

Victoria

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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](mailto:indenrolments@swin.edu.au) | 1800 633 560  
[swinburne.edu.au/shortcourses](http://swinburne.edu.au/shortcourses)

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

COURSE	AVAILABILITY	DAYS	APRIL 2017	MAY 2017	JUNE 2017
<b>Work Health and Safety (continued)</b>					
First Aid Trainer Re-accreditation	<a href="#">BOOK NOW</a>	1		3 May	
Provide Advanced First Aid	<a href="#">BOOK NOW</a>	3		10 May	
Provide Advanced First Aid – Update	<a href="#">BOOK NOW</a>	2		11 May	
Provide Advanced Resuscitation Techniques	<a href="#">BOOK NOW</a>	1		11 May	
Provide First Aid – Update	<a href="#">BOOK NOW</a>	1		24 May	
Work Safely in the Construction Industry	<a href="#">BOOK NOW</a>	1		24 May	
HSR Refresher OHS Training Course	<a href="#">BOOK NOW</a>	1		25 May	
Become a First Aid Trainer Course	<a href="#">BOOK NOW</a>	2			6 June
CPR Instructor Course	<a href="#">BOOK NOW</a>	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
<b>Business</b>		
BSB50215 Diploma of Business (fast-track)	<a href="#">FIND OUT MORE</a>	Fortnightly
10112NAT Graduate Certificate in Applied Business	<a href="#">FIND OUT MORE</a>	Monthly
<b>Coaching</b>		
10108NAT Graduate Certificate in Organisational Coaching	<a href="#">FIND OUT MORE</a>	Monthly
<b>Human Resources</b>		
BSB50615 Diploma of Human Resources Management (fast-track)	<a href="#">FIND OUT MORE</a>	Fortnightly
<b>Management</b>		
BSB51915 Diploma of Leadership and Management (fast-track)	<a href="#">FIND OUT MORE</a>	Fortnightly
BSB51415 Diploma of Project Management (fast-track)	<a href="#">FIND OUT MORE</a>	Fortnightly
<b>Training and Assessment</b>		
TAE40110 Certificate IV in Training and Assessment	<a href="#">FIND OUT MORE</a>	Fortnightly
<b>Work Health and Safety</b>		
BSB41415 Certificate IV in Work Health and Safety (fast-track)	<a href="#">FIND OUT MORE</a>	Monthly
BSB51315 Diploma of Work Health and Safety (fast-track)	<a href="#">FIND OUT MORE</a>	Monthly
BSB60615 Advanced Diploma of Work Health and Safety (fast-track)	<a href="#">FIND OUT MORE</a>	Monthly
BSB51615 Diploma of Quality Auditing (fast-track)	<a href="#">FIND OUT MORE</a>	Monthly
Dual Diploma of Work Health and Safety (BSB51315) and Quality Auditing (BSB51615)	<a href="#">FIND OUT MORE</a>	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  
1800 633 560

## Further information

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

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

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The information contained in this course guide was correct at the time of publication, March 2017.  
The university reserves the right to alter or amend the material contained in this guide.