

## POISE TRAINING CALENDAR 2025



COURSE TITLE	DUR	2025 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-Day	15-16	13-14			15-16		14-15		18-19		13-14	
Front Desk & Professional Image Building (FDPIB)	2-Day	9-10		10-11			16-17	21-22	6-8		14-15		11-12
Etiquette & Lifestyle Branding (ELB)	3-Day	13-15		17-19		14-16		9-11	20-22	16-18		5-7	3-5
Customer Service Excellence (CSX)	3-Day	20-22	5-7	12-14		14-16		21-23		3-5		3-5	
Personal Effectiveness & Self-mastery Skills in A Fast-changing World	3-Day	22-24		24-26		7-9		22-24		24-26		24-26	
Anger Management in The Workplace	1-Day	9		13				10			6		4
Office Etiquette & Decorum (Creating A Professional Work Environment)	1-Day	16		20			23		15		10		11
Business Etiquette in The Corporate World (BECW)	2-Day		20-21		23-24			28-29					
The Indispensable Executive Assistant (IEA)	3-Day		4-6		14-16		18-20						
Phone Selling Skills (PSS)	2-Day		6-7	17-18		13-14		24-25		18-19			
The Effective Office Administrator	2-Day			3-4		13-14		9-10			16-17		
Work Ethics and Professionalism (WEP)	2-Day	29-30		26-27		14-15		29-30	13-14	11-12	14-15	12-13	
Multicultural Intelligence in The Workplace	1-Day		12					18					
Customer Analytics for Growth	2-Day		19-20		17-18		16-17						
Delivering Constructive Criticism	2-Day		19-20		21-22			17-18				17-18	
Handling Difficult Customers	2-Day			12-13			26-27						
Effective Prospecting Sales Training	4-Day		4-7				16-19				20-23		
Creating Sustainable Relationships in The Workplace	3-Day			24-26						16-18		18-20	
Personal Branding and Corporate Etiquette for Directors	2-Day		27-28		14-15			10-11				11-12	
Business Networking and Relationship Building Skills	1-Day			21		12			12			17	
Executive Presence: Style, Substance & Character	2-Day		26-27		15-16		19-20		19-20				
Call Centre Excellence for Customer Care Agents	2-Day		26-27		21-22		23-24				21-22		
<b>POISE SCHOOL OF COMMUNICATION</b>													
Proficiency in English Grammar & Communication (PEG&C)	3-Day	23-25			23-25				27-29				
Crisis Communications: Leading When Things Go Wrong	2-Day	9-10			3-4								11-12
Enhancing Your Communication Using Body Language	2-Day		13-14					24-25					
International English Language Testing System (IELTS)	6-Week		24	28	30	29	27	30	29	30	31	28	
Elocution & Public Speaking (EPS)	5-Day		3-7			5-9		21-25			13-19		10-12
Interpersonal Communication Skills in The Workplace (ICSW)	2-Day		20-21			21-22				25-26			
Communicating With Impact: 21st Century Perspective	3-Day		12-14		9-11		3-5			3-5			
High Impact Presentation (HIP)	2-Day		20-21		22-23				13-14				

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Pitch Proposal and Presentation Skills for Sales Executives	2-Day		4-5			1-2			7-8		4-5	
The Art of Presenting and Public Speaking	1-Day		20			7				16	7	
Communicating With Data	1-Day				18			4			10	
Speech Writing Training	1-Day			11					7			6
21st Century Workplace Communication Strategies	2-Day			20-21			5-6			25-26		
Business Writing for Impact in The Workplace	3-Day			12-14			24-26			9-11		
APTIS: English Assessment System (British Council)	4-Week (3 Days a week)	10,24	7,21	7,21	4,18,25	9,23	6,20,	4,18	1,15,29	12,26	10,23	7,21
Business Writing, Presentation and Social Communication Skills	2-Day					29-30						13-14
Advanced Business Writing (ABW)	2-Day			21-22				3-4		11-12		20-21
Connecting With Your Audience	1-Day			18			20			5		8
Perfect Your Virtual Presentation	1-Day		7		3				8			12
<b>POISE SCHOOL OF MANAGEMENT</b>												
Starting In Management for New Managers	2-Day	16-17					12-13				15-16	
Emotional Intelligence & Mental Health in Times of Crises	1-Day	20				30				19		
The Next Step: Preparing For Retirement	3-Day	22-24			2-4			9-11				10-12
Working From Home Effectively	2-Day	23-24			29-30			24-25			29-30	
Virtual Team Building and Management	2-Day	27-28			24-25			4-5		11-12		
Futures Literacy Laboratory (FLL)	1-3 Days	17	14	14	11	16	13	11	15	19	17	21
Enhancing Your Selling Skills for Sales Success	2-Day	16-17					19-20				30-31	
Inspiring Excellence and Engagement Using 21st-century Leadership Style	2-Day			25-26				16-17				13-14
Conflict Resolution in The Workplace	1-Day	16					19			19		
Building And Sustaining High Performance in Remote Work Teams	2-Day	22-23					12-13			2-3		
Essentials Of Leadership	1-Day	24					6				31	
Advanced Supervisory Course	3-Day			19-21			18-20			17-19		
The Virtual Manager	2-Day		21-23			8-9		29-30				
21st Century Creative & Innovative Managers in The Workplace	2-Day		15-16						14-15			20-21
Successfully Closing Deals with Strategic Negotiation Skills	2-Day		3-4			22-23				23-24		
Global CEO Programme	3-Day			19-21			11-13				22-24	
Leading From the Heart	2-Day			3-4				23-25		11-12	2-3	
Coaching And Mentoring for Better Work Performance	2-Day			5-6			26-27		20-21			4-5
Strategic Planning for An Uncertain Future	1-Day			19			6		15		7	
Effective Leadership, People Management and Business Communication for Leaders	3-5 -Days				21-25			14-18			20-24	
Assertiveness And Self Confidence	2-Day			19-20					7-8	10-12		
Mastering Team Building for Improved Performance	3-Day			26-28				29-30				26-28

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Leadership, Creativity and Peak Performance	1 Day				11						3		
Overcoming Sales Objections	2-Day		6-7			8-9				24-25			
Leading In Volatility, Uncertainty, Complexities & Ambiguity	3-Day				15-17		25-27			24-26			10 – 12
Team Collaboration: Leadership & Negotiation Skills	2-Day				3-4		12-13				9-10		
Developing Adaptability, Accountability & Resilience for Career Success	2-Day				16-18	7-8		3-4			9-10		
Corporate Culture and Performance: Building/Managing the Innovation Culture	2-Day					29-30				4-5			
Improving Employee Performance And Accountability	2-Day				8-9		5-6			18-19			11-12
Goal Setting and Getting Things Done	1 Day				29				29				3
<b>POISE GRADUATE FINISHING ACADEMY (PGFA)</b>													
PSENSE Employability Skills Programme	6 Week		6		21		19		14		16		
PSENSE- Basic and Advance	4 Week		3	3	7	5	2	7	4	8	13	10	
Career Kickstart	2-3 Weeks			3	7	5	2	7	4	8	6	3,24	
Data Science Training	12-16 Weeks		3				2				6		
Tech Jobs	6-month	13						17					
Digital Literacy IC3 GS 5 – CERTIPORT	4 –5 Weeks		10	17	21	26	30	7	11	15	20	24	
Trinity Western University (Undergraduate)	4 (2+2) Years									22			
Masters	18 (12+6) Months									22			
Digital Marketing	2-Week		3-14	3-14	7-19	5-17	09-20	30-11	4-15	8-19	6-17	3-14	1-12
Enterprise Development Training (GROW)	8-Week						9		11				
<b>POISE GRADUATE COMMUNAL SUPPORT FOUNDATION (PGCSF)</b>													
Ekobits ICT Academy - Tech for All	6 Months/1 Year	21					30						
Edobits ICT Academy - Tech for All	6 Month/1 Year	21					30						
Tech For Women	3 Month	21		30			2			29			
Web Development	4 Week	21		3	14	26		14	11	8	6	10	
Graphics Design	3-4 Weeks	13	10	10	7	5	2	7	11	15	13	10	
Video Editing	3-4 Weeks	20	17	17	14	12	9	14	18	22	20	17	
The Next Economy	10 Day				12				11				
<b>POISE TEENAGE PROGRAMMES</b>													
Teens Making a Difference (TMAD)	14 Day	20	10	3	7	5	9	7	4	8	6	10	
Etiquette For Pre-teens	4 Weekend		19		24		19			11	30		
A Festive Workshop for Kids	1 Week												7-12
<b>ENTREPRENEURIAL PROGRAMMES</b>													

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Poise Nigeria and Proportion Academy Entrepreneurial Course (Developing an Entrepreneurial Mindset)	3 Week					5							
Beginner Course Module: Ignite Your Business Concept	3 Week	20		10		5		30	18		6	3	
Intermediate Course Module: Explore Your Business Concept	3 Week		10		7	2		28		8		3	
Advanced Course: Realize Your Own Business Idea	20 Week		17					14					
<b>SPECIAL PROJECT – POISE NIGERIA'S STRATEGIC HUMAN RESOURCE OUTSOURCING COMPANY</b>													
Oil And Gas Product Offering	1 Day	24	21	14	25	14	20	18	22	19	17	14	5
Automobile Product Offering	1 Day	17	14	21	18	23	13	25	15	26	24	21	12