

**POISE NIGERIA 2024 TRAINING CALENDAR**



COURSE TITLE	DUR	2024 DATES											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>POISE BUSINESS IMAGE CONSULTING</b>													
Etiquette-Driven Customer Experience (EDCX)	2 Days	18-19	15-16				13-14				17-19		
Front Desk & Professional Image Building(FDPiB)	2 Days	10-11			11-12			15-16	22-23	17-18		14-15	
Etiquette & Lifestyle Branding (ELB)	3 Days	15-17		18-20		15-17			14-16	4-6		7-8	4-6
Customer Service Excellence (CSX)	3 Days	22-24	7-9	13-15		13-15		22-24			2-4		
Personal Effectiveness & Self-Mastery Skills in a Fast-Changing World	3 Days	23-25		25-27		1-3		24-26			23-25		
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		20-21			23-24					28-29		
The Indispensable Executive Assistant (IEA)	3 Days		5-7		15-17		5-7		20-22				
Phone Selling Skills (PSS)	2 Days		8-9		18-19		17-18		12-13		24-25		
The Effective Office Administrator	2 Days			4-5			10-11						16-18
Multicultural Intelligence in the Workplace	1 Day		13						19				
Customer Analytics for Growth	2 Days		20-21			27-28			15-16				
Delivering Constructive Criticism	2 Days		19-20			20-21					17-18		
Handling Difficult Customers	2 Days			13-14					26-28				
Effective Prospecting Sales Training	4 Days			5-8					19-22				
Creating Sustainable Relationships in the Workplace	3 Days				24-26					18-20			
Personal Branding and Corporate Etiquette for Directors	2 Days			27-28			13-14				10-11		
Business Networking and Relationship Building Skills	1 Day				22			12					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			20-21			23-24			
<b>POISE SCHOOL OF COMMUNICATION</b>													
Proficiency in English Grammar & Communication (PEG&C)	3 Days	23-25			23-25				28-30				
Crisis Communications: Leading when things go Wrong	2 Days	11-12			3-4								11-12
Enhancing your Communication using body Language	2 Days		15-16					25-26					
International English Language Testing System(IELTS)	6 Week		23	28	30	29	28	30	29	30	31	29	
Elocution & Public Speaking (EPS) 1week Intensive	5 Days		5-9			6-10		22-26			14-18		9-13
Interpersonal Communication Skills in the Workplace (ICSW)	2 Days		20-21			21-22				25-26			
Communicating with Impact: 21st Century Perspective	3 Days		12-14		10-12		3-5			4-6			
High Impact Presentation (HIP)	2 Days		22-23		22-23				15-16				
Pitch Proposal and Presentation Skills for Sales Executives	2 Days		1-2			2-3			7-8			4-5	
The Art of Presenting and Public Speaking	1 Day		20			7				16		7	
Communicating with Data	1 Day				19			12			11		
Speech Writing Training	1 Day			11					9			6	

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

Skills													
Developing Adaptability, Accountability & Resilience for Career Success	2 Days			17-19	7-8			4-5			9-10		
Corporate Culture and Performance: Building/Managing the Innovation Culture	2 Days				29-30					5-6			
Training of Trainer Certification Course	1 Week			15-19					19-23			11-15	
Improving Employee Performance and Accountability	2 Days						6-7			18-19			12-13
Goal Setting and Getting Things Done	1 Day			29					29				2
<b>POISE GRADUATE FINISHING ACADEMY (PGFA)</b>													
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		5 -16	4 - 15	6 - 17	8 - 19	10 - 21	1 - 12	5 - 16	9 - 20	7 - 18	4 - 15	2 - 13
Enterprise Development Training (GROW)	8 Week						June	July	August				
<b>POISE GRADUATE COMMUNAL SUPPORT FOUNDATION (PGCSF)</b>													
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				
<b>POISE TEENAGE PROGRAMMES</b>													
Teens Making A Difference (TMAD)	14 Days						July						
Etiquette For Pre-Teens	4 Weekend		19		24 April		19 June		11 September		30 October		
<b>ENTREPRENEURIAL PROGRAMMES</b>													
Poise Nigeria And Proportion Academy Entrepreneurial Course (Developing An Entrepreneurial Mindset)	3 Week	23	19		20; 16; 22		26; 24		21; 19		23; 14		