

## Jan - Aug 2025 Short Courses: Business



Start Date	End Date	Programme	Day	Time	Mode
7-Jan-25	25-Feb-25	A Professional Certificate in Sales & Marketing	Tue	5:30pm - 8:30pm	ONLINE
9-Jan-25	27-Feb-25	A Professional Certificate in Digital Marketing	Thu	5:30pm - 8:30pm	ONLINE
11-Jan-25	8-Mar-25	The Professional Certificate in Office Administration	Sat	12:30pm - 3:30pm	ONLINE
13-Jan-25	10-Mar-25	A Professional Certificate in Operations Management	Mon	5:30pm - 8:30pm	ONLINE
15-Jan-25	5-Mar-25	Effective Business Communication (Writing & Speaking)	Wed	5:30pm - 8:30pm	ONLINE
15-Jan-25	5-Mar-25	Project Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
15-Jan-25	2-Apr-25	Anti Money Laundering and Countering of Terrorist Financing	Wed	6:00pm - 8:00pm	ONLINE
16-Jan-25	20-Feb-25	Logistics Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
18-Jan-25	29-Mar-25	The Professional Certificate in Supervisory Management	Sat	10:00am - 12:30pm	ONLINE
20-Jan-25	17-Mar-25	The Professional Certificate in Human Resource Management	Mon	5:30pm - 8:30pm	ONLINE
21-Jan-25	18-Mar-25	A Practical Approach to Taxation (Personal and Business)	Tue	6:00pm - 9:00pm	ONLINE
22-Jan-25	12-Mar-25	Facilities Management - Building Services Maintenance	Wed	5:30pm - 8:30pm	ONLINE
22-Jan-25	26-Feb-25	Cultivating Your Emotional Intelligence : A Practical Guide to Personal and Professional Growth	Wed	5:30pm - 8:30pm	ONLINE
23-Jan-25	27-Feb-25	Inventory & Warehouse Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
23-Jan-25	24-Apr-25	PMP® Certification	Thu	5:30pm - 8:30pm	ONLINE
25-Jan-25	22-Mar-25	Public Relations and Corporate Communications	Sat	9:00am - 12:00pm	ONLINE
27-Jan-25	10-Mar-25	Professional Customer Service Training - Maximising Customer Satisfaction	Mon	5:30pm - 8:30pm	ONLINE
28-Jan-25	11-Mar-25	Mastering Public Speaking and Presentations using PowerPoint	Tue	5:30pm - 8:30pm	ONLINE
29-Jan-25	16-Mar-25	CAPM® Intermediate Module	Wed	5:30pm - 8:30pm	ONLINE
30-Jan-25	3-Apr-25	OSHA - General Industry (TT OSH Act) Training	Thu	5:30pm - 8:30pm	ONLINE
3-Feb-25	7-Apr-25	Fundamentals of Business Intelligence and Data Analytics for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
4-Feb-25	11-Mar-25	A Practical Approach to Payroll Processing	Tue	6:00pm - 9:00pm	ONLINE
6-Feb-25	6-Mar-25	Agile Project Management: Understanding & Implementing Agile Principles and Practices	Thu	5:30pm - 8:30pm	ONLINE
11-Feb-25	20-Mar-25	Introduction to Securities & Investment (International)	Tue & Thu	5:30pm - 8:00pm	ONLINE
13-Feb-25	3-Apr-25	The Professional Certificate in Supervisory Management	Thu	5:30pm - 8:30pm	ONLINE
11-Mar-25	17-Jun-25	PMP® Certification	Tue	5:30pm - 8:30pm	ONLINE
12-Mar-25	30-Apr-25	The Professional Certificate in Office Administration	Wed	5:30pm - 8:30pm	ONLINE
17-Mar-25	19-May-25	A Professional Certificate in Digital Marketing	Mon	5:30pm - 8:30pm	ONLINE
17-Mar-25	5-May-25	Business Process Re-engineering	Mon	5:30pm - 8:30pm	ONLINE
18-Mar-25	22-Apr-25	Inventory & Warehouse Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
19-Mar-25	7-May-25	A Professional Certificate in Managing Construction Projects	Wed	5:30pm - 8:30pm	ONLINE
20-Mar-25	8-May-25	Train the Trainer with Emotional Intelligence	Thu	5:30pm - 8:30pm	ONLINE
24-Mar-25	26-May-25	A Professional Certificate in Sales & Marketing	Mon	5:30pm - 8:30pm	ONLINE
25-Mar-25	17-Jun-25	CAPM® Intermediate Module	Tue	5:30pm - 8:30pm	ONLINE
27-Mar-25	15-May-25	A Professional Certificate in Operations Management	Thu	5:30pm - 8:30pm	ONLINE
2-Apr-25	21-May-25	Project Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
2-Apr-25	21-May-25	The Professional Certificate in Supervisory Management	Wed	5:30pm - 8:30pm	ONLINE
7-Apr-25	12-May-25	Introduction to Accounting for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
22-Apr-25	10-Jun-25	A Practical Approach to Taxation (Personal and Business)	Tue	5:30pm - 8:30pm	ONLINE
28-Apr-25	16-Jun-25	The Professional Certificate in Human Resource Management	Mon	5:30pm - 8:30pm	ONLINE
29-Apr-25	27-May-25	A Practical Approach to Payroll Processing	Tue	5:30pm - 8:30pm	ONLINE
6-May-25	10-Jun-25	Professional Customer Service Training - Maximising Customer Satisfaction	Tue	5:30pm - 8:30pm	ONLINE
7-May-25	25-Jun-25	The Professional Certificate in Office Administration	Wed	5:30pm - 8:30pm	ONLINE
8-May-25	3-Jul-25	A Professional Certificate in Digital Marketing	Thu	5:30pm - 8:30pm	ONLINE
10-May-25	28-Jun-25	Public Relations and Corporate Communications	Sat	9:00am - 12:00pm	ONLINE
10-May-25	12-Jul-25	The Professional Certificate in Supervisory Management	Sat	10:00am - 12:30pm	ONLINE
13-May-25	1-Jul-25	A Professional Certificate in Sales & Marketing	Tue	5:30pm - 8:30pm	ONLINE
13-May-25	26-Jun-25	International Certificate in Wealth & Investment Management	Tue & Thu	5:30pm - 8:00pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
13-May-25	17-Jun-25	Inventory & Warehouse Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
14-May-25	30-Jul-25	Anti Money Laundering and Countering of Terrorist Financing	Wed	6:00pm - 8:00pm	ONLINE
15-May-25	26-Jun-25	Management 101 : Essential Management and Leadership Skills for the Newly Appointed Manager	Thu	5:30pm - 8:30pm	ONLINE
15-May-25	28-Aug-25	PMP® Certification	Thu	5:30pm - 8:30pm	ONLINE
17-May-25	21-Jun-25	Logistics Management for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
19-May-25	7-Jul-25	Fundamentals of Business Intelligence and Data Analytics for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
20-May-25	8-Jul-25	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
21-May-25	9-Jul-25	Facilities Management - Building Services Maintenance	Wed	5:30pm - 8:30pm	ONLINE
22-May-25	31-Jul-25	OSHA - General Industry (TT OSH Act) Training	Thu	5:30pm - 8:30pm	ONLINE
26-May-25	11-Aug-25	CAPM® Intermediate Module	Mon	5:30pm - 8:30pm	ONLINE
28-May-25	16-Jul-25	Health and Wellness for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
3-Jun-25	8-Jul-25	Mastering Public Speaking and Presentations using PowerPoint	Tue	5:30pm - 8:30pm	ONLINE
5-Jun-25	31-Jul-25	Professional Certificate in Contract Administration: A Practical Approach	Thu	5:30pm - 8:30pm	ONLINE
7-Jun-25	26-Jul-25	Project Management for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
10-Jun-25	29-Jul-25	Certificate in Public Procurement: Understanding and Operating under the Procurement Act of Trinidad and Tobago	Tue	5:30pm - 8:30pm	ONLINE
11-Jun-25	30-Jul-25	A Professional Certificate in Operations Management	Wed	5:30pm - 8:30pm	ONLINE
12-Jun-25	4-Sep-25	Anti Money Laundering and Countering of Terrorist Financing	Thu	6:00pm - 8:00pm	ONLINE
16-Jun-25	4-Aug-25	High Impact and Adaptive Leadership Training: Becoming an Effective and Transformative Leader	Mon	6:00pm - 9:00pm	ONLINE
17-Jun-25	22-Jul-25	Cultivating Your Emotional Intelligence : A Practical Guide to Personal and Professional Growth	Tue	5:30pm - 8:00pm	ONLINE
23-Jun-25	11-Aug-25	Export Marketing 101: Strategies for Exporting Products and Services from Trinidad & Tobago	Mon	5:30pm - 8:30pm	ONLINE
26-Jun-25	14-Aug-25	Train the Trainer with Emotional Intelligence	Thu	5:30pm - 8:30pm	ONLINE
26-Jun-25	14-Aug-25	A Practical Approach to Taxation (Personal and Business)	Thu	6:00pm - 9:00pm	ONLINE
30-Jun-25	23-Jul-25	The Professional Certificate in Supervisory Management	Mon & Wed	5:30pm - 8:30pm	ONLINE
2-Jul-25	30-Jul-25	Introduction to Accounting for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
7-Jul-25	25-Aug-25	A Professional Certificate in Sales & Marketing	Mon	5:30pm - 8:30pm	ONLINE
7-Jul-25	8-Sep-25	A Professional Certificate in Digital Marketing	Mon	5:30pm - 8:30pm	ONLINE
8-Jul-25	23-Sep-25	CAPM® Intermediate Module	Tue	5:30pm - 8:30pm	ONLINE
12-Jul-25	30-Aug-25	AI and Machine Learning for Business Professionals	Sat	9:00am - 12:00pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
14-Jul-25	8-Sep-25	Oil & Gas Industry 101: Overview of the Oil & Gas Industry for Business Professionals	Mon	6:00pm - 9:00pm	ONLINE
15-Jul-25	21-Oct-25	PMP® Certification	Tue	5:30pm - 8:30pm	ONLINE
17-Jul-25	21-Aug-25	Inventory & Warehouse Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
19-Jul-25	6-Sep-25	Effective Business Communication (Writing & Speaking)	Sat	9:00am - 12:00pm	ONLINE
29-Jul-25	26-Aug-25	A Practical Approach to Payroll Processing	Tue	6:00pm - 9:00pm	ONLINE
5-Aug-25	11-Sep-25	Introduction to Securities & Investment (International)	Tue & Thu	5:30pm - 8:00pm	ONLINE
6-Aug-25	1-Oct-25	Project Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
9-Aug-25	27-Sep-25	A Professional Certificate in Managing Construction Projects	Sat	9:00am - 12:00pm	ONLINE
13-Aug-25	5-Nov-25	Anti Money Laundering and Countering of Terrorist Financing	Wed	6:00pm - 8:00pm	ONLINE
13-Aug-25	17-Sep-25	Logistics Management for Business Professionals	Wed	6:00pm - 9:00pm	ONLINE
18-Aug-25	13-Oct-25	Fundamentals of Business Intelligence and Data Analytics for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
18-Aug-25	13-Oct-25	The Professional Certificate in Human Resource Management	Mon	5:30pm - 8:30pm	ONLINE
20-Aug-25	15-Oct-25	The Professional Certificate in Supervisory Management	Wed	5:30pm - 8:30pm	ONLINE
23-Aug-25	11-Oct-25	The Professional Certificate in Office Administration	Sat	9:00am - 12:00pm	ONLINE
25-Aug-25	27-Oct-25	A Professional Certificate in Operations Management	Mon	5:30pm - 8:30pm	ONLINE
28-Aug-25	16-Oct-25	A Professional Certificate in Digital Marketing	Thu	5:30pm - 8:30pm	ONLINE
14-Oct-25	20-Nov-25	International Certificate in Wealth & Investment Management	Tue & Thu	5:30pm - 8:00pm	ONLINE