



UCC
UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN

**CORPORATE
EDUCATION
DIVISION**

COURSE CATALOGUE

Executive Training Programmes and Seminars

CERTIFICATE COURSES AND SEMINARS

UCC also offers a series of training programmes offered as certificate courses and seminars in a number of areas including:

FINANCE

Accounting for Administrative Staff
Cost Reduction and Revenue Enhancement
Corporate Finance
Budget Management
Finance for Non Financial Managers
Procurement Management
The Jamaica Financial Securities
Working with Payroll, Staff Benefits and Statutory Deductions

MANAGEMENT AND LEADERSHIP

Supervisory Management
Successful Negotiating
Effective Coaching and Mentoring
Organization Development
Visionary Strategic Planning
Building Successful Teams
The Professional Administrator
Emotional Intelligence
Critical Thinking
Business and Professional Ethics

HUMAN RESOURCE MANAGEMENT

Mediating and Resolving Conflicts
Human Resource Counseling
Recruiting High Performance Employees
Creating High Performance Appraisal Systems
Social Psychology in Organizations
Designing Business Processes and Procedures

COMMUNICATION

Principles of Business Writing
Fundamentals in English
Effective Public Speaking Skills

ENTREPRENEURSHIP

Financial Accounting for Entrepreneurs

Public Relations for Small to Medium Enterprises

Marketing Strategies for Small Businesses

New Business Proposal and Grant Writing

LAW / RISK MANAGEMENT

Company Law

Contract Law

Administrative Law

Intellectual Property

Criminology

Business Continuity, Negligence, and Liability Risks

Occupational Health and Safety

Warehouse and Inventory Management

Developing Successful Trainers (Train the Trainer)

PROJECT MANAGEMENT

Events Management

CompTIA Project + Project Management

Planning and Managing Results Driven Meetings

Time Management

Negotiation Techniques

INFORMATION TECHNOLOGY

Microsoft Office: Beginner and Intermediary

Fortinet Cyber Security

Records and Database Management s

Mobile App Development

BRAND MANAGEMENT AND THE CONSUMER

Merchandizing Techniques

Effective Sales Strategies

Strategic Account Management for Professionals

Consumer Psychology

Business Process Outsourcing: Call Centre Techniques

Customer Service