



# Quarterly course calendar

JANUARY | FEBRUARY | MARCH  
2025



# 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.

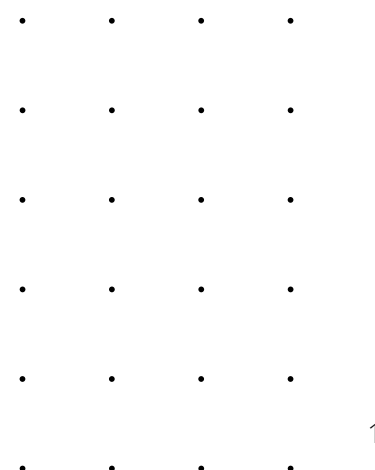
LIVE ONLINE COURSES	AVAILABILITY	DAYS	FEES	JANUARY	FEBRUARY	MARCH
<b>Business Skills</b>						
Business Analysis	<a href="#">DISCOVER MORE</a>	2	\$1,600		12-13 FEBRUARY	
Contract Management Essentials	<a href="#">DISCOVER MORE</a>	2	\$1,600		13-14 FEBRUARY	
Masterclass: Design Business Strategy	<a href="#">DISCOVER MORE</a>	2	\$2,000	<a href="#">Contact us for more information</a>		
Negotiation Skills	<a href="#">DISCOVER MORE</a>	1	\$900		26 FEBRUARY	
<b>Coaching and Innovation</b>						
Masterclass: Leader as Coach	<a href="#">DISCOVER MORE</a>	2	\$2,000			6-7 MARCH
Masterclass: Lead Innovative Thinking and Practice	<a href="#">DISCOVER MORE</a>	2	\$2,000	<a href="#">Contact us for more information</a>		
<b>Communication Skills</b>						
Business Writing Skills	<a href="#">DISCOVER MORE</a>	1	\$900	31 JANUARY		3 MARCH
Confident Communication	<a href="#">DISCOVER MORE</a>	1	\$900		7 FEBRUARY	
Conflict Resolution	<a href="#">DISCOVER MORE</a>	1	\$900		24 FEBRUARY	
Empowering Women in the Workplace	<a href="#">DISCOVER MORE</a>	1	\$900			21 MARCH
How to Have a Difficult Conversation	<a href="#">DISCOVER MORE</a>	1	\$900			3 MARCH
Mediation Training	<a href="#">DISCOVER MORE</a>	1	\$900		26 FEBRUARY	
Mastering the Art of Workplace Storytelling	<a href="#">DISCOVER MORE</a>	2	QUOTE	<a href="#">Contact us for more information</a>		
<b>Finance</b>						
Finance for Non Finance Managers	<a href="#">DISCOVER MORE</a>	2	\$1,600			5-6 MARCH
<b>Information Technology</b>						
Microsoft Excel Introduction	<a href="#">DISCOVER MORE</a>	1	\$470		4 FEBRUARY	
Microsoft Excel Intermediate	<a href="#">DISCOVER MORE</a>	1	\$470		27 FEBRUARY	13 MARCH
Microsoft Excel Advanced	<a href="#">DISCOVER MORE</a>	1	\$470			19 MARCH
<b>Leadership and Management</b>						
Leadership Development Program	<a href="#">DISCOVER MORE</a>	1	\$900		14 FEBRUARY	25 MARCH
Leading in a Hybrid Environment	<a href="#">DISCOVER MORE</a>	1	\$900	<a href="#">Contact us for more information</a>		
Managing for Maximum Performance	<a href="#">DISCOVER MORE</a>	1	\$900	<a href="#">Contact us for more information</a>		
Masterclass: Transformational Leadership	<a href="#">DISCOVER MORE</a>	2	\$1,600		6-7 FEBRUARY	
New Supervisor	<a href="#">DISCOVER MORE</a>	2	\$1,600			4-5 MARCH
Positive Leadership	<a href="#">DISCOVER MORE</a>	2	\$1,600		27-28 FEBRUARY	
Critical Thinking and Problem Solving for Local Government	<a href="#">DISCOVER MORE</a>	1	QUOTE	<a href="#">Contact us for more information</a>		
<b>Organisational Change</b>						
Masterclass: Change Management	<a href="#">DISCOVER MORE</a>	2	\$2,000	30-31 JANUARY		
<b>Personal Effectiveness</b>						
Emotional Intelligence Training	<a href="#">DISCOVER MORE</a>	1	\$900		21 FEBRUARY	
Resilience, Stress Management and Mindfulness	<a href="#">DISCOVER MORE</a>	1	\$900		4 FEBRUARY	
<b>Project Management</b>						
Masterclass: Agile Project Management	<a href="#">DISCOVER MORE</a>	2	\$2,000		6-7 FEBRUARY	

## 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 Commission.



# 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.

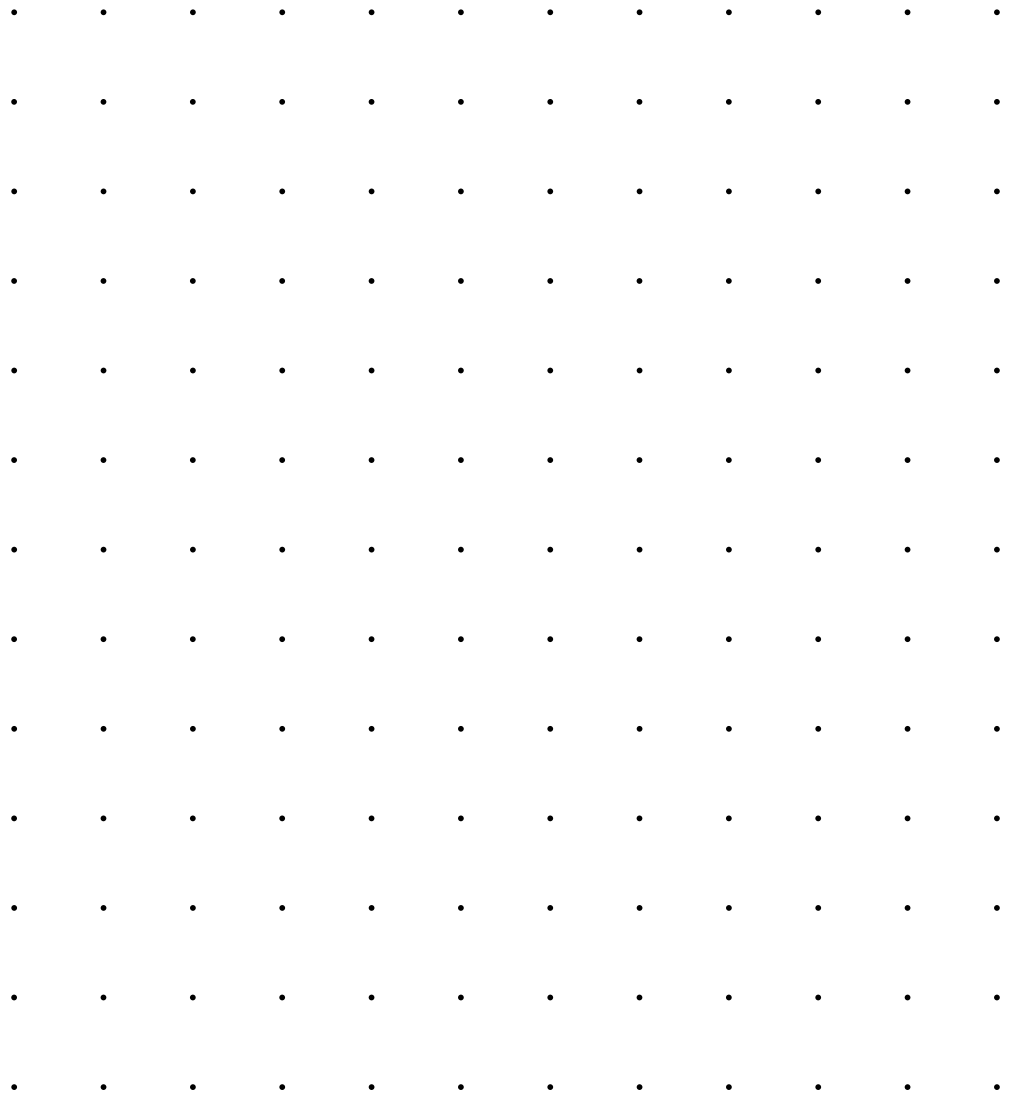
Contact us for more information about our qualification commencement dates.

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 may 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.





## Contact us

 1800 633 560

 [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au)

 [swinburne.edu.au/swinburne-edge](https://swinburne.edu.au/swinburne-edge)

The information contained in this calendar was correct at the time of publication, November 2024.  
The university reserves the right to alter or amend the material contained in this guide.  
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