



# QUARTERLY COURSE CALENDAR

JULY | AUGUST | SEPTEMBER | 2021  
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	12-13 July		27-28 September
Contract Management Essentials	<a href="#">DISCOVER MORE</a>	2	\$1,400		4-5 August	
Masterclass: Design Business Strategy	<a href="#">DISCOVER MORE</a>	2	\$1,800			16-17 September
Negotiation Skills	<a href="#">DISCOVER MORE</a>	1	\$750		3 August	
<b>Coaching and Innovation</b>						
Masterclass: Leader as Coach	<a href="#">DISCOVER MORE</a>	2	\$1,800	15-16 July		30 September - 1 October
<b>Communication Skills</b>						
Business Writing Skills	<a href="#">DISCOVER MORE</a>	1	\$750	2 July		20 September
Confident Communication	<a href="#">DISCOVER MORE</a>	1	\$750			17 September
Conflict Resolution	<a href="#">DISCOVER MORE</a>	1	\$750	7 July		15 September
Empowering Women In The Workplace	<a href="#">DISCOVER MORE</a>	1	\$750	14 July	27 August	
How to Have a Difficult Conversation	<a href="#">DISCOVER MORE</a>	1	\$750		18 August	
Mediation Training	<a href="#">DISCOVER MORE</a>	1	\$750	6 July		14 September
<b>Finance</b>						
Finance for Non Finance Managers	<a href="#">DISCOVER MORE</a>	2	\$1,400		23-24 August	
<b>Information Technology</b>						
Microsoft Excel Intermediate	<a href="#">DISCOVER MORE</a>	1	\$415	8 July		21 September
Microsoft Excel Advanced	<a href="#">DISCOVER MORE</a>	1	\$415	15 July		
<b>Leadership and Management</b>						
Leadership Development Program	<a href="#">DISCOVER MORE</a>	1	\$750		16 August	
Managing for Maximum Performance	<a href="#">DISCOVER MORE</a>	1	\$750	15 July		
Masterclass: Transformational Leadership	<a href="#">DISCOVER MORE</a>	2	\$1,800	8-9 July		
New Supervisor	<a href="#">DISCOVER MORE</a>	2	\$1,400	28-29 July		
Positive Leadership	<a href="#">DISCOVER MORE</a>	2	\$1,400	12-13 July		20-21 September
<b>Organisational Change</b>						
Leading Teams Through Change	<a href="#">DISCOVER MORE</a>	1	\$750	19 July		27 September
Masterclass: Change Management	<a href="#">DISCOVER MORE</a>	2	\$1,800	27-28 July		13-14 September
<b>Personal Effectiveness</b>						
Emotional Intelligence Training	<a href="#">DISCOVER MORE</a>	1	\$750	16 July		21 September
Mindfulness At Work	<a href="#">DISCOVER MORE</a>	1	\$750		23 August	
Resilience and Stress Management	<a href="#">DISCOVER MORE</a>	1	\$750		11 August	
<b>Project Management</b>						
Masterclass: Agile Project Management	<a href="#">DISCOVER MORE</a>	2	\$1,800	19-20 July		22-23 September
Project Management Fundamentals	<a href="#">DISCOVER MORE</a>	2	\$1,400	29-30 July	30-31 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>
SS-EXECCOA Executive Coaching Program	<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>

*\*This course is currently in transition. Please understand that the course code, title, units and content may change.*

*Further information will become available on our website, upon enrolment or during your studies.*

*To discuss your study options, please contact one of our Customer Development Advisors on 1800 633 560.*

## Special Offers

- ❑ Swinburne Alumni receive a 15% 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 Commission.*

## 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



swinburne.edu.au/professional



# SWINBURNE PROFESSIONAL

THE SMARTS OF A UNIVERSITY.  
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, February 2021.  
The university reserves the right to alter or amend the material contained in this guide.

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