MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Supervisors and Managers

Advanced Taxpayer Registration, Data Integrity and Supervisory Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSDI	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

This customised Magna Skills programme equips taxpayer registration supervisors with practical skills to improve registration accuracy, strengthen data integrity and supervise the issuance and maintenance of Taxpayer Identification Numbers (TINs) for natural and legal persons.

The programme addresses data cleansing, duplicate taxpayer detection, identity verification, registration quality assurance and taxpayer record management. Participants will explore how spreadsheet analytics and responsibly applied AI tools can help identify incomplete records, inconsistencies and potential duplicates, with verification and authorised approval before records are changed.

Through practical exercises using simulated or anonymised registration data, participants will develop validation checklists, data quality dashboards and a supervisory improvement plan. Activities will be adapted to the Liberia Revenue Authority’s approved registration procedures, data requirements and operational priorities.

Through interactive activities, real workplace scenarios, and proven leadership models, this course equips participants with essential supervisory skills to build productive teams, delegate tasks effectively, manage performance, resolve conflicts, and foster a positive work culture. Magna Skills ensures that participants leave with practical tools they can immediately apply within government, NGOs, private organisations, and donor-funded environments.

Course Outcomes

- Supervise taxpayer registration and TIN issuance processes for natural and legal persons using consistent verification and approval controls.
- Assess taxpayer data quality and apply structured cleansing and validation procedures.
- Detect and investigate potential duplicate registrations while protecting legitimate taxpayer records.
- Strengthen team performance, registration quality assurance and taxpayer information security.
- Develop a practical improvement plan for registration accuracy, record maintenance and service delivery.

Course Outline / Curriculum

1. Taxpayer Registration and the Supervisor’s Role

- Understanding how accurate registration supports filing, payment, compliance monitoring and taxpayer services.
- Defining supervisory responsibilities for workflow coordination, approvals, quality assurance and exception handling.

2. Registration and TIN Issuance for Natural and Legal Persons

- Reviewing required information and supporting documents for individuals, companies and other entities under approved institutional procedures.
- Applying checks before TIN issuance and managing incomplete applications, conflicting information and exceptional cases.

3. Identity Verification and Taxpayer Record Validation

- Checking identity details, entity registration information, addresses, contact information and authorised representatives against approved sources.
- Distinguishing taxpayers, branches, representatives and related entities to prevent incorrect registration decisions.

4. Taxpayer Data Integrity and Quality Assessment

- Assessing completeness, accuracy, consistency, validity, uniqueness and timeliness across registration records.
- Developing data quality rules and establishing a baseline of missing fields, invalid entries and inconsistent records.

5. Practical Data Cleansing and Standardisation

- Using spreadsheet tools to standardise names, addresses, telephone numbers, dates and identification fields while preserving original values.
- Managing corrections through documented rules, verified source information, change logs and approval procedures.

6. Duplicate Taxpayer Detection and Resolution

- Applying exact and approximate matching to identify potential duplicates using combinations of names, identity details, contact information and entity identifiers.
- Investigating flagged records and following authorised correction, linking, merging or deactivation procedures while preserving transaction history.

7. AI and Analytics for Registration Quality

- Using approved AI and analytical tools to assist with inconsistency detection, potential duplicate identification and data quality summaries.
- Validating suggested matches, managing false positives and protecting taxpayer information through anonymisation and controlled access.

8. Taxpayer Record Maintenance and Information Security

- Supervising updates to taxpayer details, registration status and other changes throughout the taxpayer lifecycle.
- Strengthening access permissions, separation of duties, audit trails and escalation of suspected unauthorised changes.

9. Supervisory Leadership, Workflow and Performance Monitoring

- Allocating work, coaching registration officers and reviewing cases against consistent service and quality standards.
- Developing dashboards for processing times, pending applications, error rates, unresolved duplicates and correction turnaround times.

10. Integrated Registration Case Study and Improvement Plan

- Completing a practical exercise involving application review, TIN issuance checks, data cleansing, duplicate investigation and supervisory approval.
- Preparing an improvement plan covering priority controls, staff development, system enhancements, responsibilities and measurable results.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Advanced Taxpayer Registration, Data Integrity and Supervisory Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____