



QUARTERLY COURSE CALENDAR

OCTOBER | NOVEMBER | DECEMBER | 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	OCTOBER	NOVEMBER	DECEMBER
Business Skills						
Business Analysis	DISCOVER MORE	2	\$1,400		30 November - 1 December	
Contract Management Essentials	DISCOVER MORE	2	\$1,400	4-5 October		13-14 December
Negotiation Skills	DISCOVER MORE	1	\$750	5 October		7 December
Coaching and Innovation						
Masterclass: Lead Innovative Thinking and Practice	DISCOVER MORE	2	\$1,800	4-5 October		
Masterclass: Leader as Coach	DISCOVER MORE	2	\$1,800	30 September-1 October		6-7 December
Communication Skills						
Business Writing Skills	DISCOVER MORE	1	\$750			7 December
Confident Communication	DISCOVER MORE	1	\$750		29 November	
Conflict Resolution	DISCOVER MORE	1	\$750		24 November	
Empowering Women In The Workplace	DISCOVER MORE	1	\$750			8 December
How to Have a Difficult Conversation	DISCOVER MORE	1	\$750		17 November	
Mediation Training	DISCOVER MORE	1	\$750		22 November	
Finance						
Finance for Non Finance Managers	DISCOVER MORE	2	\$1,400	27-28 October		
Information Technology						
Microsoft Excel Intermediate	DISCOVER MORE	1	\$415		24 November	
Microsoft Excel Advanced	DISCOVER MORE	1	\$415	5 October		8 December
Leadership and Management						
Leadership Development Program	DISCOVER MORE	1	\$750		12 November	
Managing for Maximum Performance	DISCOVER MORE	1	\$750	1 October		15 December
Masterclass: Transformational Leadership	DISCOVER MORE	2	\$1,800	28-29 October		
New Supervisor	DISCOVER MORE	2	\$1,400	7-8 October		2-3 December
Positive Leadership	DISCOVER MORE	2	\$1,400		25-26 November	
Organisational Change						
Leading Teams Through Change	DISCOVER MORE	1	\$750			6 December
Masterclass: Change Management	DISCOVER MORE	2	\$1,800		15-16 November	9-10 December
Personal Effectiveness						
Emotional Intelligence Training	DISCOVER MORE	1	\$750			10 December
Mindfulness At Work	DISCOVER MORE	1	\$750	29 October		
Resilience and Stress Management	DISCOVER MORE	1	\$750	27 October		
Project Management						
Masterclass: Agile Project Management	DISCOVER MORE	2	\$1,800		29-30 November	
Project Management Fundamentals	DISCOVER MORE	2	\$1,400		15-16 November	



Live Online Qualifications

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

LIVE ONLINE QUALIFICATIONS	AVAILABILITY
Business	
BSB50120 Diploma of Business	DISCOVER MORE
10840NAT Graduate Certificate in Applied Business	DISCOVER MORE
Coaching	
10778NAT Graduate Certificate in Organisational Coaching	DISCOVER MORE
SS-EXECCOA Executive Coaching Program	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
Training and Assessment	
TAE40116 Certificate IV in Training and Assessment	DISCOVER MORE

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



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swinburne.edu.au/professional

SWINBURNE PROFESSIONAL

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The information contained in this calendar was correct at the time of publication, July 2021.
The university reserves the right to alter or amend the material contained in this guide.

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