

CALENDAR

COURSE TITLE		TARGET AUDIENCE	DAY (S)	COST (NGN)	FEB	MAR	APR	MAY	JUN
MANAGING SELF									
1	Time Management - Getting Organised for Peak Performance	Skills that allow staff to maximize their productivity, improve workplace performance and efficiently achieve professional goals. Improving self-management skills will help them better manage their career paths. These courses are designed for junior staff who are not yet responsible for managing other team members.	1	75,000	24	4	8	6	10
2	Effective Presentation and Communication Skills		2	105,000	26/27	11/12	15/16	13/14	11/12
3	Listening and Organising		2	105,000	25/26	10/11	14/15	12/13	9/10
4	Effective Business Writing Skills: Writing Reports and Proposals		2	105,000		13/14	16/17	15/16	12/13
5	Emotional Intelligence - Strategies for Success		1	75,000	25	6	9	7	11
6	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	105,000		12/13	17/18	14/15	13/14
7	Understanding Human Behaviour		1	75,000	24, 28	7, 19	10, 22	8, 20	12, 24
MANAGING OTHERS									
1	Business Ethics for the Office	Programmes to equip mid-level managers with key skills to develop themselves and their teams. It aims to give individuals an appreciation of different leadership styles that will help define how to manage their people with extreme effectiveness. Exploring the effects of motivation, objective setting, and effective feedback, the managing others programme will build and enhance the effectiveness of your mid-level managers.	2	105,000	26/27	10/11	14/15	12/13	9/10
2	Customer Service Training: Critical Elements of Customer Service		2	105,000		18/19	22/23	20/21	17/18
3	Leadership Skills for Supervisors: Delegating, Coaching and Conflict Management		1	75,000	25	13	17	15	12
4	Effective Project Planning and Scheduling		2	105,000	26/27	14/15	18/19	16/17	13/14
5	Emotional Intelligence - Strategies for Success		1	75,000	28	20	24	22	19
6	The Professional Supervisor		3	155,000		18/20	22/24	20/22	17/19
7	Appraising People and Managing Employee Performance		2	105,000		21/22	25/26	23/24	20/21
8	Team Building - Developing High Performance Teams		2	105,000	25/26	11/12	15/16	13/14	10/11
9	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	105,000		10/11	14/15	12/13	9/10
10	Understanding Human Behaviour		1	90,000	24, 28	7, 19	10, 22	8, 20	12, 24
MANAGING THE ORGANISATION									
1	Business Leadership: Becoming Management Material	These programmes are designed to equip senior managers with the capacity to perform executive duties in the organization and be able to manage and avoid crisis situations, whilst promptly solving problems when they occur.	4	205,000		18/21	22/25	20/23	17/20
2	Critical Thinking and Problem Solving		3	155,000		20/22		22/24	19/21
3	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	105,000		11/12	15/16	13/14	10/11
4	Women Leadership: Owning your Strengths and Skills		2	105,000		19/20	23/24	21/22	18/19

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For additional information: Please call +234 814 957 5017; Or send an inquiry email to training@carthenaadvisory.com