



# Quarterly course calendar

January | February | March  
2024



# 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		8 - 9 February	
Contract Management Essentials	DISCOVER MORE	2	\$1,600		15 - 16 February	
Masterclass: Design Business Strategy	DISCOVER MORE	2	\$2,000		6 - 7 February	
Negotiation Skills	DISCOVER MORE	1	\$900			1 March
Coaching and Innovation						
Masterclass: Leader as Coach	DISCOVER MORE	2	\$2,000			7 - 8 March
Masterclass: Lead Innovative Thinking and Practice	DISCOVER MORE	2	\$2,000	31 - 1 February		
Communication Skills						
Business Writing Skills	DISCOVER MORE	1	\$900	31 January		7 March
Confident Communication	DISCOVER MORE	1	\$900		8 February	
Conflict Resolution	DISCOVER MORE	1	\$900		23 February	
Empowering Women in the Workplace	DISCOVER MORE	1	\$900			21 March
How to Have a Difficult Conversation	DISCOVER MORE	1	\$900			1 March
Mediation Training	DISCOVER MORE	1	\$900		26 February	
Finance						
Finance for Non Finance Managers	DISCOVER MORE	2	\$1,600			5 - 6 March
Information Technology						
Microsoft Excel Intermediate	DISCOVER MORE	1	\$470		27 February	14 March
Microsoft Excel Advanced	DISCOVER MORE	1	\$470			26 March
Microsoft Excel Introduction	DISCOVER MORE	1	\$470		1 February	
Adopting Generative AI for business	DISCOVER MORE		\$50	Self-Paced Online Learning		
Leadership and Management						
Leadership Development Program	DISCOVER MORE	1	\$900		14 February	25 March
Leading in a Hybrid Environment	DISCOVER MORE	1	\$900		15 February	
Managing for Maximum Performance	DISCOVER MORE	1	\$900			
Masterclass: Transformational Leadership	DISCOVER MORE	2	\$1,600		7 - 8 February	
New Supervisor	DISCOVER MORE	2	\$1,600			4 - 5 March
Positive Leadership	DISCOVER MORE	2	\$1,600		27 - 28 February	
Organisational Change						
Masterclass: Change Management	DISCOVER MORE	2	\$2,000	29 - 30 January		
Personal Effectiveness						
Emotional Intelligence Training	DISCOVER MORE	1	\$900		21 February	
Resilience, Stress Management and Mindfulness	DISCOVER MORE	1	\$900		2 February	
Project Management						
Masterclass: Agile Project Management	DISCOVER MORE	2	\$2,000		7 - 8 February	
Project Management Fundamentals	DISCOVER MORE	2	\$1,600		1 - 2 February	12 - 13 March



# Qualifications

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Contact us for more information about our qualification commencement dates.

QUALIFICATIONS	AVAILABILITY
<b>Business</b>	
BSB50120 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>
SS-EXECCOA Executive Coaching Program	<a href="#">DISCOVER MORE</a>
<b>Human Resources</b>	
BSB50320 Diploma of Human Resource Management	<a href="#">DISCOVER MORE</a>
<b>Management</b>	
BSB40520 Certificate IV in Leadership and Management	<a href="#">DISCOVER MORE</a>
BSB40920 Certificate IV in Project Management Practice	<a href="#">DISCOVER MORE</a>
BSB50420 Diploma of Leadership and Management	<a href="#">DISCOVER MORE</a>
BSB50820 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>
SS-AUDIT1 Lead Auditor Training	<a href="#">DISCOVER MORE</a>
BSB51615 Diploma of Quality Auditing	<a href="#">DISCOVER MORE</a>
<b>Training and Assessment</b>	
TAE40116 Certificate IV in Training and Assessment ( <i>This course is currently in transition</i> )	<a href="#">DISCOVER MORE</a>

## Special offers

Swinburne Alumni receive a 10% discount on all short courses.

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

Not for Profit organisations receive a 10% discount on non-accredited short courses\*.

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

## Funding options

### Victoria

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.




### Tasmania

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





## Contact us

-  1800 633 560
-  [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au)
-  [swinburne.edu.au/swinburne-edge](https://swinburne.edu.au/swinburne-edge)

The information contained in this calendar was correct at the time of publication, November 2023.  
The university reserves the right to alter or amend the material contained in this guide.  
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