

Jan - Jun 2022 Short Courses: Business

Last update: April 25, 2022




IN A CHANGING ENVIRONMENT
STAY AHEAD RELEVANT

Start Date	End Date	Programme	Day	Time	Mode
18-Jan-22	8-Mar-22	Project Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
19-Jan-22	9-Mar-22	Advanced Professional Certificate in Digital Marketing	Wed	5:30pm - 8:30pm	ONLINE
22-Jan-22	23-Apr-22	PMP® Certification	Sat	9:00am - 12:00pm	ONLINE
24-Jan-22	28-Mar-22	CAPM® Intermediate Module	Mon	5:30pm - 8:30pm	ONLINE
24-Jan-22	14-Mar-22	A Professional Certificate in Digital Marketing	Mon	5:30pm - 8:30pm	ONLINE
24-Jan-22	14-Mar-22	The Professional Certificate in Human Resource Management	Mon	5:30pm - 8:30pm	ONLINE
24-Jan-22	28-Feb-22	Introduction to Accounting for Business Professionals	Mon	5:30pm - 8:00pm	ONLINE
25-Jan-22	1-Mar-22	Logistics Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
25-Jan-22	15-Mar-22	A Practical Approach to Taxation (Personal and Business)	Tue	6:00pm - 9:00pm	ONLINE
26-Jan-22	16-Mar-22	High Impact and Adaptive Leadership Training: Becoming an Effective and Transformative Leader	Wed	5:30pm - 8:30pm	ONLINE
26-Jan-22	2-Mar-22	Inventory & Warehouse Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
29-Jan-22	19-Mar-22	Understanding Contracts and Contract Law for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
29-Jan-22	19-Mar-22	The Professional Certificate in Office Administration	Sat	12:30pm - 3:30pm	ONLINE
29-Jan-22	19-Mar-22	A Professional Certificate in Operations Management	Sat	9:00am - 12:00noon	ONLINE
1-Feb-22	8-Mar-22	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
3-Feb-22	24-Mar-22	A Practical Approach to Payroll & Budgeting	Thu	6:00pm - 9:00pm	ONLINE
7-Feb-22	28-Mar-22	A Professional Certificate in Sales & Marketing	Mon	5:30pm - 8:30pm	ONLINE

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7-Feb-22	28-Mar-22	Fundamentals of Business Intelligence and Data Analytics for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
8-Feb-22	29-Mar-22	The Professional Certificate in Managing Construction Projects	Tue	5:30pm - 8:30pm	ONLINE
9-Feb-22	16-Mar-22	Fundamental Investment Appraisal Techniques for Business Professionals	Wed	5:30pm - 8:00pm	ONLINE
10-Feb-22	17-Mar-22	Business Process Re-engineering	Thu	5:30pm - 8:30pm	ONLINE
15-Feb-22	26-Mar-22	Introduction to Securities & Investment (International)	Tue & Sat	5:30pm - 8:00pm & 2:30pm - 5:00pm	ONLINE
17-Feb-22	7-Apr-22	The Professional Certificate in Supervisory Management	Thu	5:30pm - 8:30pm	ONLINE
17-Feb-22	24-Mar-22	Purchasing with Business Ethics for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
21-Feb-22	2-Apr-22	Anti-Money Laundering & Countering Terrorist Financing	Mon/Sat	6:00pm - 8:00pm 9:00am - 11:00am	ONLINE
22-Feb-22	29-Mar-22	Mastering Public Speaking and Presentations using Powerpoint	Tue	5:30pm - 8:30pm	ONLINE
24-Feb-22	28-Apr-22	OSHA - General Industry (TT OSH Act) Training	Thu	5:30pm - 8:30pm	ONLINE
26-Feb-22	2-Apr-22	Public Relations and Corporate Communications	Sat	9:00am - 12:00noon	ONLINE
26-Feb-22	2-Apr-22	Professional Customer Service Training - Maximising Customer Satisfaction	Sat	9:00am - 12:00pm	ONLINE
3-Mar-22	21-Apr-22	The Professional Certificate in Office Administration	Thu	5:30pm - 8:30pm	ONLINE
8-Mar-22	12-Apr-22	Logistics Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
15-Mar-22	10-May-22	The Professional Certificate in Human Resource Management	Tue	5:30pm - 8:30pm	ONLINE
16-Mar-22	27-Apr-22	Inventory & Warehouse Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
16-Mar-22	11-May-22	Project Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
19-Mar-22	14-May-22	Understanding Child Development (The Pre-School Years): A Practical Guide)	Sat	9:00am - 11:00am	ONLINE
22-Mar-22	26-Apr-22	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
23-Mar-22	1-Jun-22	CAPM® Intermediate Module	Wed	5:30pm - 8:30pm	ONLINE
23-Mar-22	29-Jun-22	PMP® Certification	Wed	5:30pm - 8:30pm	ONLINE
24-Mar-22	12-May-22	Train the Trainer with Emotional Intelligence	Thu	5:30pm - 8:30pm	ONLINE
26-Mar-22	14-May-22	A Professional Certificate in Operations Management	Sat	9:00am - 12:00noon	ONLINE
27-Mar-22	15-May-22	The Professional Certificate in Supervisory Management	Sun	9:00am - 12:00noon	ONLINE
28-Mar-22	9-May-22	Introduction to Accounting for Business Professionals	Mon	5:30pm - 8:00pm	ONLINE
31-Mar-22	19-May-22	A Practical Approach to Taxation (Personal and Business)	Thu	5:30pm - 8:30pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
4-Apr-22	18-May-22	International Certificate in Wealth & Investment Management	Mon & Wed	5:30pm - 8:00pm	ONLINE
5-Apr-22	14-Jun-22	OSHA - General Industry (TT OSH Act) Training	Tue	5:30pm - 8:30pm	ONLINE
5-Apr-22	17-May-22	External Audit Training for Business Professionals: Understanding and Preparing for an External Audit	Tue	5:30pm - 8:00pm	ONLINE
6-Apr-22	25-May-22	Facilities Management - Building Services Maintenance	Wed	5:30pm - 8:30pm	ONLINE
6-Apr-22	25-May-22	A Professional Certificate in Sales & Marketing	Wed	5:30pm - 8:30pm	ONLINE
7-Apr-22	12-May-22	Business Process Re-engineering	Thu	5:30pm - 8:30pm	ONLINE
9-Apr-22	28-May-22	Understanding Contracts and Contract Law for Business Professionals	Sat	9:00am - 12:00noon	ONLINE
11-Apr-22	13-Jun-22	A Professional Certificate in Digital Marketing	Mon	5:30pm - 8:30pm	ONLINE
21-Apr-22	9-Jun-22	The Professional Certificate in Human Resource Management	Thu	5:30pm - 8:30pm	ONLINE
23-Apr-22	11-Jun-22	The Professional Certificate in Office Administration	Sat	12:30pm - 3:30pm	ONLINE
25-Apr-22	27-Jun-22	The Professional Certificate in Supervisory Management	Mon	5:30pm - 8:30pm	ONLINE
26-Apr-22	21-Jun-22	A Professional Certificate in Managing Construction Projects	Tue	5:30pm - 8:30pm	ONLINE
26-Apr-22	7-Jun-22	Mastering Public Speaking and Presentations using Powerpoint	Tue	5:30pm - 8:30pm	ONLINE
28-Apr-22	23-Jun-22	A Practical Approach to Payroll & Budgeting	Thu	6:00pm - 9:00pm	ONLINE
28-Apr-22	2-Jun-22	Purchasing with Business Ethics for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
30-Apr-22	2-Jul-22	CAPM® Intermediate Module	Sat	9:00am - 12:00noon	ONLINE
5-May-22	11-Aug-22	PMP® Certification	Thu	5:30pm - 8:30pm	ONLINE
5-May-22	9-Jun-22	Purchasing with Business Ethics for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
5-May-22	30-Jun-22	The Professional Certificate in Human Resource Management	Thu	5:30pm - 8:30pm	ONLINE
7-May-22	25-Jun-22	Public Relations and Corporate Communications	Sat	9:00am - 12:00noon	ONLINE
9-May-22	20-Jun-22	Professional Customer Service Training - Maximising Customer Satisfaction	Mon	5:30pm - 8:30pm	ONLINE
9-May-22	11-Jul-22	A Professional Certificate in Operations Management	Mon	5:30pm - 8:30pm	ONLINE
10-May-22	14-Jun-22	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
10-May-22	14-Jun-22	Logistics Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
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23-May-22	25-Jul-22	Fundamentals of Business Intelligence and Data Analytics for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
23-May-22	4-Jul-22	Introduction to Accounting for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
2-Jun-22	21-Jul-22	The Professional Certificate in Office Administration	Thur	5:30pm - 8:30pm	ONLINE
4-Jun-22	23-Jul-22	High Impact and Adaptive Leadership Training: Becoming an Effective and Transformative Leader	Sat	9:00am - 12:00noon	ONLINE
6-Jun-22	8-Aug-22	CAPM® Intermediate Module	Mon	5:30pm - 8:30pm	ONLINE
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7-Jun-22	26-Jul-22	The Professional Certificate in Supervisory Management	Tue	5:30pm - 8:30pm	ONLINE
9-Jun-22	4-Aug-22	Train the Trainer with Emotional Intelligence	Thur	5:30pm - 8:30pm	ONLINE
30-Jun-22	18-Aug-22	Project Management for Business Professionals	Thur	5:30pm - 8:30pm	ONLINE
9-Aug-22	17-Sep-22	Introduction to Securities & Investment (International)	Tue & Sat	5:30pm - 8:00pm & 2:30pm - 5:00pm	ONLINE
18-Oct-22	3-Dec-22	International Certificate in Wealth & Investment Management	Tue & Sat	5:30pm - 8:00pm & 2:30pm - 5:00pm	ONLINE