

Victoria

SWIN
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SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Quarterly Course Calendar

APRIL | MAY | JUNE | **2017**

Think deeper.
Look further.
Work smarter.

KNOW
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indenrolments@swin.edu.au | 1800 633 560
swinburne.edu.au/shortcourses

COURSE	AVAILABILITY	DAYS	APRIL 2017	MAY 2017	JUNE 2017
Business Essentials					
Identify, Assess and Manage Risk	BOOK NOW	1	1 April		8 June
Masterclass: Finance for Managers	BOOK NOW	2	27 April		
Marketing Essentials	BOOK NOW	1		15 May	
Project Management Essentials	BOOK NOW	2	27 April	15 May and 25 May	13 June
Business Writing Skills	BOOK NOW	1		23 May	
Manage Business Finance	BOOK NOW	1		24 May	
Agile Business Analysis	BOOK NOW	2		29 May	
Operational Excellence	BOOK NOW	2		29 May	
Manage Quality Customer Service	BOOK NOW	1			22 June
Digital Marketing	BOOK NOW	1			23 June
Management and Leadership					
Leading Innovation in the Workplace	BOOK NOW	1	1 April	11 May	
Develop Emotionally Intelligent Leaders	BOOK NOW	2	8 April	22 May	
Develop Leadership Qualities	BOOK NOW	1	13 April		6 June
Masterclass: Leader as Coach	BOOK NOW	2	19 April		20 June
Managing for Maximum Performance	BOOK NOW	1	19 April		30 June
Masterclass: Change Management	BOOK NOW	2	4 May		
Building Emotional Intelligence	BOOK NOW	1		16 May	
Creating High Performing Teams	BOOK NOW	1		22 May	
Positive Leadership (NEW in 2017)	BOOK NOW	2			1 June
Masterclass: Develop Breakthrough Business Strategy	BOOK NOW	2			15 June
Masterclass: Lead Innovative Thinking and Practice	BOOK NOW	2			29 June
Computer Skills					
Microsoft Word Intermediate	BOOK NOW	1	4 April		
Microsoft Word Advanced	BOOK NOW	1	11 April		
Microsoft Excel Introduction	BOOK NOW	1		4 May and 30 May	
Microsoft Excel Intermediate	BOOK NOW	1		11 May	6 June
Microsoft Project	BOOK NOW	1		12 May	
Microsoft Excel Advanced	BOOK NOW	1		18 May	13 June
Personal Effectiveness					
Negotiation Skills	BOOK NOW	1	11 April		14 June
Mindfulness Training (NEW in 2017)	BOOK NOW	1	28 April		
Public Speaking and Presentation Skills	BOOK NOW	1		1 May	13 June
Dealing with Workplace Conflict	BOOK NOW	1		8 May	
Think on Your Feet® (NEW in 2017)	BOOK NOW	2		8 May	
Building Your Self Esteem and Assertiveness Skills	BOOK NOW	1		17 May	
Dealing with Difficult People	BOOK NOW	1		19 May	
Powerful Influencing	BOOK NOW	1		22 May	
Time and Priority Management	BOOK NOW	1			21 June
Work Health and Safety					
Control Traffic With a Stop-Slow Bat	BOOK NOW	1	4 April		
Provide Basic Emergency Life Support	BOOK NOW	1	5 April and 26 April		19 June
Provide CPR	BOOK NOW	1	5 April and 26 April		19 June
Provide First Aid	BOOK NOW	2	5 April and 26 April		19 June
Food Safety	BOOK NOW	1	7 April		
Investigate WHS Incidents	BOOK NOW	1	10 April	22 May	
HSR Initial OHS Training Course	BOOK NOW	5	20 April	11 May	6 June
Lead Auditor Training	BOOK NOW	5		1 May	
Participate in a Quality Audit	BOOK NOW	2		1 May	

COURSE	AVAILABILITY	DAYS	APRIL 2017	MAY 2017	JUNE 2017
Work Health and Safety (continued)					
First Aid Trainer Re-accreditation	BOOK NOW	1		3 May	
Provide Advanced First Aid	BOOK NOW	3		10 May	
Provide Advanced First Aid – Update	BOOK NOW	2		11 May	
Provide Advanced Resuscitation Techniques	BOOK NOW	1		11 May	
Provide First Aid – Update	BOOK NOW	1		24 May	
Work Safely in the Construction Industry	BOOK NOW	1		24 May	
HSR Refresher OHS Training Course	BOOK NOW	1		25 May	
Become a First Aid Trainer Course	BOOK NOW	2			6 June
CPR Instructor Course	BOOK NOW	1			6 June

DAYS = number of training days. Date listed is the first day of training for those with more than one training day.

QUALIFICATIONS FOR PROFESSIONALS	AVAILABILITY	COMMENCES
Business		
BSB50215 Diploma of Business (fast-track)	FIND OUT MORE	Fortnightly
10112NAT Graduate Certificate in Applied Business	FIND OUT MORE	Monthly
Coaching		
10108NAT Graduate Certificate in Organisational Coaching	FIND OUT MORE	Monthly
Human Resources		
BSB50615 Diploma of Human Resources Management (fast-track)	FIND OUT MORE	Fortnightly
Management		
BSB51915 Diploma of Leadership and Management (fast-track)	FIND OUT MORE	Fortnightly
BSB51415 Diploma of Project Management (fast-track)	FIND OUT MORE	Fortnightly
Training and Assessment		
TAE40110 Certificate IV in Training and Assessment	FIND OUT MORE	Fortnightly
Work Health and Safety		
BSB41415 Certificate IV in Work Health and Safety (fast-track)	FIND OUT MORE	Monthly
BSB51315 Diploma of Work Health and Safety (fast-track)	FIND OUT MORE	Monthly
BSB60615 Advanced Diploma of Work Health and Safety (fast-track)	FIND OUT MORE	Monthly
BSB51615 Diploma of Quality Auditing (fast-track)	FIND OUT MORE	Monthly
Dual Diploma of Work Health and Safety (BSB51315) and Quality Auditing (BSB51615)	FIND OUT MORE	Monthly

What is a Masterclass?

A Masterclass is a two-day course aimed at working professionals with moderate experience.

The benefit of a Masterclass

A Masterclass is not only a short course, it can create a pathway to postgraduate studies.

The key benefit of a Masterclass is that it is only a two-day commitment but forms part of one complete unit at postgraduate level. A Masterclass provides a great way to test whether you would like to continue with a formal qualification.

Upon completion of a Masterclass, an additional two-day workshop plus an assessment can be added, which can be credited as one unit towards postgraduate studies in either the Graduate Certificate of Applied Business or the Graduate Certificate in Organisational Coaching.

Coming soon

- + Creative Design Thinking
- + New Supervisor
- + Social Media for Your Career
- + Leading Teams Through Change

To book contact

indenrolments@swin.edu.au
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Further information

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swinburne.edu.au/shortcourses

Industry Solutions
Swinburne University of Technology
Hawthorn campus
John Street
Hawthorn VIC 3122