▪ Client driven approach to product development ▪ The Ansoff's Matrix 	N 50,000	Product Development	August 15 th -16th	54B Abidjan Street, Wuse Zone 3 Abuja or 3rd Floor Bijo Surgical Building, Kaduna
36	Total Quality Management <ul style="list-style-type: none"> ▪ Strategic thinking and result based solutions ▪ SWOT Analysis ▪ Building strategies for Breakthrough Performance ▪ Competitive strategies 	N 100,000	Strategy	August 22 nd -23th	54B Abidjan Street, Wuse Zone 3 Abuja or 3rd Floor Bijo Surgical Building, Kaduna

37	Transformational Leadership <ul style="list-style-type: none"> ▪ The Psychology of good leaders ▪ Creating performance driven environment ▪ Evolving a Personal Leadership Challenge ▪ The Burden of Leadership 	N 250,000	Strategy	August 29th-30th	54B Abidjan Street, Wuse Zone 3 Abuja or 3rd Floor Bijo Surgical Building, Kaduna
38	Strategic Thinking for Results <ul style="list-style-type: none"> ▪ Strategic plans and solutions to challenges ▪ Identifying critical strategic issues in the workplace ▪ Accomplishing strategic goals ▪ The Strategic solution model for innovation 	N 200,000	Strategy and Innovation	Sept 5 th -6th	54B Abidjan Street, Wuse Zone 3 Abuja or 3rd Floor Bijo Surgical Building, Kaduna

39	Corporate Governance and Effective Board Management <ul style="list-style-type: none"> ▪ Roles and responsibilities of Directors and the Board ▪ Instruments of governance of organizations ▪ Board Self-Assessment ▪ Effective governance and leadership of the board ▪ The new CBN Corporate Governance Policy 	N300,000	The Board	Sept 12 th -13 th	54B Abidjan Street, Wuse Zone 3 Abuja or 3rd Floor Bijo Surgical Building, Kaduna
40	Strategic Finance <ul style="list-style-type: none"> ▪ Financial modeling and forecast ▪ Investment and portfolio management ▪ Corporate Finance 	N 200,000	Finance	Sept 14th	54B Abidjan Street, Wuse Zone 3 Abuja or 3rd Floor Bijo Surgical Building, Kaduna
41	Fundamentals of Business Financing <ul style="list-style-type: none"> ▪ Financial Planning and Management ▪ Sources of Finance for Business ▪ Business and Financial Modelling 	N 250,000	Finance	Sept 19th-20th	54B Abidjan Street, Wuse Zone 3 Abuja or 3rd Floor Bijo Surgical Building, Kaduna

42	Group Management and Cooperative Marketing <ul style="list-style-type: none"> ▪ Historical overview of cooperatives and registered Groups ▪ Cooperative society innovations and movement ▪ Importance of cooperatives in development ▪ Financial Management for Cooperatives 	N 200,000	Finance	Nov 7 th -8 th	54B Abidjan Street, Wuse Zone 3 Abuja
43	Crisis Management <ul style="list-style-type: none"> ▪ What is crisis? ▪ Different critical scenarios ▪ Preparing for potential crisis in the workplace ▪ Critical Incident analysis ▪ Crisis prevention and management 	N 250,000	Strategy	Nov 14 th -15 th	54B Abidjan Street, Wuse Zone 3 Abuja