



University  
College of the Caribbean

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## October - December 2010 Schedule

<b>October</b>	<b>Dates</b>	<b>Cost</b>	<b>Location</b>
Merchandizing Techniques	5 - 6	\$17,500.00	Kingston
Occupational Health & Safety Awareness in Business	07	\$11,500.00	Mandeville
Understanding Commercial Motor Insurance & Process	08	\$15,000.00	Kingston
Records Management	12 - 13	\$17,500.00	Kingston
Technology – Managing computer related risk	14	\$15,700.00	Kingston
Finance for Non-Financial Managers	14 - 15	\$17,500.00	Kingston
Supervisory Management Level 2	20 - 21	\$17,500.00	Kingston
Superior Customer Service	21	\$11,500.00	Kingston
Options & Benefits of Corporate Wellness	21	\$15,700.00	Kingston
Collection Techniques	25	\$11,500.00	Kingston
<b>HRM:</b> How to conduct workplace investigations	26- 27	\$17,500.00	Kingston
<b>November</b>	<b>Dates</b>	<b>Cost</b>	<b>Location</b>
Warehouse Inventory & Management	4 - 5	\$17,500.00	Kingston
Property Mgmt. & Insurance – Plain Talk Level 2	08	\$15,700.00	Kingston
Cost/Price Analysis (Tues/ Thurs.)	09 – Dec 02	\$25,000.00	Kingston
Microsoft Project Level 2	11 - 12	\$17,500.00	Kingston
7 Strategies of Master Presenters	15 - 16	\$29,500.00	Kingston
7 Strategies of Master Negotiators	17 - 18	\$29,500.00	Kingston
Leadership Development Techniques – Level 1	22 - 24	\$37,500.00	Kingston
Top Managers' Performance Appraisal System	25 - 26	\$37,500.00	Kingston
Writing procedures, manuals and tasks	29 - 30	\$17,500.00	Kingston

**December**

	<b>Dates</b>	<b>Cost</b>	<b>Location</b>
Superior Customer Service	03	\$11,500.00	Kingston
Microsoft Project Management software Level 2	6 - 7	\$11,500.00	Kingston
SPSS Level 2	9 - 10	\$15,000.00	Kingston
Business Writing for Professionals	13 - 14	\$17,500.00	Mandeville
Business Ethics	16 - 17	\$17,500.00	Mandeville