



University
College of the Caribbean

Corporate Education
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Kingston - 2011 Schedule

January	Dates	Cost	Location
Supervisory Management Level 1	19-20	17,500.00	Worthington Campus
Events Planning & Implementation	24-25	17,500.00	Worthington Campus
Effective Public Speaking & Presentation Skills	27-28	17,500.00	Worthington Campus
Superior Customer Service	31	11,500.00	Worthington Campus
February	Dates	Cost	Location
Supervisory Management Level 2	2-3	17,500.00	Worthington Campus
Working with payroll, staff benefits, statutory deductions	9-10	17,500.00	Worthington Campus
Financial Securities Management – Evening Programme	21	52,000.00	Worthington Campus
Managing Motor Fleet Risks	24	15,700.00	Worthington Campus
Organization Development	TO BE ADVISED		Worthington Campus
March	Dates	Cost	Location
Superior Customer Service	2	11,500.00	Worthington Campus
Project Management Overview	14-15	17,500.00	Worthington Campus
Train the Trainer	21-24	27,500.00	Worthington Campus
Business Continuity, Negligence, and Liability Risks	22	15,700.00	Worthington Campus
Train the Trainer Examination	31		Worthington Campus
Credit Analysis and Lending	TO BE ADVISED		Worthington Campus

Montego Bay - 2011 Schedule

January

	Dates	Cost	Location
Supervisory Management Level 1	24-25	17,500.00	Montego Bay
Office Etiquette, Image & Interpersonal	26	11,500.00	Montego Bay
Effective Public Speaking & Presentation Skills	27-28	17,500.00	Montego Bay
Superior Customer Service	31	11,500.00	Montego Bay

February

	Dates	Cost	Location
Supervisory Management Level 2	8-9	17,500.00	Montego Bay
Basic Accounting for Administrative Staff	17-18	17,500.00	Montego Bay
Working with payroll, staff benefits, statutory deductions	22-23	17,500.00	Montego Bay

March

	Dates	Cost	Location
Financial Securities Management – 10 Sundays 9am – 5pm	6	45,500	Montego Bay
Superior Customer Service	7	11,500.00	Montego Bay
Project Management Overview	14-15	17,500.00	Montego Bay
Train the Trainer	21-24	27,500.00	Montego Bay
Business Continuity, Negligence and Liability Risks	29	15,700.00	Montego Bay
Train the Trainer Examination	31		Montego Bay

Mandeville - 2011 Schedule

January

	Dates	Cost	Location
Supervisory Management Level 1	17-18	17,500.00	Mandeville
Events Planning & Implementation	20-21	17,500.00	Mandeville
Effective Public Speaking & Presentation Skills	24-25	17,500.00	Mandeville
Superior Customer Service	31	11,500.00	Mandeville

February

	Dates	Cost	Location
Supervisory Management Level 2	7-8	17,500.00	Mandeville
Merchandizing Techniques	15-16	17,500.00	Mandeville
Working with payroll, staff benefits, statutory deductions	21-22	17,500.00	Mandeville

March

	Dates	Cost	Location
Superior Customer Service	1	11,500.00	Mandeville
Project Management Overview	7-8	17,500.00	Mandeville
Basic Accounting for Administrative Staff	15-16	17,500.00	Mandeville
Train the Trainer	21-24	27,500.00	Mandeville
Train the Trainer Examination	31		Mandeville

Ocho Rios - 2011 Schedule

January

	Dates	Cost	Location
Supervisory Management Level 1	20-21	17,500.00	Ocho Rios
Events Planning & Implementation	24-25	17,500.00	Ocho Rios
Effective Public Speaking & Presentation Skills	27-28	17,500.00	Ocho Rios

February

	Dates	Cost	Location
Supervisory Management Level 2	3-4	17,500.00	Ocho Rios
Financial Securities Management	6		Ocho Rios
Working with payroll, staff benefits, statutory deductions	9-10	17,500.00	Ocho Rios

March

	Dates	Cost	Location
Superior Customer Service	1	11,500.00	Ocho Rios
Project Management Overview	14-15	17,500.00	Ocho Rios
Basic Accounting for Administrative Staff	17-18	17,500.00	Ocho Rios
Train the Trainer	21-24	27,500.00	Ocho Rios
Train the Trainer Examination	31		Ocho Rios

May Pen - 2011 Schedule

January	Dates	Cost	Location
Supervisory Management Level 1	19-20	17,500.00	May Pen
Events Planning & Implementation	24-25	17,500.00	May Pen
Effective Public Speaking & Presentation Skills	27-28	17,500.00	May Pen
Superior Customer Service	31	11,500.00	May Pen

February	Dates	Cost	Location
Supervisory Management Level 2	7-8	17,500.00	May Pen
Merchandizing Techniques	10-11	17,500.00	May Pen
Working with payroll, staff benefits, statutory deductions	14-15	17,500.00	May Pen
Superior Customer Service	22	11,500.00	May Pen

March	Dates	Cost	Location
Basic Accounting for Administrative Staff	7-8	17,500.00	May Pen
Project Management Overview	14-15	17,500.00	May Pen
Superior Customer Service	17	11,500.00	May Pen
Train the Trainer	21-24	27,500.00	May Pen
Train the Trainer Examination	31		May Pen

Savanna-la-Mar - 2011 Schedule

January

	Dates	Cost	Location
Supervisory Management Level 1	17-18	17,500.00	Savanna-la-mar
Events Planning & Implementation	20-21	17,500.00	Savanna-la-mar
Effective Public Speaking & Presentation Skills	24-25	17,500.00	Savanna-la-mar
Superior Customer Service	31	11,500.00	Savanna-la-mar

February

	Dates	Cost	Location
Supervisory Management Level 2	7-8	17,500.00	Savanna-la-mar
Merchandizing Techniques	14-15	17,500.00	Savanna-la-mar
Working with payroll, staff benefits, statutory deductions	21-22	17,500.00	Savanna-la-mar

March

	Dates	Cost	Location
Superior Customer Service	2	11,500.00	Savanna-la-mar
Project Management Overview	14-15	17,500.00	Savanna-la-mar
Basic Accounting for Administrative Staff	17-18	17,500.00	Savanna-la-mar
Train the Trainer	21-24	27,500.00	Savanna-la-mar
Train the Trainer Examination	31		Savanna-la-Mar