



# Quarterly course calendar

October | November | December  
2022



# 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	\$1,500		10 - 11 November	
Contract Management Essentials	DISCOVER MORE	2	\$1,500	20 - 21 October		8 - 9 December
Negotiation Skills	DISCOVER MORE	1	\$800			9 December
Coaching and Innovation						
Masterclass: Leader as Coach	DISCOVER MORE	2	\$1,900	17 - 18 October		
Masterclass: Lead Innovative Thinking and	DISCOVER MORE	2	\$1,900	17 - 18 October		
Communication Skills						
Business Writing Skills	DISCOVER MORE	1	\$800	28 October		7 December
Confident Communication	DISCOVER MORE	1	\$800	12 October	28 November	
Conflict Resolution	DISCOVER MORE	1	\$800		22 November	
Empowering Women in the Workplace	DISCOVER MORE	1	\$800	13 October		
How to Have a Difficult Conversation	DISCOVER MORE	1	\$800	5 October		7 December
Mediation Training	DISCOVER MORE	1	\$800	26 October		
Finance						
Finance for Non Finance Managers	DISCOVER MORE	2	\$1,500	10 - 11 October		
Information Technology						
Microsoft Excel Intermediate	DISCOVER MORE	1	\$430	5 October	8 November	
Microsoft Excel Advanced	DISCOVER MORE	1	\$430			6 December
Leadership and Management						
Leadership Development Program	DISCOVER MORE	1	\$800		22 November	
Managing for Maximum Performance	DISCOVER MORE	1	\$800		9 November	
Masterclass: Transformational Leadership	DISCOVER MORE	2	\$1,900	24 - 25 October		
New Supervisor	DISCOVER MORE	2	\$1,500	3 - 4 October		14 - 15 December
Positive Leadership	DISCOVER MORE	2	\$1,500	10 - 11 October		5 - 6 December
Organisational Change						
Masterclass: Change Management	DISCOVER MORE	2	\$1,900		30 November - 1 December	
Personal Effectiveness						
Emotional Intelligence Training	DISCOVER MORE	1	\$800		23 November	
Resilience, Stress Management and Mindfulness	DISCOVER MORE	2	\$800	12 October		
Project Management						
Masterclass: Agile Project Management	DISCOVER MORE	2	\$1,900		21 - 22 November	
Project Management Fundamentals	DISCOVER MORE	2	\$1,500	3 - 4 October	24 - 25 November	



# Qualifications

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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>Coaching</b>	
10778NAT Graduate Certificate in Organisational Coaching	<a href="#">DISCOVER MORE</a>
SS-EXECCOA Executive Coaching Program	<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-LEADAUDIT Lead Auditor Training	<a href="#">DISCOVER MORE</a>
BSB51615 Diploma of Quality Auditing	<a href="#">DISCOVER MORE</a>
<b>Training and Assessment</b>	
TAE40116 Certificate IV in Training and Assessment	<a href="#">DISCOVER MORE</a>

## Special offers

Swinburne Alumni receive a 10% 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 Edge 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 Edge can work with you to explore funding 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](http://swinburne.edu.au/swinburne-edge)

The information contained in this calendar was correct at the time of publication, May 2022.  
The university reserves the right to alter or amend the material contained in this guide.  
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