Quarterly
Course Calendar

JANUARY | FEBRUARY | MARCH | **2017**

Think deeper.
Look further.
Work smarter.

KNOW
ING

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swinburne.edu.au/shortcourses

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COURSE	AVAILABILITY	DAYS	JAN 2017	FEB 2017	MAR 2017
Business Essentials					
Manage Business Finance	BOOK NOW	1	31 January		14 March
Creating High Performing Teams	BOOK NOW	1	31 January		18 March
Business Writing Skills	BOOK NOW	1		11 February	27 March
Project Management Essentials	BOOK NOW	2		20 February	
Manage Quality Customer Service	BOOK NOW	1			10 March
Marketing Essentials	BOOK NOW	1			15 March
Mediation Fundamentals	BOOK NOW	1			16 March
Digital Marketing	BOOK NOW	1			17 March
Masterclass: Agile Project Management	BOOK NOW	2			23 March
Event Management (NEW in 2017)	BOOK NOW	2			29 March
Identify, Assess and Manage Risk	BOOK NOW	1			30 March
Creative Design Thinking	COMING SOON				
Computer Skills					
Microsoft Excel Introduction	BOOK NOW	1		14 February	9 March
Microsoft Excel Intermediate	BOOK NOW	1		21 February	16 March
Microsoft Excel Advanced	BOOK NOW	1		28 February	23 March
Microsoft Project	BOOK NOW	1			15 March
Microsoft PowerPoint	BOOK NOW	1			28 March
Management and Leadership					
Leading Innovation in the Workplace	BOOK NOW	1		2 February	
Masterclass: Leader as Coach	BOOK NOW	2		7 February	
Develop Leadership Qualities	BOOK NOW	1		27 February	
Masterclass: Lead Innovative Thinking and Practice	BOOK NOW	2			2 March
Develop Emotionally Intelligent Leaders	BOOK NOW	2			8 March
Masterclass: Develop Breakthrough Business Strategy	BOOK NOW	2			23 March
Positive Leadership (NEW in 2017)	FIND OUT MORE				
New Supervisor (NEW in 2017)	COMING SOON				
Personal Effectiveness					
Public Speaking and Presentation Skills	BOOK NOW	1		17 February	29 March
Negotiation Skills	BOOK NOW	1		20 February	
Dealing with Workplace Conflict	BOOK NOW	1		24 February	
Mindfulness (NEW in 2017)	BOOK NOW	1			3 March
Resilience and Work Life Balance	BOOK NOW	1			24 March
Time and Priority Management	BOOK NOW	1			6 March
Women with Influence	BOOK NOW	1			14 March
Work Health and Safety					
Participate in a Quality Audit	BOOK NOW	2		6 February	
HSR Initial OHS Training	BOOK NOW	5		21 February	
Provide First Aid – Update	BOOK NOW	1			16 March
HSR Refresher	BOOK NOW	1			28 March

DAYS = number of training days. Date listed is the first day of training for those with more than one training day.

What is a Masterclass?

A Masterclass is aimed at working professionals with moderate experience.

The benefit of a Masterclass

In conjunction with an additional assessment, completion of a Masterclass can be credited as one unit towards postgraduate studies in either the Graduate Certificate of Applied Business or the Graduate Certificate in Organisational Coaching.

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QUALIFICATIONS FOR PROFESSIONALS	AVAILABILITY	COMMENCES
Business		
BSB50215 Diploma of Business (fast-track)	FIND OUT MORE	Fortnightly
10112NAT Graduate Certificate in Applied Business	FIND OUT MORE	Monthly
Coaching		
10108NAT Graduate Certificate in Organisational Coaching	FIND OUT MORE	Monthly
Human Resources		
BSB50615 Diploma of Human Resources Management (fast-track)	FIND OUT MORE	Fortnightly
Management		
BSB51915 Diploma of Leadership and Management (fast-track)	FIND OUT MORE	Fortnightly
BSB51415 Diploma of Project Management (fast-track)	FIND OUT MORE	Fortnightly
Training and Assessment		
TAE40110 Certificate IV in Training and Assessment	FIND OUT MORE	Fortnightly
Work Health and Safety		
BSB41415 Certificate IV in Work Health and Safety (fast-track)	FIND OUT MORE	Monthly
BSB51315 Diploma of Work Health and Safety (fast-track)	FIND OUT MORE	Monthly
BSB60615 Advanced Diploma of Work Health and Safety (fast-track)	FIND OUT MORE	Monthly
BSB51615 Diploma of Quality Auditing (fast-track)	FIND OUT MORE	Monthly
Dual Diploma of Work Health and Safety (BSB51315) and Quality Auditing (BSB51615)	FIND OUT MORE	Monthly

New Courses in 2017

+ Mindfulness
+ Event Management
+ Positive Leadership
+ Creative Design Thinking
+ New Supervisor

To book contact

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Further information

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