



University
College of the Caribbean

Corporate Education

& Management Services Solutions

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September	Dates	Cost	Location
Time & Stress Management (9 a.m. – 12noon)	02 - 03	\$11,500.00	Kingston
Train the Trainer	14 - 17	\$27,500.00	Kingston
Train the Trainer Examination	24		
Microsoft Word Level 2	14 - 15	\$17,500.00	Kingston
Managing Motor Fleet Risks	16	\$15,700.00	Kingston
Budgeting for Managers: Creating Practical Department Budgets	16 - 17	\$17,500.00	Kingston
Financial Securities Management	20	\$51,560.00	Kingston
Effective Public Speaking	20 - 21	\$17,500.00	Kingston
Employee Benefits & Wellness	22	\$15,000.00	Kingston
Writing procedures, manuals and tasks	23 - 24	\$17,500.00	Kingston
Microsoft Excel Level 2	27 - 28	\$17,500.00	Kingston
Microsoft Project Level 1 (Project Management Software)	29 - 30	\$17,500.00	Kingston

October	Dates	Cost	Location
CPSM – Module 2 (<i>Effective Supply Management Performance</i>)			
Certified Professional in Supply Management – 7wks/30hrs.	03	\$62,000.00	Kingston
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
HRM: How to conduct workplace investigations	26- 27	\$17,500.00	Kingston

November	Dates	Cost	Location
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	Dates	Cost	Location
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