

2025 TRAINING CALENDAR

COURSE TITLE		TARGET AUDIENCE	DAY (S)	COST (NGN)	JUL	AUG	SEP
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	25	4	8
2	Effective Presentation and Communication Skills		2	105,000		12 & 13	16 & 17
3	Listening and Organising		2	105,000		14 & 15	11 & 12
4	Effective Business Writing Skills: Writing Reports and Proposals		2	105,000		13 & 14	11 & 12
5	Emotional Intelligence - Strategies for Success		1	75,000	25	12	9
6	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	105,000		12 & 13	9 & 10
7	Understanding Human Behaviour		1	75,000	30, 31	7, 19, 22	10, 22
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		28 & 29	11 & 12
2	Customer Service Training: Critical Elements of Customer Service		2	105,000		27 & 28	4 & 5
3	Leadership Skills for Supervisors: Delegating, Coaching and Conflict Management		1	75,000	31	13, 20, 27	16, 23, 30
4	Effective Project Planning and Scheduling		2	105,000		14/15	18/19
5	Emotional Intelligence - Strategies for Success		1	75,000	31	14, 21, 28	10, 17, 24
6	The Professional Supervisor		3	155,000		20 - 22	17 - 19
7	Appraising People and Managing Employee Performance		2	105,000		27 & 28	25 & 26
8	Team Building - Developing High Performance Teams		2	105,000		28 & 29	18 & 19
9	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	105,000		28 & 29	18 & 19
10	Understanding Human Behaviour		1	90,000	31	8, 22, 29	12, 19, 26
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		26 - 29	23 - 26
2	Critical Thinking and Problem Solving		3	155,000		20 - 22	
3	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	105,000		26 & 27	29 & 30
4	Women Leadership: Owning your Strengths and Skills		2	105,000		14 & 15	25 & 26

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