### Jan - Oct 2025 Short Courses: Business

Last update: July 28, 2025



# STAY AHEAD RELEVANT

Start Date	End Date	Programme	Day	Time	Mode
7-Jan-25	25-Feb-25	A Professional Certificate in Sales & Marketing	Tue	5:3opm - 8:3opm	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:oopm - 8:oopm	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:oopm - 9:oopm	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 <sup>®</sup> 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

6-Feb-266-Mar-25Agile Project Management: Understanding & Implementing Agile Principles and PracticesThu\$30pm830pmONLINE13-Feb-2520-Mar-25Introduction to Securities & Investment (International)Tue & Thu\$30pm800pmONLINE13-Feb-253-Apr-25The Professional Certificate in Supervisory ManagementThu\$30pm800pmONLINE13-Feb-253-Apr-25PMP® CertificationTue\$30pm830pmONLINE12-Mar-253-Apr-25The Professional Certificate in Office AdministrationWed\$30pm830pmONLINE12-Mar-253-May-25A Professional Certificate in Digital MarketingMon\$30pm830pmONLINE12-Mar-255-May-25Business Process Re-engineringMon\$30pm830pmONLINE13-Mar-252-Apr-25Business Process Re-engineringMon\$30pm830pmONLINE13-Mar-252-Apr-25Business Process Re-engineringMon\$30pm830pmONLINE13-Mar-252-Apr-25Business Processional Certificate inTue\$30pm830pmONLINE13-Mar-252-Apr-25A Professional Certificate in Sales & MarketingMon\$30pmS30pmONLINE13-Mar-252-Amr-25A Professional Certificate in Supervisory ManagementThu\$30pmS30pmONLINE24-Mar-252-Amr-25A Professional Certificate in Supervisory ManagementThu\$30pmS30pmONLINE27-Mar-2512-May-25	Start Date	End Date	Programme	Day	Time	Mode
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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       Tue & Thu       5:30pm - 8:30pm       ONLINE	7-May-25	25-Jun-25		Wed	5:30pm - 8:30pm	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       Tue & Thu       5:30pm - 8:30pm       ONLINE	8-May-25	3-Jul-25	A Professional Certificate in Digital Marketing	Thu	5:30pm - 8:30pm	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     Tue & Thu     5:30pm - 8:30pm     ONLINE	10-May-25	28-Jun-25	Public Relations and Corporate Communications	Sat	9:00am - 12:00pm	ONLINE
13-May-25 26-Jun-25 International Certificate in Wealth & Investment Tue & Thu 5:30pm - 8:00pm ONLINE	10-May-25	12-Jul-25	The Professional Certificate in Supervisory Management	Sat	10:00am - 12:30pm	ONLINE
13-May-25 26-Jun-25 Tue & Thu 5:30pm - 8:00pm 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		Tue & Thu	5:30pm - 8:00pm	ONLINE

	Programme	Day	Time	Mode
17-Jun-25	Inventory & Warehouse Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
30-Jul-25	Anti Money Laundering and Countering of Terrorist Financing	Wed	6:oopm - 8:oopm	ONLINE
26-Jun-25	Management 101 : Essential Management and Leadership Skills for the Newly Appointed Manager	Thu	5:30pm - 8:30pm	ONLINE
28-Aug-25	PMP® Certification	Thu	5:30pm - 8:30pm	ONLINE
21-Jun-25	Logistics Management for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
7-Jul-25	Fundamentals of Business Intelligence and Data Analytics for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
8-Jul-25	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
9-Jul-25	Facilities Management - Building Services Maintenance	Wed	5:30pm - 8:30pm	ONLINE
31-Jul-25	OSHA - General Industry (TT OSH Act) Training	Thu	5:30pm - 8:30pm	ONLINE
11-Aug-25	CAPM® Intermediate Module	Mon	5:30pm - 8:30pm	ONLINE
16-Jul-25	Health and Wellness for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
8-Jul-25	Mastering Public Speaking and Presentations using PowerPoint	Tue	5:30pm - 8:30pm	ONLINE
31-Jul-25	Professional Certificate in Contract Administration:	Thu	5:30pm - 8:30pm	ONLINE
26-Jul-25	Project Management for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
29-Jul-25	Certificate in Public Procurement: Understanding and Operating under the Procurement Act of Trinidad and Tobago	Tue	5:30pm - 8:30pm	ONLINE
30-Jul-25	A Professional Certificate in Operations Management	Wed	5:30pm - 8:30pm	ONLINE
4-Sep-25	Anti Money Laundering and Countering of Terrorist Financing	Thu	6:oopm - 8:oopm	ONLINE
4-Aug-25	High Impact and Adaptive Leadership Training: Becoming an Effective and Transformative Leader	Mon	6:oopm - 9:oopm	ONLINE
22-Jul-25	Cultivating Your Emotional Intelligence : A Practical Guide to Personal and Professional Growth	Tue	5:30pm - 8:00pm	ONLINE
14-Aug-25	Train the Trainer with Emotional Intelligence	Thu	5:30pm - 8:30pm	ONLINE
14-Aug-25	A Practical Approach to Taxation (Personal and Business)	Thu	6:oopm - 9:oopm	ONLINE
23-Jul-25		Mon & Wed	5:30pm - 8:30pm	ONLINE
25-Aug-25	A Professional Certificate in Sales & Marketing	Mon	5:30pm - 8:30pm	ONLINE
8-Sep-25	A Professional Certificate in Digital Marketing	Mon	5:30pm - 8:30pm	ONLINE
25-Aug-25	Export Marketing 101: Strategies for Exporting Products and Services from Trinidad & Tobago	Mon	5:30pm - 8:30pm	ONLINE
23-Sep-25	CAPM® Intermediate Module	Tue	5:30pm - 8:30pm	ONLINE
6-Aug-25	Introduction to Accounting for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
30-Aug-25	AI and Machine Learning for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
	30-Jul-25 26-Jun-25 28-Aug-25 21-Jun-25 7-Jul-25 8-Jul-25 31-Jul-25 31-Jul-25 31-Jul-25 31-Jul-25 26-Jul-25 26-Jul-25 29-Jul-25 26-Jul-25 29-Jul-25 20-Jul-2	17-Jul-25       Business Professionals         30-Jul-25       Financing         26-Jun-25       Management 102 : Essential Management and Leadership Skills for the Newly Appointed Manager         28-Aug-25       PMP® Certification         21-Jun-25       Logistics Management for Business Professionals         7-Jul-25       Logistics Management for Business Professionals         7-Jul-25       Effective Business Professionals         8-Jul-25       Fundamentals of Business Intelligence and Data Analytics for Business Professionals         8-Jul-25       Financing         9-Jul-25       Building Services Maintenance         31-Jul-25       OSHA - General Industry (TT OSH Act) Training         12-Aug-25       CAPM® Intermediate Module         16-Jul-25       Health and Wellness for Business Professionals         8-Jul-25       Mastering Public Speaking and Presentations using PowerPoint         31-Jul-25       A Professional Certificate in Contract Administration: A Professional Certificate in Operations Management         26-Jul-25       Project Management for Business Professionals         29-Jul-25       Certificate in Public Procurement: Understanding and Operating under the Procurement Act of Trinidad and Tobago         30-Jul-25       A Professional Certificate in Operations Management         4-Sep-25       Financing         <	17-JUN-25       Business Professionals       Tue         30-JUI-25       Finit Morey Laundering and Countering of Terrorist       Wed         26-JUN-25       Management 201: Essential Management and Leadership Skills for the Newly Appointed Manager       Thu         28-Aug-25       PMP® Certification       Thu         21-Jun-25       Logistics Management for Business Professionals       Sat         7-Jul-25       Analytics for Business Professionals       Mon         8-Jul-25       Effective Business Communication       Tue         9-Jul-25       Bailding Services Maintenance       Wed         31-Jul-25       OSHA - General Industry (TT OSH Act) Training       Thu         11-Aug-25       CAPM® Intermediate Module       Mon         126-Jul-25       Wed       Mastering Public Speaking and Presentations       Tue         31-Jul-25       Professional Certificate in Contract Administration:       Thu         26-Jul-25       Project Management for Business Professionals       Sat         29-Jul-25       Aptificate in Public Speaking and Presentations       Tue         31-Jul-25       Professional Certificate in Contract Administration:       Thu         26-Jul-25       Project Management for Business Professionals       Sat         29-Jul-25       Aprofessional Certificate in Co	17-JUR-35Business ProfessionalsTue530pm630pm30-Jul-25Antit Money Laundering and Countering of Terrorist FinancingWed6:00pm8:00pm36-Jun-25Management to 1: Essential Management and Leadetership Skills for the Newly Appointed ManagerThu5:30pm8:30pm28-Aug-25PMP* CertificationThu5:30pm8:30pm21-Jun-25Logistics Management for Business ProfessionalsSat9:00am12:00pm7-Jul-25Analytics for Business Intelligence and Data Analytics for Business ProfessionalsMon5:30pm8:30pm8-Jul-25Fundamentals of Business Intelligence and Data Analytics for Business ProfessionalsTue5:30pm8:30pm8-Jul-25OSHA - General Industry (IT OSH Act) TrainingTue5:30pm8:30pm11-Aug-25CAPM® Intermediate ModuleMon5:30pm8:30pm12-Jul-25Health and Wellness for Business ProfessionalsWed5:30pm8:30pm13-Jul-25Health and Wellness for Business ProfessionalsWed5:30pm8:30pm14-Jul-25Health and Wellness for Business ProfessionalsWed5:30pm8:30pm13-Jul-25AProfessional Certificate in Contract Administration: A Practical ApproachTue5:30pm8:30pm30-Jul-25AProfessional Certificate in Operations ManagementWed5:30pm8:30pm30-Jul-25A Professional Certificate in Operations ManagementTue5:30pm8:30pm30-Jul-25A Professional Certificate in Contract

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:oopm - 9:oopm	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:oopm - 9:oopm	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	Sat	9:00am - 12:00pm	ONLINE
13-Aug-25	5-Nov-25	Projects Anti Money Laundering and Countering of Terrorist Financing	Wed	6:oopm - 8:oopm	ONLINE
13-Aug-25	17-Sep-25	Financing Logistics Management for Business Professionals	Wed	6:oopm - 9:oopm	ONLINE
16-Aug-25	20-Sep-25	Cash Management: A Practical Approach To Cash Flow Management	Sat	9:00am - 12:00pm	ONLINE
18-Aug-25	13-Oct-25	Fundamentals of Business Intelligence and Data	Mon	5:30pm - 8:30pm	ONLINE
18-Aug-25	13-Oct-25	Analytics for Business Professionals The Professional Certificate in	Mon	5:30pm - 8:30pm	ONLINE
20-Aug-25	15-Oct-25	Human Resource Management 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
27-Aug-25	22-Oct-25	The Professional Certificate in Industrial Relations: A	Wed	5:30pm - 8:30pm	ONLINE
28-Aug-25	16-Oct-25	Practical Approach A Professional Certificate in Digital Marketing	Thu	5:30pm - 8:30pm	ONLINE
2-Sep-25	21-Oct-25	Certificate in Public Procurement: Understanding and Operating under the Procurement Act of Trinidad and Tobago	Tue	5:30pm - 8:30pm	ONLINE
4-Sep-25	6-Nov-25	OSHA - General Industry (TT OSH Act) Training	Thu	5:30pm - 8:30pm	ONLINE
13-Sep-25	20-Dec-25	PMP® Certification	Sat	9:00am - 12:00pm	ONLINE
13-Sep-25	29-Nov-25	CAPM® Intermediate Module	Sat	9:00am - 12:00pm	ONLINE
16-Sep-25	4-Nov-25	A Professional Certificate in Sales & Marketing	Tue	5:30pm - 8:30pm	ONLINE
23-Sep-25	28-Oct-25	Inventory & Warehouse Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
25-Sep-25	13-Nov-25	Train the Trainer with Emotional Intelligence	Thu	5:30pm - 8:30pm	ONLINE
27-Sep-25	29-Nov-25	The Professional Certificate in Supervisory Management	Sat	10:00am - 12:30pm	ONLINE
1-Oct-25	19-Nov-25	Facilities Management - Building Services Maintenance	Wed	5:30pm - 8:30pm	ONLINE
4-Oct-25	22-Nov-25	Financial Modelling Using Excel	Sat	9:00am - 12:00pm	ONLINE
6-Oct-25	1-Dec-25	High Impact and Adaptive Leadership Training:	Mon	6:oopm - 9:oopm	ONLINE
7-Oct-25	25-Nov-25	Becoming an Effective and Transformative Leader Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
8-Oct-25	26-Nov-25	(Writing & Speaking) Project Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
8-Oct-25	19-Nov-25	Business Process Re-enginnering	Wed	5:30pm - 8:30pm	ONLINE
13-Oct-25	17-Nov-25	Introduction to Accounting for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
14-Oct-25	20-Nov-25	International Certificate in Wealth & Investment Management	Tue & Thu	5:30pm - 8:00pm	ONLINE
14-Oct-25	2-Dec-25	Negotiation Training for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
15-Oct-25	3-Dec-25	The Professional Certificate in Office Administration	Wed	5:30pm - 8:30pm	ONLINE
15-Oct-25	3-Dec-25	A Practical Approach to Taxation (Personal and Business)	Wed	5:30pm - 8:30pm	ONLINE