



Quarterly course calendar

OCTOBER | NOVEMBER | DECEMBER

2025 - QUARTER FOUR



Live Online Short Courses

Our **Live Online training** is delivered to you live, providing similar interactions as face-to-face training with the benefits of remote access. The training is delivered through video conferencing and discussion board platforms. Workshops are broken into interactive video sessions, including presentations and distribution of materials and

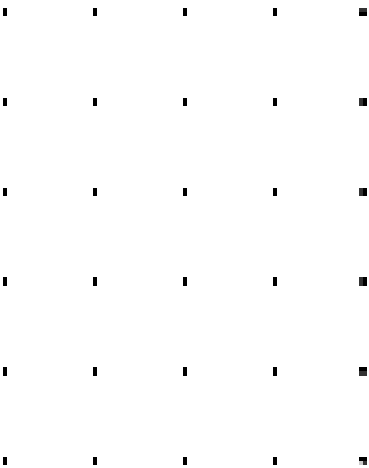
LIVE ONLINE COURSES	AVAILABILITY	DAYS	FEE\$	OCTOBER	NOVEMBER	DECEMBER
Business Skills						
Business Analysis	DISCOVER MORE	2	\$1,600		13 & 14 NOVEMBER	
Contract Management Essentials	DISCOVER MORE	2	\$1,600			4 & 5 DECEMBER
Negotiation Skills	DISCOVER MORE	1	\$900			4 DECEMBER
Coaching and Innovation						
Masterclass: Leader as Coach	DISCOVER MORE	2	\$2,000	1 & 2 OCTOBER		10 & 11 DECEMBER
Masterclass: Lead Innovative Thinking and Practice	DISCOVER MORE	2	\$2,000		10 & 11 NOVEMBER	
Communication Skills						
Business Writing Skills	DISCOVER MORE	1	\$900		14 NOVEMBER	10 DECEMBER
Confident Communication	DISCOVER MORE	1	\$900	9 OCTOBER		9 DECEMBER
Conflict Resolution	DISCOVER MORE	1	\$900			4 DECEMBER
Empowering Women in the Workplace	DISCOVER MORE	1	\$900		19 NOVEMBER	
How to Have a Difficult Conversation	DISCOVER MORE	1	\$900	2 OCTOBER		10 DECEMBER
Mediation Training	DISCOVER MORE	1	\$900		20 NOVEMBER	
Mastering the Art of Workplace Storytelling	DISCOVER MORE	2	QUOTE	Contact us for more information		
Finance						
Finance for Non Finance Managers	DISCOVER MORE	2	\$1,600		27 & 28 NOVEMBER	
Information Technology						
Microsoft Excel Introduction	DISCOVER MORE	1	\$470		12 NOVEMBER	
Microsoft Excel Intermediate	DISCOVER MORE	1	\$470	16 OCTOBER	20 NOVEMBER	3 DECEMBER
Microsoft Excel Advanced	DISCOVER MORE	1	\$470	29 OCTOBER		11 DECEMBER
Leadership and Management						
Leadership Development Program	DISCOVER MORE	1	\$900	7 OCTOBER	14 NOVEMBER	11 DECEMBER
Leading in a Hybrid Environment	DISCOVER MORE	1	\$900	Contact us for more information		
Managing for Maximum Performance	DISCOVER MORE	1	\$900			8 DECEMBER
Masterclass: Transformational Leadership	DISCOVER MORE	2	\$2,000		11 & 12 NOVEMBER	
New Supervisor	DISCOVER MORE	2	\$1,600			2 & 3 DECEMBER
Positive Leadership	DISCOVER MORE	2	\$1,600	9 & 10 OCTOBER		1 & 2 DECEMBER
Critical Thinking and Problem Solving for Local Government	DISCOVER MORE	1	QUOTE	Contact us for more information		
Personal Effectiveness						
Emotional Intelligence Training	DISCOVER MORE	1	\$900			3 DECEMBER
Resilience, Stress Management and Mindfulness	DISCOVER MORE	1	\$900		18 NOVEMBER	
Project Management						
Masterclass: Agile Project Management	DISCOVER MORE	2	\$2,000	6 & 7 OCTOBER		11 & 12 DECEMBER
Project Management Fundamentals	DISCOVER MORE	2	\$1,600	30 & 31 OCTOBER		3 & 4 DECEMBER

Special offers

Swinburne Alumni and Not for Profit organisations* receive a 10% discount on all non-accredited short courses.

Book three or more places in a short course to receive a discount.

**Organisation must be registered with the Australian Charities and Not-for-profits Commission.*



Qualifications

Swinburne Edge **qualifications** for professional development are accelerated courses specifically designed for working professionals to upskill fast. Our accelerated courses don't compromise on quality or support. When you partner with us through an accelerated course, you're getting more than just a one-off qualification. You're tapping into the resources of one of the leading education providers in Australia. Contact us for more information about our qualification commencement dates.

QUALIFICATIONS	AVAILABILITY
Human Resources	
BSB50320 Diploma of Human Resource Management	DISCOVER MORE
Management	
BSB40920 Certificate IV in Project Management Practice	DISCOVER MORE
BSB50420 Diploma of Leadership and Management	DISCOVER MORE
BSB50820 Diploma of Project Management	DISCOVER MORE
Work Health and Safety	
BSB41419 Certificate IV in Work Health and Safety	DISCOVER MORE
BSB51319 Diploma of Work Health and Safety	DISCOVER MORE
SS-AUDIT1 Lead Auditor Training	DISCOVER MORE
BSB50920 Diploma of Quality Auditing	DISCOVER MORE
Training and Assessment	
TAE40122 Certificate IV in Training and Assessment	DISCOVER MORE
Coaching	
11252NAT Graduate Certificate in Organisational Coaching	DISCOVER MORE
SS-COACH1 Executive Coaching Program	DISCOVER MORE

Funding options

Did you know that you might be eligible for Skills First Funding and/ or a VET Student Loan? Swinburne Edge can work with you to explore payment options. Contact us for more information.



