



# Quarterly course calendar

JULY | AUGUST | SEPTEMBER

2025 - QUARTER THREE



# 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
Business Skills						
Business Analysis	DISCOVER MORE	2	\$1,600			15 & 16 SEPTEMBER
Contract Management Essentials	DISCOVER MORE	2	\$1,600	17 & 18 JULY		18 & 19 SEPTEMBER
Masterclass: Design Business Strategy	DISCOVER MORE	2	\$2,000	31 JULY & 1 AUGUST		
Negotiation Skills	DISCOVER MORE	1	\$900	17 JULY		25 SEPTEMBER
Coaching and Innovation						
Masterclass: Leader as Coach	DISCOVER MORE	2	\$2,000	24 & 25 JULY		
Masterclass: Lead Innovative Thinking and Practice	DISCOVER MORE	2	\$2,000		6 & 7 AUGUST	
Communication Skills						
Business Writing Skills	DISCOVER MORE	1	\$900	9 JULY	14 AUGUST	25 SEPTEMBER
Confident Communication	DISCOVER MORE	1	\$900		13 AUGUST	
Conflict Resolution	DISCOVER MORE	1	\$900	18 JULY		30 SEPTEMBER
Empowering Women in the Workplace	DISCOVER MORE	1	\$900	21 JULY		
How to Have a Difficult Conversation	DISCOVER MORE	1	\$900	25 JULY		
Mediation Training	DISCOVER MORE	1	\$900		22 AUGUST	
Mastering the Art of Workplace Storytelling	DISCOVER MORE	2	QUOTE	Contact us for more information		
Finance						
Finance for Non Finance Managers	DISCOVER MORE	2	\$1,600	9 & 10 JULY		18 & 19 SEPTEMBER
Information Technology						
Microsoft Excel Introduction	DISCOVER MORE	1	\$470	2 JULY	6 AUGUST	3 SEPTEMBER
Microsoft Excel Intermediate	DISCOVER MORE	1	\$470	10 & 23 JULY	13 & 21 AUGUST	25 SEPTEMBER
Microsoft Excel Advanced	DISCOVER MORE	1	\$470	31 JULY	27 AUGUST	
Leadership and Management						
Leadership Development Program	DISCOVER MORE	1	\$900	17 JULY	26 AUGUST	
Leading in a Hybrid Environment	DISCOVER MORE	1	\$900	Contact us for more information		
Managing for Maximum Performance	DISCOVER MORE	1	\$900		7 AUGUST	
Masterclass: Transformational Leadership	DISCOVER MORE	2	\$1,600		4 & 5 AUGUST	
New Supervisor	DISCOVER MORE	2	\$1,600	21 & 22 JULY		24 & 25 SEPTEMBER
Positive Leadership	DISCOVER MORE	2	\$1,600	22 & 23 JULY		
Critical Thinking and Problem Solving for Local Government	DISCOVER MORE	1	QUOTE	Contact us for more information		
Organisational Change						
Masterclass: Change Management	DISCOVER MORE	2	\$2,000		7 & 8 AUGUST	
Personal Effectiveness						
Emotional Intelligence Training	DISCOVER MORE	1	\$900	16 JULY		30 SEPTEMBER
Resilience, Stress Management and Mindfulness	DISCOVER MORE	1	\$900			4 SEPTEMBER
Project Management						
Masterclass: Agile Project Management	DISCOVER MORE	2	\$2,000		14 & 15 AUGUST	
Project Management Fundamentals	DISCOVER MORE	2	\$1,600	24 & 25 JULY	7 & 8 AUGUST	16 & 17 SEPTEMBER

## Special offers

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

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

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



# Qualifications

Swinburne Edge **qualifications** for professional development are accelerated courses specifically designed for working professionals to upskill fast. Our accelerated courses don't compromise on quality or support. When you partner with us through an accelerated course, you're getting more than just a one-off qualification. You're tapping into the resources of one of the leading education providers in Australia.

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>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>
BSB50920 Diploma of Quality Auditing	<a href="#">DISCOVER MORE</a>
<b>Training and Assessment</b>	
TAE40122 Certificate IV in Training and Assessment	<a href="#">DISCOVER MORE</a>
<b>Coaching</b>	
11252NAT Graduate Certificate in Organisational Coaching	<a href="#">DISCOVER MORE</a>
SS-COACH1 Executive Coaching Program	<a href="#">DISCOVER MORE</a>




## Funding options

Did you know that you **AUGUST** 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.



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## Contact us

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The information contained in this calendar was correct at the time of publication, April 2025.  
The university reserves the right to alter or amend the material contained in this guide.  
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