



KAINOEDGE CONSULTING LIMITED

2016 TRAINING CALENDAR



*“Tell me and I forget.
Teach me and I
remember. Involve me
and I learn.”*

Benjamin Franklin



OUR PROGRAMS

S/N	Program Code	Program	Dates	Duration	Fees	Page
1	PE0116	Personal Effectiveness Program	27 th & 28 th January	2 days	65,000	4
2	E10216	Emotional Intelligence Program	24 th & 25 th February	2 days	70,000	6
3	BC0316	Business Communications Program	22 nd – 24 th March	3 days	100,000	8
4	BE0416	Business Etiquette Program	27 th & 28 th April	2 days	60,000	10
5	LE0516	Leadership: Five Lessons for Leaders in the 21st Century	25 th & 26 th May	2 days	80,000	12
6	SL0616	Situational Leadership Program	29 th & 30 th June	2 days	100,000	14
7	CI0716	Creativity and Innovation Program	27 th & 28 th July	2 days	90,000	16
8	TM0816	Time Management Program	31 st August	1 day	40,000	18
9	SM0916	Self-Management Program	28 th & 29 th September	2 days	90,000	20
10	NS1016	Negotiation Skills Program	26 th & 27 th October	2 days	90,000	22
11	WC1116	Workplace Coaching Program	29 th & 30 th November	2 days	80,000	24

Fees Include:	Tuition, Certificate of Attendance, Course Wares, Tea Break, Lunch
Time:	9am – 5pm daily
Venue:	Kainosedge Consulting, The Learning Theatre, 77, Ademola Street, Ikoyi, Lagos
Notice:	A minimum of 2 weeks' notice is required before commencement of training.
Payment Details: (Made 2weeks before training date)	Account Name: Kainos Edge Consulting Limited <ul style="list-style-type: none"> • First Bank: 2026470623 OR • Guarantee Trust Bank (GTB): 0162259822
Locations*:	Trainings outside Nigeria can be arranged. Trainings can also be conducted at clients' sites or any preferred location.

**Rates would differ from usual fee*





PERSONAL EFFECTIVENESS PROGRAM

Without continuous personal development, you are now all that you will ever become, and hell starts when the person you are meets the person you could have been - Unknown

Program Overview

In an increasingly volatile and chaotic business world, it has become extremely easy to blame external forces for under-performance and disorder in our organizations and personal lives. Yet, amid the chaos, some lead successfully while others fail.

The successful have learnt that the first step to increased leadership effectiveness is greater personal effectiveness. Simply put, you cannot lead others without first leading yourself - or as Stephen Covey aptly put it 'Private victories precede public victories.'

Our personal effectiveness program is aimed at empowering people with skills to manage themselves effectively and succeed in their career. It is aimed at entry to middle-level managers.

Program Objectives

- To understand and express yourself effectively.
- To set goals and priorities to better manage your daily activities for greater success.
- To understand and practice the process of clarifying expectations and managing your boss for success on the job.
- To identify your key result areas and channel your energies for improved performance on the job.
- To articulate key principles for effectively communicating with your boss, subordinates, and colleagues leading to improved interpersonal relationships at work.
- To be able to deal with time wasters and achieve more with their time.

Learning Approach

- Facilitator-led presentations
- Syndicate/group work



- Role Plays/ Scenarios
- Video learnings
- Written Quiz
- Individual action plans

Program Outline

Module One: Managing Yourself

Module Two: DISC Personality Profile

Module Three: Managing Key Relationships

Module Four: Managing Your Tasks: Accountability and Ownership



EMOTIONAL INTELLIGENCE

“It is very important to understand that emotional intelligence is not the opposite of intelligence, it is not the triumph of heart over head - it is the unique intersection of both.” - David Caruso

Program Overview:

Quickly disappearing are the days when the Intelligence Quotient (IQ) was unquestioned as the standard of excellence. The phrase ‘Emotional Intelligence’, or Emotional Quotient (EQ), has taken over. To succeed in life and leadership, it takes tact and cleverness to navigate through different personalities, differing wants and needs, and diverse ways of showing emotions – yours inclusive.

Emotional intelligence is the ability to recognize and understand emotions and their impact on behavior and attitudes. Our program meant for all levels of managers provides knowledge on how to apply feelings appropriately for effective leadership and people management.

Aims/Objectives

- To understand what emotional intelligence is and why it is important for leadership effectiveness.
- To recognise and appreciate emotional intelligence styles and their appropriateness.
- To learn how to employ emotions for better decision making.
- To learn how to act intentionally and create an environment where people want to work.
- Build trust by displaying sensitivity and concern in the work place.
- To understand how to control emotions and adapt better to people and situations.

Learning Approach

- Facilitator-Led Presentations



- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz
- Individual Action Plans

Program Outline

Module 1: Introduction to Emotional Intelligence

Module 2: Self Awareness

Module 3: Self-Management

Module 4: Self-Motivation

Module 5: Empathy

Module 6: Social Awareness

Module 7: Relationship Management



BUSINESS COMMUNICATION

Communication is the sister of leadership – John Adair.

Program Overview:

Communication is the mutual exchange of understanding, and not merely the transmission of a message. Humanity, business and technology are all dependent on effective communication. Communicating effectively is critical in business, and stands you out. A lack of it leads to frustration and misunderstandings.

This Program is designed to assist participants in delivering more effective communication and building sustainable relationships at work, and it has been designed for managers at all levels, particularly entry and middle management.

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz
- Individual Action Plans

Program Objectives

- To enhance written, verbal and non-verbal business communication skills
- To overcome barriers to effective business communication
- To understand the importance of effective business communication
- To learn how to handle the social media professionally
- To enhance telephone etiquette



- To improve presentation skills and address the fears of public speaking especially in people with such a phobia
- To help with the total maximization of time and processes during business meetings

Program Outline

Module 1: Introduction to Business Communications

Module 2: Report, Letter & Memo Writing

Module 3: E-mail, Telephone and Social Media Etiquette

Module 4: Public Speaking

Module 5: Power Point Presentation

Module 6: Power Point Design & Development

Module 7: Managing Meetings



BUSINESS ETIQUETTE

There is no accomplishment so easy to acquire as politeness, and none more profitable
– George Bernard Shaw

Program Overview

The concept of etiquette is very essential, and particularly in business. Whether during a staff meeting, around the water dispenser, on an official trip, at the company's annual party, or at a business meal with a client, personal skills make or break relationships. An individual's professional success depends on how well he or she can build solid relationships.

Business etiquette training directly impacts the bottom line because when an individual is successful, their company succeeds as well. This program is aimed at enhancing the outlook of employees so they can learn basic business etiquette to provide a more professional outlook.

Aims/Objectives

- Greater Awareness Of Grooming And Etiquette
- Increase Your Poise And Confidence
- Master The Art Of Paper
- Understand The Principles Of Business Etiquette
- Define Professional Dress, Grooming And Inappropriate Dress For The Workplace
- Comprehend Appropriate Workplace Behaviour And Rules Of Privacy And Property

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz



- Individual Action Plans

Program Outcome

At the end of this course participants will be able to:

1. Develop A Sound Professional Panache
2. Effectively Manage Cultural Diversity Within The Organisation With Full Cognisance Of The Impact On Colleagues And Customers
3. Appreciate The Organisations Expectations In Terms Of Etiquette And Poise
4. Develop Strategies To Inculcate Exceptional Ethics To Politely Delight Customers
5. Appropriately Leverage Business Tools Facilitating Communication Of Information Within The Organisation

Program Outline

Module 1: Introduction To Business Etiquette

Module 2: Personal Grooming

Module 3: Personal Office Space Etiquette

Module 4: Meeting And Greeting Interactive Scenarios

Module 5: Meeting And Board Room Etiquette

Module 6: Principles Of Exceptional Work

Module 7: Dining And Entertainment

Module 8: Multi-Cultural Challenges

LEADERSHIFT: FIVE LESSONS FOR LEADERS IN THE 21ST CENTURY

A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be - Rosalynn Carter, former first lady.

Program Overview

The study of leadership is an ongoing topic of interest for nations, establishments and people - particularly in the 21st century, where the definition of a leader has shifted. Today, a leader is a bridge builder - moving from where they are to where they need to be.

Our Leadershift Program is to help you understand not only the fundamental shifts occurring in the nature of leadership, but why these shifts are happening and how to adjust and lead effectively. It is only by understanding and appreciating these shifts will you be able to lead, grow, and prosper in the future.

Aims/Objective

- To give a better understanding of the definition and characteristics of a 21st century leader.
- Help you conduct a self-examination to assess your leadership skills and style.
- Explain the nature of change, and teach you how to accept and adapt to change.
- To help you understand not only the fundamental shifts occurring in the nature of leadership but why these shifts are happening.
- Adjust and value complex systems.
- Conduct a self-examination to assess your leadership skills and style.

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz

- Individual Action Plans

Program Outline

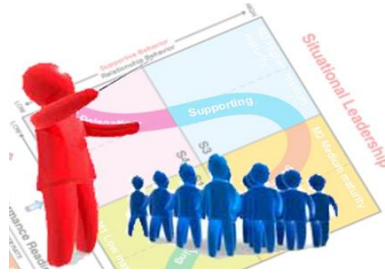
Module 1: Focus The Majority Of Your Efforts On The Future.

Module 2: Understand The Nature Of Fundamental Change.

Module 3: Appreciate Complex Systems And How They Work.

Module 4: Examine Your Leadership Style To See How It Affects Productivity.

Module 5: Create Shared Vision To Build Bridges To The Future.



SITUATIONAL LEADERSHIP

For the desert, a camel is better than a horse (speed vs stamina) – Med Yones

Program Overview:

Does your organization lack passion, energy, self-reliance and drive? If so, here's your chance to create a motivating and engaging workplace where people develop and live up to their potential. The Situational Leadership® program - one of our franchised programs specially developed by The Ken Blanchard Companies® - exposes participants to the differences between management and leadership. It provides rich understanding of approaches to leadership with the aim of enhancing leadership skills of participants.

It is targeted at middle and senior managers including supervisors.

Aims/Objectives

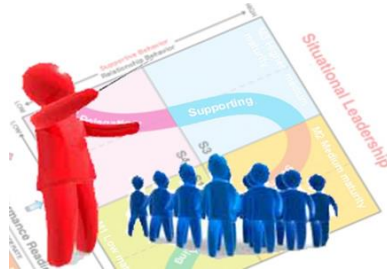
- To gain insight to help leaders determine approaches to leading different categories of followers
- To learn diagnostic framework for choosing appropriate leadership styles
- To become better leaders by understanding how to adapt our styles to match the development level of followers

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz
- Individual Action Plans

Program Outline

Module 1: Introduction To Leadership



Module 2: Leadership Style

Module 3: Leadership Model

Module 4: The Situational Leadership Model

Module 5: Follower Readiness & Development

Module 6: Will I Follow Me? (Video Based Learning)

Module 7: Case Study Review

Module 8: Personal Action Plan



CREATIVITY AND INNOVATION PROGRAM

Innovation = Creativity multiplied by Action

Program Overview

The best companies are the most creative and innovative. They distance themselves from the competition rather than compete with them. Instead of copying, they use innovative ideas from others as a spring board to come up with a unique application, product, or service for themselves.

They also understand that innovation is not creativity. Creativity is about inspiration. Innovation is about execution. Our Creativity and Innovation Program will help you think out of the box, stand out from rival products and services, and stay ahead of a changing marketplace and competition.

Aims/Objective

- Explain How Creativity Can Improve Business Choices and Operations
- Recognise Idea Killers and Use Tactics to Stop Them
- Use a Host of Techniques to Generate Ideas
- Control Chaos through Process
- Clearly Communicate and Sell Ideas
- Learn New Methods for Unlocking Creativity
- Provide Participants with Dozens of Tools for Generating New Ideas
- Outline Processes for Generating New Ideas
- Present Multiple Tactics for Selling Ideas

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz



- Individual Action Plans

Program Outline

Module 1: A History on Creativity and Innovation

Module 2: Creativity and You

Module 3: Communications Tools

Module 4: Leading Innovation



TIME MANAGEMENT PROGRAM

The bad news is that time flies. The good news is that you are the pilot
– Micheal Altahuler

Program Overview

The most successful people see time for exactly what it is: an extremely limited resource. They have discovered that the single most important thing, when it comes to time and productivity, is a shift in mind-set. Kevin Harrington says, 'Before I decide to take on a new project, I create a 'dollar per minute' analysis.'

Successful people focus on minutes, not days or hours.

The Time Management Program is aimed at employees at all levels, and arms members with techniques to put their time to effective use. It is also particularly effective for those who are constantly interrupted by their bosses.

Aims/Objectives

- Participants would be able to identify the way they currently use their time
- Crystallise personal life vision, goals and objectives
- Describe the difference between urgent and important tasks
- Effectively prioritise tasks
- Apply a range of time management techniques to their lives
- Examine how technology can help manage time

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz
- Individual Action Plans



Program Outline

Module 1: The Realities Of Time: “Everyone Has 24hrs A Day”

Module 2: Time Management Tools

Module 3: Eliminating Time Wasters

Module 4: Goal Setting For Peak Performance



SELF-MANAGEMENT PROGRAM

All management starts with self-management – Julian Pencilliah

Program Overview

Management is not just for managers, just as leadership is not just for leaders. Everyone manages and leads - these are not acts reserved for only those who happen to hold these “positions” in an organization. We all get these opportunities to manage and lead at different times, and to different degrees. A business where everyone lives and works by self-managing is one destined for greatness.

Our Self-Management Program is designed to assist managers in personally managing their careers and taking responsibility for their growth and development.

Aim/Objective

- Be able to minimise procrastination.
- Be able to plan their time usage and prioritise their work.
- Handle their work-flow better and differentiate between urgent and important activities.
- Plan and control their task delegation where appropriate.
- Plan, manage and contribute to effective meetings.
- Better leadership and teamwork.
- Be able to select techniques appropriate to the job.

Program Outcome

- Spend more time achieving results - less time on crisis and petty routine.
- Realise full working potential.
- More control, less frustration and stress.
- Improve communications with your team and clients/customers.
- Overall personal action plan to implement immediately.

Learning Approach



- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz
- Individual Action Plans

Program Outline

Module 1: Becoming More Assertive

Module 2: Dealing With Non-Stop Change

Module 3: Self-Motivation Through Self-Talk

Module 4: Goal Setting And Action Plan



NEGOTIATION SKILLS

Let us never negotiate out of fear, but let us never fear to negotiate – John F. Kennedy

Program Overview:

Managers and staff at all levels get into one form of Negotiation or the other. Negotiation can be external with client or suppliers. It could also be internal between direct reports and their managers on time assigned to tasks or on performance-related issues.

This program, designed for Junior, middle and line managers, assists participants in developing a win-win approach to negotiation for personal and career success.

Program Objectives

- Provide participants with key skills needed for effective negotiations
- Enhance participants' ability to get what they deserve from negotiations
- Help participants learn tools and techniques that minimize their loss of resources or dignity during negotiations
- Assist managers in maintaining valuable business relationships whilst getting the best results for their organizations through principled negotiation process

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios
- Video Learnings
- Written Quiz
- Individual Action Plans

Program Outline

Module 1: Negotiation Basics

Module 2: Principled Method

Module 3: Negotiation Concepts



Module 4: Joint Problem Solving Process

Module 5: Getting To Yes

Module 6: Strategy versus Tactics

Module 7: Handling Sticky Situations

Module 8: Other Deals



WORK PLACE COACHING

Coaches who can outline plays on a blackboard are a dime a dozen. The ones who win get inside a player and motivate. - Vince Lombardi

Program Overview:

Many organizations, researchers and leaders have identified coaching as a critical leadership and management competency. In addition, employees are asking more and more for coaching.

Coaching is the process of equipping people with the tools, knowledge, and opportunities they need to fully develop themselves to be effective in their commitment to themselves, the company, and their work. True workplace coaching improves employee and organizational resiliency and effectiveness in change. It is about unlocking a person's potential and maximising their performance. Simply put, it allows people to shine. Our Workplace Coaching Program provides a deep understanding of coaching and will help participants learn coaching that drives employee performance and commitment.

Aims/Objectives

- Acquire knowledge of coaching techniques and coaching models to help improve performance
- Learn how to simulate talented people to become more self-steering and deliver outstanding results
- Utilize coaching steps to create a work climate in which excellence becomes the norm with your employees.
- Learn how to challenge and support employees to peak performance
- Acquire techniques aimed at solving performance problems and developing employees' capabilities

Learning Approach

- Facilitator-Led Presentations
- Syndicate/Group Work
- Role Plays/ Scenarios



- Video Learnings
- Written Quiz
- Individual Action Plans

Outcomes

- Individual Coaching plan for your direct reports
- Action plan for managing profile tensions
- Ability to engage in a coaching conversation
- Ability to adapt coaching style to follower readiness

Program Outline

Module 1: Understanding Self & Others – Theory of Human Behaviour

Module 2: Introduction to Coaching

Module 3: Coaching Model & Structure

Module 4: Identifying Coaching Opportunities

Module 5: Performance Coaching for Results

Module 6: Follower Readiness



OUR CLIENTS

Customer satisfaction is worthless. Customer loyalty is priceless – Jeffrey Gitomer



WELCOME TO OUR
WORLD.