



University
College of the Caribbean

Corporate Education

& Management Services Solutions

17 Worthington Avenue, Kingston 5

Tel# : 935-0997 / 935-0977 / 935-0999

Fax #: 929-8044

Email: corporate_edu@ucc.edu.jm

JULY – SEPTEMBER 2011 SCHEDULE OF SEMINARS

July	Dates	Cost	Location
Introduction to Project Management	12-13	17,500.00	Worthington Campus
Superior Customer Service	15	11,500.00	Worthington Campus
Events Planning & Implementation	20-21	17,500.00	Worthington Campus
Developing Successful Trainers	19-22	27,500.00	Worthington Campus
Records Management	25-26	17,500.00	Worthington Campus
Supervisory Management Level 1	27-28	17,500.00	Worthington Campus
Developing Successful Trainers Examination	29		Worthington Campus
August	Dates	Cost	Location
Organization Development	7	50,000.00	Worthington Campus
Working with Payroll, Staff Benefits & Statutory Deductions	10-11	17,500.00	Worthington Campus
Financial Securities Management (Mon & Wed)	15	55,000.00	Worthington Campus
Supervisory Management Level 2	17-18	17,500.00	Worthington Campus
Warehouse & Inventory Management	22-23	17,500.00	Worthington Campus
Effective Public Speaking Skills	30-31	17,500.00	Worthington Campus
September	Dates	Cost	Location
Fundamentals of Purchasing Management (Mon & Wed)	5	25,000.00	Worthington Campus
Techniques of Procurement Negotiation (Tues & Thurs)	6	25,000.00	Worthington Campus
Finance for Non-Financial Managers	6-7	17,500.00	Worthington Campus
Professional Selling Techniques Level 1	13-14	17,500.00	Worthington Campus
Business Writing	27-28	17,500.00	Worthington Campus



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OCTOBER – DECEMBER 2011 SCHEDULE OF SEMINARS

October	Dates	Cost	Location
Professional Selling Techniques Level 2	4-5	17,500.00	Worthington Campus
Merchandizing Techniques	11-12	17,500.00	Worthington Campus
Cost/Price Analysis for Purchasing Managers (Tues - Thurs)	18	25,000.00	Worthington Campus
Entrepreneurship (Certificate Programme)	18		Worthington Campus

November	Dates	Cost	Location
Developing Successful Trainers	8-11	27,500.00	Worthington Campus
Microsoft Excel (Intermediate)	15-16	17,500.00	Worthington Campus
Developing Successful Trainers Examination	18		Worthington Campus
Microsoft PowerPoint (Intermediate)	28-29	17,500.00	Worthington Campus

December	Dates	Cost	Location
Events Planning & Implementation	5-6	17,500.00	Worthington Campus
Effective Public Speaking Skills	7-8	17,500.00	Worthington Campus