



Quarterly course calendar

JANUARY | FEBRUARY | MARCH
2025



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	JANUARY	FEBRUARY	MARCH
Business Skills						
Business Analysis	DISCOVER MORE	2	\$1,600		12-13 FEBRUARY	
Contract Management Essentials	DISCOVER MORE	2	\$1,600		13-14 FEBRUARY	
Masterclass: Design Business Strategy	DISCOVER MORE	2	\$2,000	Contact us for more information		
Negotiation Skills	DISCOVER MORE	1	\$900		26 FEBRUARY	
Coaching and Innovation						
Masterclass: Leader as Coach	DISCOVER MORE	2	\$2,000			6-7 MARCH
Masterclass: Lead Innovative Thinking and Practice	DISCOVER MORE	2	\$2,000	Contact us for more information		
Communication Skills						
Business Writing Skills	DISCOVER MORE	1	\$900	31 JANUARY		3 MARCH
Confident Communication	DISCOVER MORE	1	\$900		7 FEBRUARY	
Conflict Resolution	DISCOVER MORE	1	\$900		24 FEBRUARY	
Empowering Women in the Workplace	DISCOVER MORE	1	\$900			21 MARCH
How to Have a Difficult Conversation	DISCOVER MORE	1	\$900			3 MARCH
Mediation Training	DISCOVER MORE	1	\$900		26 FEBRUARY	
Mastering the Art of Workplace Storytelling	DISCOVER MORE	2	QUOTE	Contact us for more information		
Finance						
Finance for Non Finance Managers	DISCOVER MORE	2	\$1,600			5-6 MARCH
Information Technology						
Microsoft Excel Introduction	DISCOVER MORE	1	\$470		4 FEBRUARY	
Microsoft Excel Intermediate	DISCOVER MORE	1	\$470		27 FEBRUARY	13 MARCH
Microsoft Excel Advanced	DISCOVER MORE	1	\$470			19 MARCH
Leadership and Management						
Leadership Development Program	DISCOVER MORE	1	\$900		14 FEBRUARY	25 MARCH
Leading in a Hybrid Environment	DISCOVER MORE	1	\$900	Contact us for more information		
Managing for Maximum Performance	DISCOVER MORE	1	\$900	Contact us for more information		
Masterclass: Transformational Leadership	DISCOVER MORE	2	\$1,600		6-7 FEBRUARY	
New Supervisor	DISCOVER MORE	2	\$1,600			4-5 MARCH
Positive Leadership	DISCOVER MORE	2	\$1,600		27-28 FEBRUARY	
Critical Thinking and Problem Solving for Local Government	DISCOVER MORE	1	QUOTE	Contact us for more information		
Organisational Change						
Masterclass: Change Management	DISCOVER MORE	2	\$2,000	30-31 JANUARY		
Personal Effectiveness						
Emotional Intelligence Training	DISCOVER MORE	1	\$900		21 FEBRUARY	
Resilience, Stress Management and Mindfulness	DISCOVER MORE	1	\$900		4 FEBRUARY	
Project Management						
Masterclass: Agile Project Management	DISCOVER MORE	2	\$2,000		6-7 FEBRUARY	

Special offers

Swinburne Alumni and Not for Profit organisations* receive a 10% discount on all non-accredited short courses.

Book three or more places in a short course to receive a discount.

*Organisation must be registered with the Australian Charities and Not-for-profits Commission.



Qualifications

Swinburne Edge **qualifications** for professional development are accelerated courses specifically designed for working professionals to upskill fast. Our accelerated courses don't compromise on quality or support. When you partner with us through an accelerated course, you're getting more than just a one-off qualification. You're tapping into the resources of one of the leading education providers in Australia.

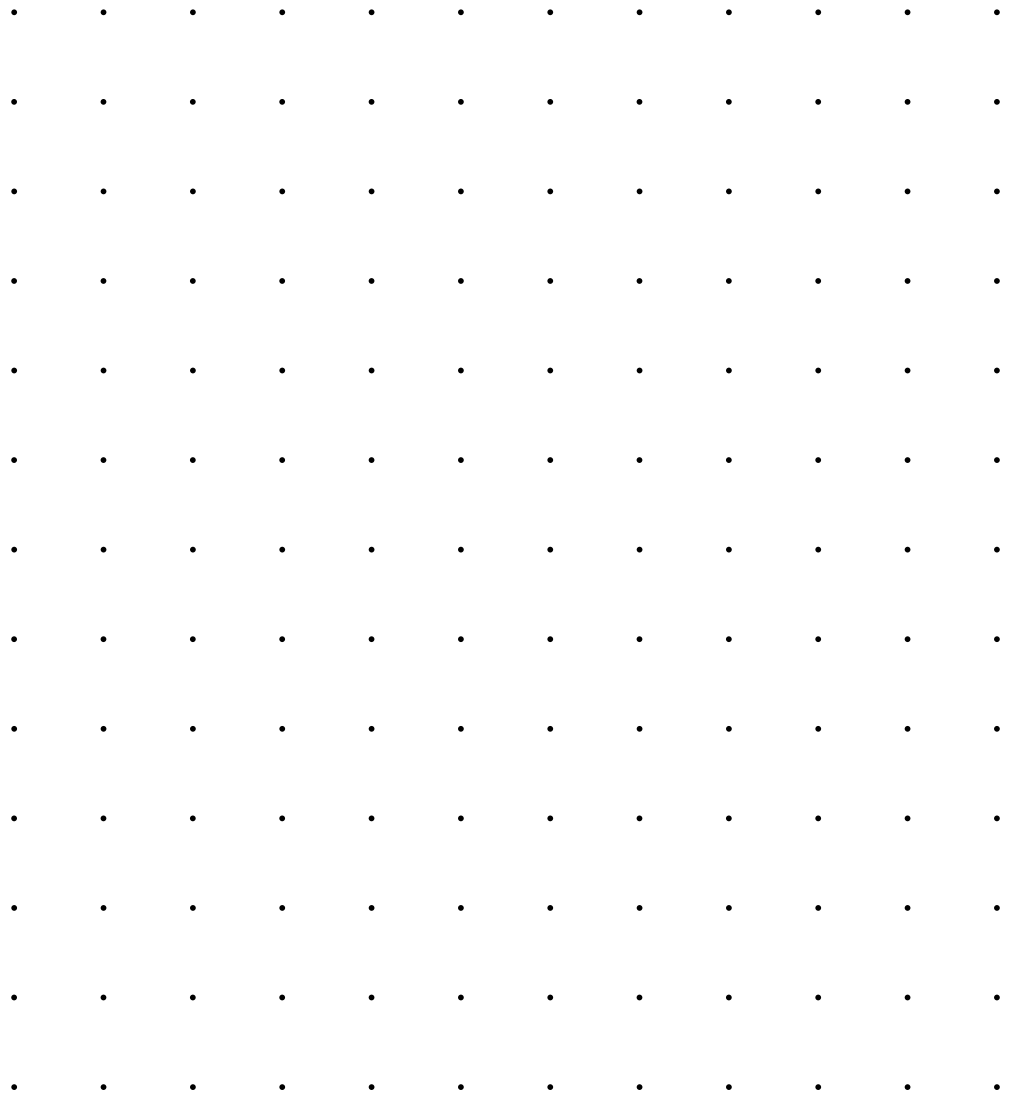
Contact us for more information about our qualification commencement dates.

QUALIFICATIONS	AVAILABILITY
Business	
BSB50120 Diploma of Business	DISCOVER MORE
10840NAT Graduate Certificate in Applied Business	DISCOVER MORE
Human Resources	
BSB50320 Diploma of Human Resource Management	DISCOVER MORE
Management	
BSB40520 Certificate IV in Leadership and Management	DISCOVER MORE
BSB40920 Certificate IV in Project Management Practice	DISCOVER MORE
BSB50420 Diploma of Leadership and Management	DISCOVER MORE
BSB50820 Diploma of Project Management	DISCOVER MORE
Work Health and Safety	
BSB41419 Certificate IV in Work Health and Safety	DISCOVER MORE
BSB51319 Diploma of Work Health and Safety	DISCOVER MORE
SS-AUDIT1 Lead Auditor Training	DISCOVER MORE
BSB50920 Diploma of Quality Auditing	DISCOVER MORE
Training and Assessment	
TAE40122 Certificate IV in Training and Assessment	DISCOVER MORE
Coaching	
11252NAT Graduate Certificate in Organisational Coaching	DISCOVER MORE
SS-COACH1 Executive Coaching Program	DISCOVER MORE

Funding options

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





Contact us

 1800 633 560

 edge@swinburne.edu.au

 swinburne.edu.au/swinburne-edge

The information contained in this calendar was correct at the time of publication, November 2024.
The university reserves the right to alter or amend the material contained in this guide.
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