



# QUARTERLY COURSE CALENDAR

JULY | AUGUST | SEPTEMBER | 2020  
AUSTRALIA

**THE SMARTS OF A UNIVERSITY.  
THE AGILITY OF A CONSULTANCY.**

## Live Online Short Courses

Our **live online training** is delivered to you live, providing similar interactions as face to face training with the benefits of remote access. The training is delivered through video conferencing and discussion board platforms. Workshops are broken into interactive video sessions, including presentations and distribution of materials and discussion board based activities.

LIVE ONLINE COURSES	AVAILABILITY	DAYS	FEES	JULY	AUGUST	SEPTEMBER
<b>Business Skills</b>						
Business Analysis	<a href="#">DISCOVER MORE</a>	2	\$1,400		3-4 August	28-29 Sept
Contract Management Essentials	<a href="#">DISCOVER MORE</a>	2	\$1,400	1-2 July		
Critical Thinking for Problem Solving	<a href="#">DISCOVER MORE</a>	2	\$1,800	6-7 July		
Establishing a Customer Excellence Framework	<a href="#">DISCOVER MORE</a>	1	\$750		14 August	
Implementing an Operational Plan	<a href="#">DISCOVER MORE</a>	1	\$750		5 August	
Negotiation Skills	<a href="#">DISCOVER MORE</a>	1	\$750		26 August	
<b>Communication Skills</b>						
Business Writing Skills	<a href="#">DISCOVER MORE</a>	1	\$750		25 August	9 Sept
Communicate With Influence	<a href="#">DISCOVER MORE</a>	1	\$750	28 July	5 & 22 August	9 Sept
Confident Communication	<a href="#">DISCOVER MORE</a>	1	\$750	8 July		
Empowering Women In The Workplace	<a href="#">DISCOVER MORE</a>	1	\$750		24 August	
How to Have a Difficult Conversation	<a href="#">DISCOVER MORE</a>	1	\$750	22 July		
Leadership Through Effective Communication	<a href="#">DISCOVER MORE</a>	2	\$1,400		12-13 August	
Mediation Training	<a href="#">DISCOVER MORE</a>	1	\$750	16 July		
<b>Finance</b>						
Finance for Non Finance Managers	<a href="#">DISCOVER MORE</a>	2	\$1,400		19-20 August	
Manage Budgets and Forecasts	<a href="#">DISCOVER MORE</a>	1	\$750	17 July		
<b>Health and Safety</b>						
Mindfulness At Work	<a href="#">DISCOVER MORE</a>	1	\$750		6 August	
<b>Information Technology</b>						
Microsoft Excel Introduction	<a href="#">DISCOVER MORE</a>	1	\$415	13 July		
Microsoft Excel Intermediate	<a href="#">DISCOVER MORE</a>	1	\$415		10 August	
Microsoft Excel Advanced	<a href="#">DISCOVER MORE</a>	1	\$415			9 September
<b>Innovation</b>						
Creating an Innovative Workforce	<a href="#">DISCOVER MORE</a>	2	\$1,400		3-4 August	22-23 Sept
Manage Innovation and Continuous Improvement	<a href="#">DISCOVER MORE</a>	1	\$750		27 August	30 Sept
<b>Leadership and Management</b>						
Emotional Intelligence Leadership	<a href="#">DISCOVER MORE</a>	2	\$1,400		21 & 28 August	
Increasing Your Team's Performance	<a href="#">DISCOVER MORE</a>	2	\$1,400	23-24 July	25-26 August	
Leadership Development Program	<a href="#">DISCOVER MORE</a>	1	\$750	1 July	27 August	
Manage an Operational Plan	<a href="#">DISCOVER MORE</a>	1	\$750		13 August	
Manage People Effectively	<a href="#">DISCOVER MORE</a>	2	\$1,400	14-15 July		16-17 Sept
Managing for Maximum Performance	<a href="#">DISCOVER MORE</a>	1	\$750	6 July		
Masterclass: Provide Leadership in Strategic HR Management	<a href="#">DISCOVER MORE</a>	2	\$1,800		10-11 August	
Masterclass: Transformational Leadership	<a href="#">DISCOVER MORE</a>	2	\$1,800	20-21 July		
New Supervisor	<a href="#">DISCOVER MORE</a>	2	\$1,400	9-10, 20-21 July		
Positive Leadership	<a href="#">DISCOVER MORE</a>	2	\$1,400		25-26 August	
<b>Marketing and Social Media</b>						
Digital Marketing Course	<a href="#">DISCOVER MORE</a>	1	\$750	16 July		
Marketing Essentials	<a href="#">DISCOVER MORE</a>	1	\$750	15 July		
<b>Organisational Change</b>						
Masterclass: Change Management	<a href="#">DISCOVER MORE</a>	2	\$1,800	27-28 July		
<b>Personal Effectiveness</b>						
Resilience and Stress Management	<a href="#">DISCOVER MORE</a>	1	\$750	31 July	11 August	24 Sept
Time Management Training	<a href="#">DISCOVER MORE</a>	1	\$750	3 July		21 Sept
<b>Project Management</b>						
Masterclass: Agile Project Management	<a href="#">DISCOVER MORE</a>	2	\$1,800	16-17 July		
Project Management Fundamentals	<a href="#">DISCOVER MORE</a>	2	\$1,400	22-23 July	17-18, 20-21 August	
<b>Strategy</b>						
Masterclass: Design Business Strategy	<a href="#">DISCOVER MORE</a>	2	\$1,800		6-7 August	

## Live Online Qualifications

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Contact us for more information about our live online qualification commencement dates

LIVE ONLINE QUALIFICATIONS	AVAILABILITY
<b>Business</b>	
BSB50215 Diploma of Business	<a href="#">DISCOVER MORE</a>
10840NAT Graduate Certificate in Applied Business	<a href="#">DISCOVER MORE</a>
<b>Coaching</b>	
10778NAT Graduate Certificate in Organisational Coaching	<a href="#">DISCOVER MORE</a>
<b>Human Resources</b>	
BSB50618 Diploma of Human Resources Management	<a href="#">DISCOVER MORE</a>
<b>Management</b>	
BSB42015 Certificate IV in Leadership and Management	<a href="#">DISCOVER MORE</a>
BSB41515 Certificate IV in Project Management Practice	<a href="#">DISCOVER MORE</a>
BSB51918 Diploma of Leadership and Management	<a href="#">DISCOVER MORE</a>
BSB51415 Diploma of Project Management	<a href="#">DISCOVER MORE</a>
<b>Work Health and Safety</b>	
BSB41419 Certificate IV in Work Health and Safety	<a href="#">DISCOVER MORE</a>
BSB51319 Diploma of Work Health and Safety	<a href="#">DISCOVER MORE</a>
<b>Training and Assessment</b>	
TAE40116 Certificate IV in Training and Assessment	<a href="#">DISCOVER MORE</a>

## Special Offers

- ❑ Swinburne Alumni receive a 15% discount on all short courses
- ❑ Book 3 or more places in a short course to receive a discount
- ❑ Not for Profit organisations receive a 20% discount on all short courses

## Funding Options

### Victoria

Did you know that you may be eligible for Skills First Funding and/ or a VET Student Loan? Swinburne Professional can work with you to explore payment options. Contact us for more information.

### Tasmania

Did you know your organisation may be eligible for funding? As a Skills Tasmania Endorsed Registered Training Organisation, Swinburne Professional can work with you to explore funding options. Contact us for more information.

## Contact us



1800 633 560



[indenrolments@swin.edu.au](mailto:indenrolments@swin.edu.au)



[swinburne.edu.au/professional](http://swinburne.edu.au/professional)

# SWINBURNE PROFESSIONAL

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THE AGILITY OF A CONSULTANCY.

[swinburne.edu.au/professional](https://swinburne.edu.au/professional)

The information contained in this capability statement was correct at the time of publication, June 2020.  
The university reserves the right to alter or amend the material contained in this guide.

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