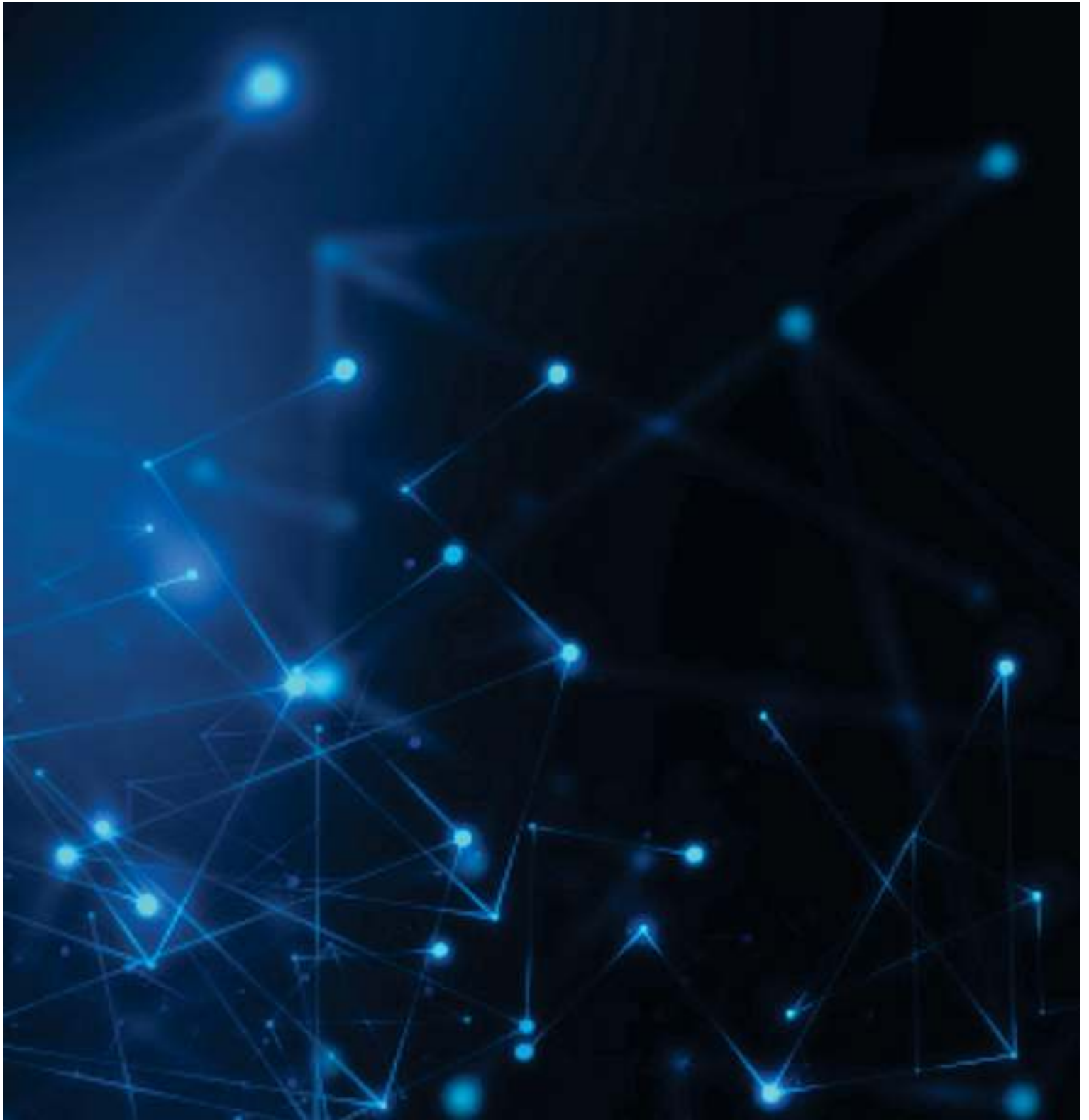




# Training & Business Coaching Calendar

JULY - NOVEMBER 2017







“Two days with Janet was fantastic, educative empowering and very informative, it was a real eye opener. I deal with VIP clients and didn't realize the impact of image and the little things we take for granted that are a huge influence to our everyday performance”

*Shabeer*  
*Standard Chartered Bank*

*Acquire the Panach Advantage!*

## Course Lists

### A. Training: Open, Implant & Bespoke

- ▶ Management Skills & Development Program
- ▶ Leadership Profiling & Motivation Program
- ▶ Project Management Program
- ▶ Business Protocol Intelligence Program
- ▶ Service Excellence Optimization Program
- ▶ Virtual, Visual & Verbal Communication Management Program
- ▶ Workplace Civility for Growth & Sustainability
- ▶ Emotional Intelligence Program
- ▶ Personal Performance Development Program
- ▶ Influential Selling & Negotiation Program
- ▶ Speech Clinic Program
- ▶ Assessments: Performance & Productivity

### B. Impression Management & Image Consulting

- ▶ Reputation & Impression Management Program
- ▶ Open Image Coaching & Consultations
- ▶ Bespoke Image Consultations

### C. Personal Performance Business & Executive Coaching

- ▶ Individual Executive Coaching
- ▶ Mentoring

### D. Advisory & Consulting Services

- ▶ Professional Advisory Services

### E. Organizational Change & Motivational Team Development

- ▶ Organizational Change Management Program
- ▶ Team Building & Bonding Program

### F. Entrepreneurship & Employability Initiative

- ▶ Accelerated Personal & Professional Development Program

### G. Finishing & Personality Development

- ▶ Finding Finesse Program
- ▶ Modules
- ▶ Personal & Social Development Program

### H. Professional Speaking Engagement

- ▶ Professional Motivational Speaking

## A. Training: Open, Implant & Bespoke



School of  
**BUSINESS  
CIVILITY**

### Management Skills & Development Program

School of Business Civility – SBC		Days	Code	JULY
I	Impactful Management Essentials for New Managers	2	MSME	
ii	Corporate Culture & Goal Alignment for Managers	2	MSCC	10 - 11
iii	Finance for Non Finance Managers	2	MSFM	
iv	New Employee Orientation Program	3/5	MSOP	12 – 14

### Leadership Profiling & Motivation Program

School of Business Civility – SBC		Days	Code	JULY
I	Leadership Profiling & Brand Analysis Assessment	1	LMBA	
ii	Key Qualities & Habits of an Effective Leader	2	LMEL	
iii	Leadership Par Excellence – for Middle & Senior Managers	3	LMMS	20 -21
iv		2	LMPY	

### Project Management Program

School of Business Civility – SBC		Days	Code	
I	Project Management for Leaders <b>(Including practical project case studies)</b>	3	PML	
ii	Protocol Intelligence & Project Management for Career Advancement <b>(Including practical project case studies)</b>	3	PMI	

### Business Protocol Intelligence Program

School of Business Civility – SBC		Days	Code	SEPT
I	Business Ethics & Building Relationships	2	BPBE	12 - 13
ii	Power Networking to Increased Net-worth for Business	2	BPNN	
iii	Dynamic Business Power Dining for Professionals	1	BPPD	20
iv	International Protocol & Cultural Diversity	2	BPIP	

## Service Excellence Optimization Program

School of Business Civility – SBC		Days	Code	SEPT
	Managing Customer Satisfaction at the Front Desk	2	CSFD	18 - 19
	Front Desk Protocol & Security	2	CSFD	
	Impactful Service Excellence that Wows!	2	CSIC	25 - 26
	Retaining Customers, Combating Competitions	2	CSRC	

## Virtual, Visual & Verbal Communication Management Program

School of Business Civility – SBC		Days	Code	OCT
i	Advanced Business Communication Masterclass	3	CMAB	3 - 5
ii	Assertive Communication Basics for Effective Business	2	CMEB	
iii	Public Speaking & Business Presentation Skills	3	CMPS	9 - 11
iv	Business Writing for Positive Results	2	CMBW	16 - 17

## Workplace Civility for Growth & Sustainability

School of Business Civility – SBC		Days	Code	OCT
i	Maximizing Workplace Civility for Global Standards	2	WCGS	
ii	Dealing & Managing Difficult Work Colleagues in the Workplace	2	WCDC	
iii	Understanding Assertive Attitude & Behaviour	2	WCAB	23 - 24
iv	Dynamics of Time & Stress Management	1	WCSM	

## Emotional Intelligence Program

School of Business Civility – SBC		Days	Code	OCT
	Emotional Intelligence for Enhancing Leadership Excellence	2	EIEL	30 - 31
	Managing Emotions Mastering Productivity	2	EIMP	

## Personal Performance Development Program

School of Business Civility – SBC		Days	Code	NOV
i	Professional Presence for Class Distinction	2	PPCD	7 - 8
ii	Maximizing Performance for Executives & Personal Assistants	2	PPPA	9 - 10
iii	Aligning Corporate Vs Personal Brand for Impact	3	PPPB	
iv	Branding the Professional You	2	PPPY	

## Influential Selling & Negotiation Program

School of Business Civility – SBC		Days	Code	NOV
i	Marketing Methodologies for Employees and Accounts Managers	2	ISEA	
ii	Effective Influential Selling & Negotiation Skills	2	ISNS	13 - 14
iii	Positioning Yourself for First Impression Selling	2	ISIS	28 - 29

## Speech Clinic Program

School of Business Civility – SBC		Days	Code	DEC
i	Speech & Elocution Masterclass	5	SCM	11-15
ii	Diction & Pronunciation Masterclass	4	SCD	
iii	Accent & Spoken Word Masterclass	4	SCA	
iv	Speak Up & Speak Out Bootcamp	5	SCB	

## Assessments: Performance & Productivity

School of Business Civility – SBC		Days	Code	Upon Request
i	Brand Analysis Assessment for Executives	2	ABA	UR
ii	360 Personal Profiling	2	APP	UR
iii	DISC Assessment for Individuals & Professionals	3	ADP	UR
iv	Emotional Intelligence Leaders Assessment	2	AEI	UR

## B. Impression Management & Image Consulting



### Reputation & Impression Management Program

The Professional Image Institute – TPII	Days	code	JUL	SEPT	OCT	NOV	DEC
Confidence Building Through Image	2	TPCB					
Elements of Impactful Visual Image	2	TPVI					
Wardrobe Audit & Restructure for Professionals	2	TPWA					
The Look of Success : Colour & Style Analysis	2	TPCS					
Executive Presence Vs Personal Brand	2	TPPB					

Bespoke

### Open Image Coaching & Consultations

The Professional Image Institute – TPII	Days	code
Build your Personal Performance Boost Your Productivity for: Educationists Healthcare Professionals Hoteliers Personal Assistants Drivers Domestic Personnel	2	IMIC

### Bespoke Image Consultations

The Professional Image Institute – TPII	Duration	Virtual Consultations On line	Visual Consultation One on One
i Bronze : Image Consultation	1 month	2 Sessions	2 Sessions
ii Gold : Image Consultation	3 months	6 Sessions	6 Sessions
iii Platinum : Image Consultation	6 months	13 Sessions	6 Sessions



## C. Personal Performance Business & Executive Coaching



### Personal Performance, Executive & Transition Coaching

School of Coaching & Mentoring–SCM

Personal Performance & Transition coaching sessions are bespoke tailored to meet individual and group requirements. To book a coaching session please contact: [janet.adetu@etiquetteconsortium.com](mailto:janet.adetu@etiquetteconsortium.com) / [info@etiquetteconsortium.com](mailto:info@etiquetteconsortium.com) or 08188135000 (Sessions: Monday & Thursday)

1.	One on One Coaching -	1 Standard Coaching Session (90 minutes)
2.	Accelerated Executive Coaching:	4 Weeks / 6 Weeks
3.	Platinum Executive Coaching:	12 Weeks

### Mentoring

Mentoring sessions are bespoke tailored to meet individual and group requirements.

To book a Janet as a mentor please contact:

[janet.adetu@etiquetteconsortium.com](mailto:janet.adetu@etiquetteconsortium.com) / [info@etiquetteconsortium.com](mailto:info@etiquetteconsortium.com) or 08188135000

(Sessions: Monday & Thursday)

## D. Advisory & Consulting Services



### Professional Advisory Services

	Advisory & Consulting Services – ACS	Virtual / Visual Consultations
I	business Plan Development	2 -8 Sessions
li	Business Structure for New Start Ups	2 -8 Sessions
lii	Business Diversity & Investment Opportunities	2 -8 Sessions
Iv	Project Management Advisory	2 -8 Sessions
V	Book Keeping for Start Ups	2 -8 Sessions
Vi	Risk Analysis for SME's	2 -8 Sessions

## E. Organizational Change & Motivational Team Development



### Organizational Change Management Program

	Organizational Change – OGTD	Days	Code	JUL	SEPT	OCT	NOV	DEC
i	Managing Organizational Change & Behaviour	2	OCB					
ii	Understanding Multi-generations & Change Dynamics	2	OCD					
iii	Organization Restructure for Enhanced Performance	3	OCP					

### Team Building & Bonding Program

	Team Development – OGTD	Days	Code	JUL	SEPT	OCT	NOV	DEC
i	High Impact Team Building	2	TBHI					
ii	Understanding Team Synergy & Bonding	2	TBTS					
iii	Effective Team Building & Bonding Retreat	1	TBBR					

## F. Entrepreneurship & Employability Initiative



### Accelerated Personal & Professional Development Program

	Professional Protocol & Leadership Academy	Weeks	Code	JUL	SEPT	OCT	NOV	DEC
1.	"Polished for Success" Graduate Leaders Fellowship Program	6-8 Weeks	PROLA -PS			Bespoke		

## G. Finishing & Personality Development



### Finding Finesse Program

Panache Finishing School – PFS		Days	Code	JUL	SEPT	OCT	NOV	DEC
i	A full comprehensive module	1	FFP1					
ii	Any three modules (including module 1)	2	FFP2					
iii	All five modules	4	FFP3					

Bespoke

### Modules

#### Panache Finishing School

- i. Panache Personality (1 Day)
- ii. Panache Presence (1 Day)
- iii. Panache Protocol (1 Day)
- iv. Panache Personal Polish (1 Day)
- v. Panache Professional (1 Day)

This programme operates as a multi-day intensive interactive training where modules can be taken individually.

## Personal & Social Development Program

	Panache Finishing School – PFS	Days	Code	JUL	SEPT	OCT	NOV	DEC
i	Ladies of Elegance Ladies Etiquette Series	5	PFL					
ii	Gentlemen of Charm Men's Etiquette Series	5	PFM					
iii	Dine like a VIP	1	DAY					
iv	Wediquette – 'Single to Married'	2	DAY					

Bespoke

## H. Professional Speaking Engagement

### Professional Motivational Speaking

Janet engages in a number of speaking engagements across board. This is usually booked on first come first serve basis. To **book a speaking engagement session** please contact: [info@etiquetteconsortium.com](mailto:info@etiquetteconsortium.com) or 08188135000

Conferences

Retreats

Groups & Association Meetings

Education Workshops & Seminars

Government Initiatives & Programs

Religious Engagements



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