

POISE NIGERIA 2023 TRAINING CALENDAR



COURSE TITLE	DUR	2023 DATES											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
POISE BUSINESS IMAGE CONSULTING													
Etiquette-Driven Customer Experience (EDCX)	2 Days	19-20	18-19				15-16				19-20		
Front Desk & Professional Image Building(FDPIB)	2 Days	10-11			13-14			14-15	22-23	15-16		15-16	
Etiquette & Lifestyle Branding (ELB)	3 Days	25-27		20-23		17-19			17-19	7-9		8-9	7-9
Customer Service Excellence (CSX)	3 Days	23-25	7-9	15-17		11-13		20-22			4-6		
Personal Effectiveness & Self-Mastery Skills in a Fast-Changing World	3 Days	23-25		23-25		2-4		26-28			24-26		
Anger Management in the Workplace	1 Day	10						10					4
Office Etiquette & Decorum (Creating a Professional Work Environment)	1 Day	18		13					22		10		6
Business Etiquette in the Corporate World (BECW)	2 Days		24-25			25-26					27-28		
The Indispensable Executive Assistant (IEA)	3 Days		2-4		13-15		8-10		17-19				
Phone Selling Skills (PSS)	2 Days		9-10		14-15		15-16		11-12		26-27		
The Effective Office Administrator	2 Days			3-4			8-10						14-16
Multicultural Intelligence in the Workplace	1 Day		13						19				
Customer Analytics for Growth	2 Days		20-21			25-26			15-16				
Delivering Constructive Criticism	2 Days		24-25			25-26					19-20		
Handling Difficult Customers	2 Days			13-14					17-18				
Effective Prospecting Sales Training	4 Days			6-9					21-24				
Creating Sustainable Relationships in the Workplace	3 Days				26-28					18-20			
Personal Branding and Corporate Etiquette for Directors	2 Days			29-30			13-14				11-12		
Business Networking and Relationship Building Skills	1 Day				20			14					16
Executive Presence: Style, Substance & Character	2 Days		27-28			15-16			21-22				
Call Center Excellence for Customer Care Agents	2 Days			27-28			21-22			20-21			
POISE SCHOOL OF COMMUNICATION													
Proficiency in English Grammar & Communication (PEG&C)	30 Day	23-25			20-22				24-26				
Crisis Communications: Leading when things go wrong	2 Days	12-13			3-4								11-12
Enhancing your Communication using body Language	2 Days		15-16					25-26					
International English Language Testing System(IELTS)	6 Week		24	28	31	29	28	30	29	30	31	30	
Elocution & Public Speaking (EPS) 1week Intensive	5 Days		6-10			2-6		24-28			17-21		5-9
Interpersonal Communication Skills in the Workplace (ICSW)	2 Days		20-21			25-26				25-26			
Communicating with Impact: 21st Century Perspective	3 Days		1-5		25-27		1-3			4-6			
High Impact Presentation (HIP)	2 Days		24-25		20-21				15-16				
Pitch Proposal and Presentation Skills for Sales Executives	2 Days		1-2			2-3			3-4			1-2	
The Art of Presenting and Public Speaking	1 Day		20			5				15		7	
Communicating with Data	1 Day				19			12			11		
Speech Writing Training	1 Day			10					9			3	

21 st Century Workplace Communication Strategies	2 Days			21-22			5-6			25-26			
Business Writing for Impact in the Workplace	3 Days			9-11			22-24			7-9			
Business writing, Presentation and Social Communication Skills	2 Days					29 - 30						13-14	
Advance Business Writing (ABW)	2 Days			21-22				4-5		12-13		22-23	
Connecting With Your Audience	1 Day			17			21			8		8	
Perfect your Virtual Presentation	1 Day		8		5				9			3	
POISE SCHOOL OF MANAGEMENT													
Starting in Management for New Managers	2 Days	19-20					9-10				13-14		
Emotional Intelligence & Mental Health in Times of Crises	1 Day	20				31				21			
The Next Step: Preparing for Retirement	3 Days	26-28			5-7			13-15					11-13
Working From Home Effectively	2 Days	25-26			27-28			26-27			27-28		
Virtual Team Building and Management	2 Days	26-27			25-26			4-5		11-12			
The Futures Literacy Laboratory(FLL)	1-3 Days	17	14	14	11	17	13	11	17	19	17	21	12
Enhancing your Selling Skills for Sales Success	2 Days	13-14					19-20				30-31		
Inspiring Excellence and Engagement using 21 st Century Leadership Style	2 Days			23-24				14-15				15-16	
Conflict Resolution in the Workplace	1 Day	19					19			20			
Building and Sustaining High Performance in Remote Work teams	2 Days	19-20					13-14			1-2			
Essentials of Leadership	1 Day	25					7				31		
Telework and Telecommuting	2 Days	10	2			15-16							
Advanced Supervisory Course	3 Days			15-17			14-16			20-22			
The Virtual Manager	2 Days		21-23			9-10		28-29					
21 st Century Creative & Innovative Managers in the Workplace	2 Days		18-19						11-12			22-23	
Successfully Closing Deals with Strategic Negotiation Skills	2 Days		2-3			22-23				25-26			
Coaching and Mentoring for Men	3 Days			6-8				19-21				22-24	
Global CEO Programme	3 Days			21-23			13-15				17-19		
Leading From the Heart(LH)	2 Days			3-4				20-21		11-12	3-4		
Coaching and Mentoring for Better Work Performance	2 Days			18-19			26-27		20-21				5-6
Strategic Planning for an Uncertain Future	1Day			17			9		16		6		
Coaching and Mentoring Programme for Women	3 Days		15-17				17-19					15-17	
Effective Leadership, People Management and Business Communication for Leaders	3-5 Days				24-28			10-14			23-27		
Assertiveness and Self Confidence	2 Days			17-18					2-3	7-9			
Mastering Team Building for Improved Performance	3 Days			23-25				27-29				22-24	
Leadership, Creativity and Peak Performance	1 Day				20						4		
Team Building for Managers (TBM)	2 Days				27-28			14-15			23-24		1-2
Overcoming Sales Objections	2 Days		7-8					11-12					
Leading in Volatility, Uncertainty, Complexities & Ambiguity	3 Days				6-8		27-29			21-22	26-28		7-9
Team Collaboration: Leadership & Negotiation	2 Days				6-7		13-14				6-7		

Skills													
Developing Adaptability, Accountability & Resilience for Career Success	2 Days			20-21	4-5		5-6			6-7			
Corporate Culture and Performance: Building/Managing the Innovation Culture	2 Days				25-26				5-6				
Training of Trainer Certification Course	1 Week			17-21				21-25			13-17		
Improving Employee Performance and Accountability	2 Days					6-7			18-19			11-12	
Goal Setting and Getting Things Done	1 Day			28				29					1
POISE GRADUATE FINISHING ACADEMY (PGFA)													
PSENSE Employability Skills Programme	6 Week	6		24		19		14		16			
Employee Induction Programme	3-5 Days		13-15			19-21		14-16			20-22		
Digital Marketing	2 Week	6 -17	6 - 17	10 - 21	8 - 19	12 - 23	3 - 14	7 - 18	11 - 22	9 - 20	6 - 17	1 - 13	
Enterprise Development Training (GROW)	8 Week					June	July	August					
POISE GRADUATE COMMUNAL SUPPORT FOUNDATION (PGCSF)													
Ekobits ICT Academy	1 Year							August					
Edobits ICT Academy	1 Year							August					
Tech For Women	3 Month		February	May		July		August					
Career Kickstart (CKS)	3 Week	January	February	March & May		June		August		October			
Data Science Training	12 Week			March		June							
The Next Economy	10 Day			May				August					
POISE TEENAGE PROGRAMMES													
Teens Making A Difference (TMAD)	14 Days					July							
Etiquette For Pre-Teens	4 Weekend		20	24 April		19 June		11 September		30 October			
ENTREPRENEURIAL PROGRAMMES													
Poise Nigeria And Proportion Academy Entrepreneurial Course (Developing An Entrepreneurial Mindset)	3 Week	23	20	20; 17; 22		26; 24		21; 18		23; 13			