



UNIVERSITY COLLEGE OF THE CARIBBEAN CORPORATE EDUCATION SEMINAR SCHEDULE

JANUARY – DECEMBER 2014

January	Dates	Cost JA\$	Location
Project + (CompTIA Certification Course); 7 Weeks; Wednesdays and Thursdays; 5:30pm – 8:30pm	Jan 27- Feb 28	70,000.00	Kingston
Financial Securities Management – 10 Sundays 9a.m.- 5p.m	26	60,000.00	Kingston
Supervisory Management Level 1	28 - 29	15,000.00	Kingston
Customer Relationship Management	30	8,000.00	Kingston
February	Dates	Cost JA\$	Location
Developing Successful Trainers 2 weeks; Monday – Thursdays; 5:30 -8:30pm	4 - 7	25,000.00	Kingston
Project Management 1	6 - 7	15,000.00	Kingston
Occupational Health and Safety	11-12	15,000.00	Kingston
Supervisory Management Level 2	20 - 21	15,000.00	Kingston
Professional Sales and Marketing Techniques Level 1	25 - 26	15,000.00	Kingston
Events Planning and Implementation	25 - 26	15,000.00	Kingston,

March	Dates	Cost JA\$	Location
Warehouse and Inventory Management	19 - 20	15,000.00	Kingston
Supervisory Management Level 1	20 – 21	15,000.00	Kingston
Customer Relationship Management	25	8,000.00	Kingston
Merchandising Techniques	26 -27	15,000.00	Kingston
Events Planning and Implementation	26-27	15,000.00	Kingston

April	Dates	Cost JA\$	Location
Financial Securities Management 15 Weeks Tues & Thurs 5.30p.m – 8.30pm	April 8 - July 15	60,000.00	Kingston
Warehouse and Inventory Management	8-9	15,000.00	Kingston
Supervisory Management Level 1	9-10	15,000.00	Kingston
Time & Stress Management	10-11	15,000.00	Kingston
Effective Public Speaking and Presentation Skills	15-16	15,000.00	Kingston
Customer Relationship Management	14-15	15,000.00	Kingston
Events Planning and Implementation	23-24	15,000.00	Kingston
Supervisory Management Level 2	23-24	15,000.00	Kingston

May 2013	Dates	Cost JA\$	Location
<i>Certificate in Supervisory Leadership and Management</i>	May 5-June 26	60,000.00	Kingston
▪ Supervisory Management Level 1	1-2		
▪ Customer Relationship Management	6-7		
▪ Effective Public Speaking & Presentation Skills	15-16		
▪ Effective Business Writing	June 3-4		
▪ Time & Stress Management	June 12-13		
▪ Supervisory Management Level 2	June 26-27		
<i>Certificate in Sales and Merchandising</i>	May 6-June 27	60,000.00	Kingston
▪ Customer Relationship Management	6-7		
▪ Effective Public Speaking & Presentation Skills	15-16		
▪ Merchandising Techniques	28-29		
▪ Time & Stress Management	June 12-13		
▪ Professional Selling Techniques Level 1	18-19		
▪ Professional Selling Techniques Level 2	26-27		
<i>Certificate in Events Management</i>	May 6-July 4	60,000.00	Kingston
▪ Customer Relationship Management	6-7		
▪ Effective Public Speaking & Presentation Skills	15-16		
▪ Events Planning & Implementation	29-30		
▪ Time & Stress Management	June 12-13		
▪ Introduction to Conferences and Conventions Management	19-20		
▪ Project Management 1	July 3-4		

June	Dates	Cost JA\$	Location
PACKAGE DEALS			
<i>Certificate in Project Management</i>	June 3–July 12	60,000.00	Kingston
▪ Project Management 1	3-4		
▪ Time & Stress Management	12-13		
▪ Project Management 2	19-20		
▪ Customer Relationship Management	July 3-4		
▪ Effective Public Speaking & Presentation Skills	July 10-11		
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<i>Certificate in Logistics and Operations Management</i>	June 3–July 24	60,000.00	Kingston
▪ Project Management 1	3-4		
▪ Purchasing & Supply Chain Management	5-6		
▪ Time & Stress Management	12-13		
▪ Customer Relationship Management	July 3-4		
▪ Effective Public Speaking & Presentation Skills	July 10-11		
▪ Warehouse & Inventory Management	29-30		
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<i>Certificate in Financial Management</i>	June 5 – July 30	60,000.00	Kingston
▪ Budget & Planning Management	5-6		
▪ Time & Stress Management	12-13		
▪ Accounting for Managerial Staff	25-26		
▪ Customer Relationship Management	July 3-4		
▪ Effective Public Speaking & Presentation Skills	July 10-11		
▪ Working with Payroll Staff Benefits & Statutory Deductions	29-30		
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July	Dates	Cost JA\$	Location
PROFESSIONAL DEVELOPMENT CERTIFICATES EVENING COURSES-5.30P.M.-8.30P.M.			
<i>Certificate in Entrepreneurship</i>	July 14 – October 10	\$ 60,000.00	Kingston
▪ Introduction to Entrepreneurship	July 14, 16, 21, 24		
▪ Marketing Your Small Business	July 30, Aug 11, 13 & 14		
▪ Introduction to Project Management	Aug 18, 20, 25, 27		
▪ Time & Stress Management	Sept 2, 4, 9, 11		
▪ Customer Relationship Management	Sept 15, 17, 22, 24		
▪ Effective Public Speaking & Presentation Skills	Oct 6, 8, 13, 15		
<i>Certificate in Business Communication</i>	July 14 – October 10	\$ 60,000.00	Kingston
▪ Effective Business Writing	July 14, 16, 20, 22		
▪ Communication Skills	July 28, 30, Aug 11, 13		

	& 14		
▪ Time & Stress Management	Sept 2, 4, 9,11		
▪ Customer Relationship Management	Sept 15, 17, 22, 24		
▪ Effective Public Speaking & Presentation Skills	Oct 6, 8, 13, 15		

August	Dates	Cost JA\$	Location
PROFESSIONAL DEVELOPMENT CERTIFICATES EVENING COURSES 5.30P.M.-8.30P.M.			
<i>Certificate in Human Resource Management</i>	August 12-November 4	\$ 60,000.00 Payment Plan Available	Kingston
▪ Recruiting High Performance Employees	12, 14, 19, 21		
▪ Creating High Performance Appraisal Systems	Aug 26 28, Sept 2, 4		
▪ Time & Stress Management	Sept 3, 5, 10,12		
▪ Customer Relationship Management	Sept 17, 19, 24, 26		
▪ Occupational Health & Safety	Oct 7, 9, 14, 16		
▪ Effective Public Speaking & Presentation Skills	Oct 23, 28, 30 Nov 4		
<i>Certificate in Receivables Management</i>	August 12-November 4	\$ 60,000.00	Kingston
▪ Collection Techniques 1	12, 14, 19, 21		
▪ Collection Techniques 2	Aug 26, 28, Sept 2, 4		
▪ Time & Stress Management	Sept 3, 5, 10,12		
▪ Customer Relationship Management	Sept 17, 19, 24, 26		
▪ Effective Public Speaking & Presentation Skills	Oct 1, 3, 8, 10		
▪ Communication Skills	Oct 23, 28, 30 Nov 4		

September	Dates	Cost JA\$	Location
PROFESSIONAL DEVELOPMENT CERTIFICATES EVENING & SUNDAY COURSES			
<i>Certificate in Financial Management</i>	Sept 3-Nov 25	\$ 60,000.00	Kingston
▪ Time & Stress Management	Sept 3, 5, 10,12		
▪ Customer Relationship Management	Sept 17, 19, 24, 26		
▪ Effective Public Speaking & Presentation Skills	Oct 1, 3, 8, 10		
▪ Working with Payroll Staff Benefits & Statutory Deductions	Oct 14, 16, 23		
▪ Budget & Planning Management	Oct 28, 30, Nov 4, 6		
▪ Accounting for Managerial Staff	Nov 11, 13, 18, 20, 25		
<i>Certificate in Supervisory Leadership and Management</i>	Sept 3-Nov 25	\$ 60,000.00	Kingston
▪ Time & Stress Management	Sept 3, 5, 10,12		
▪ Customer Relationship Management	Sept 17, 19, 24, 26		
▪ Effective Public Speaking & Presentation Skills	Oct 1, 3, 8, 10		
▪ Supervisory Management Level 1	Oct 14, 16, 23		
▪ Effective Business Writing	Oct 28, 30, Nov 4, 6		

▪ Supervisory Management Level 2	Nov 13, 15, 20, 22, 27		
CompTIA Project+ (Certification Course-Project Management) 6 Weeks; Monday's and Wednesday's; 5:30p.m – 8:30p.m Payment Plan Available	Sep 2 - October 9	\$ 70,000.00	Kingston
Certificate in Supervisory Management 10 Weeks; Thursday's 5.30p.m.-8.30p.m.	Sept 3, 10,17,24 Oct 2, 9, 16, 23, 30 Nov 6	\$ 25,000.00	Kingston

September (Cont'd)	Dates	Cost JA\$	Location
PROFESSIONAL DEVELOPMENT CERTIFICATES EVENING & SUNDAY COURSES			
Procurement Management Certificate (24 Hours per module) Tuesday's & Thursday's 5.30p.m.-8.30p.m. Modules: 1. Fundamentals of Purchasing 2. Techniques of Procurement Negotiation 3. Cost Price Analysis	Module: 1. Sept 10, 12, 17, 19, 24, 26, Oct 1, 3 Module: 2. Oct 8, 10, 15, 17, 22, 24, 29, 31 Module 3: Nov 5, 7, 12, 14, 19, 21, 26, 28	\$ 25,000.00 Per Module	Kingston
Financial Securities Management-10 Sundays 8a.m.-5p.m. Payment Plan Available	Sept 14, 21, 28, Oct 5, 12, 19, 26 Nov 2, 9, 16	\$ 60,000.00	Kingston

October	Dates	Cost JA\$	Location
PROFESSIONAL DEVELOPMENT CERTIFICATES EVENING COURSES 5.30P.M.-8.30P.M.			
<i>Certificate in Sales and Merchandising</i>	October 1-December 18	\$ 60,000.00 Payment Plan Available	Kingston
▪ Effective Public Speaking & Presentation Skills	Oct 1, 3, 8, 10		
▪ Customer Relationship Management	Oct 15, 17, 22, 24		
▪ Merchandising Techniques	Oct 28, 30, Nov 4, 6		
▪ Time & Stress Management	Nov 11, 13, 18, 20		
▪ Professional Sales & Marketing Techniques Lvl 1	Nov 25, 27, Dec 2, 4		
▪ Professional Sales & Marketing Techniques Lvl 2	Dec 9, 11, 16, 18		
<i>Certificate in Events Management</i>	October 1-December 4	\$ 60,000.00 Payment Plan Available	Kingston
▪ Effective Public Speaking & Presentation Skills	Oct 1, 3, 8, 10		
▪ Customer Relationship Management	Oct 15, 17, 22, 24		
▪ Events Planning & Implementation	Oct 28, 30, Nov 4, 6		
▪ Time & Stress Management	Nov 11, 13, 18, 20		
▪ Introduction to Conferences & Event Mgt	Nov 25, 27, Dec 2, 4		
Records Management (Certificate Course) 10 Weeks Wednesday's 5.30p.m.-8.30p.m.	Oct 1 - Dec 3	\$ 25,000.00	Kingston
Warehouse & Inventory Management (Certificate Course) 10 Weeks; Wednesdays 5.30p.m.-8.30p.m.	Oct 1 - Dec 3	\$ 25,000.00	Kingston
Microsoft Projects (Certificate Course) 5 Weeks 5.30p.m.-8.30p.m. Mon & Wed	Oct 6 - Nov 7	\$ 25,000.00	Kingston

Customer Relationship Management (Certificate Course) 5 Weeks Tues & Thurs 5.30p.m.-8.30p.m.	Oct 13 - Nov 12	\$ 25,000.00	Kingston
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October	Dates	Cost JA\$	Location
PROFESSIONAL DEVELOPMENT CERTIFICATES EVENING COURSES 5.30P.M.-8.30P.M.			

<i>Certificate in Sales and Merchandising</i>	October 1-December 18	\$ 60,000.00 Payment Plan Available	Kingston
▪ Effective Public Speaking & Presentation Skills	Oct 1, 3, 8, 10		
▪ Customer Relationship Management	Oct 15, 17, 22, 24		
▪ Merchandising Techniques	Oct 28, 30, Nov 4, 6		
▪ Time & Stress Management	Nov 11, 13, 18, 20		
▪ Professional Sales & Marketing Techniques Lvl 1	Nov 25, 27, Dec 2, 4		
▪ Professional Sales & Marketing Techniques Lvl 2	Dec 9, 11, 16, 18		

<i>Certificate in Events Management</i>	October 1-December 4	\$ 60,000.00 Payment Plan Available	Kingston
▪ Effective Public Speaking & Presentation Skills	Oct 1, 3, 8, 10		
▪ Customer Relationship Management	Oct 15, 17, 22, 24		
▪ Events Planning & Implementation	Oct 28, 30, Nov 4, 6		
▪ Time & Stress Management	Nov 11, 13, 18, 20		
▪ Introduction to Conferences & Event Mgt	Nov 25, 27, Dec 2, 4		

Records Management (Certificate Course) 10 Weeks Wednesday's 5.30p.m.-8.30p.m.	Oct 1 - Dec 3	\$ 25,000.00	Kingston
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Warehouse & Inventory Management (Certificate Course) 10 Weeks; Wednesdays 5.30p.m.-8.30p.m.	Oct 2 - Dec 4	\$ 25,000.00	Kingston
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Microsoft Projects (Certificate Course) 5 Weeks 5.30p.m.-8.30p.m. Mon & Wed	Oct 7 - Nov 7	\$ 25,000.00	Kingston
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Customer Relationship Management (Certificate Course) 5 Weeks Tues & Thurs 5.30p.m.-8.30p.m.	Oct 15 - Nov 15	\$ 25,000.00	Kingston
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DAY SEMINARS 9.00A.M. - 5.00P.M.			
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Effective Public Speaking & Presentation Skills	1-2	\$ 15,000.00	Kingston
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Merchandising Techniques	9-10	\$ 15,000.00	Kingston
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Introduction to Conferences & Event Management	23-24	\$ 15,000.00	Kingston
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Supervisory Management Level 1	29-30	\$ 15,000.00	Kingston
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November	Dates	Cost JA\$	Location
CERTIFICATE EVENING COURSES 5.30P.M.-8.30P.M.			

Project Management 1	5, 7, 12, 14	\$ 15,000.00	Kingston
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Time & Stress Management	11, 13, 18, 20	\$ 15,000.00	Kingston
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Warehouse & Inventory Management	12, 14, 19, 21	\$ 15,000.00	Kingston
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Customer Relationship Management	25, 27, Dec 2, 4	\$ 15,000.00	Kingston
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DAY SEMINARS 9.00A.M. - 5.00P.M.			
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Effective Business Writing	4-5	\$ 15,000.00	Kingston
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Critical Thinking	11-12	\$ 15,000.00	Kingston
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Records Management	13-14	\$ 15,000.00	Kingston
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Professional Sales and Marketing Techniques Lvl 1	18-19	\$ 15,000.00	Kingston
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Introduction to Conferences and Event Management	20-21	\$ 15,000.00	Kingston
Supervisory Management Level 2	26-27	\$ 15,000.00	Kingston
Professional Sales & Marketing Techniques Lvl 2	27-28	\$ 15,000.00	Kingston

December	Dates	Cost JA\$	Location
DAY SEMINARS 9.00A.M. - 5.00P.M.			
Effective Public Speaking & Presentation Skills	3-4	\$ 15,000.00	Kingston
Purchasing & Supply Chain Management	4-5	\$ 15,000.00	Kingston
Project Management 2	10-11	\$ 15,000.00	Kingston
Supervisory Management 1	11-12	\$ 15,000.00	Kingston
Business & Professional Ethics	17-18	\$ 15,000.00	Kingston
Introduction to Quality Management	17-18	\$ 15,000.00	Kingston

- Registration fee of \$1,000.00 applies to all seminars/courses
- Dates for Seminars and Courses are subject to change
- Seminars/Courses may be rescheduled due to low registration
- Seminars are held between 9.00a.m -5.00p.m. unless otherwise specified
- We also design, develop and deliver customized seminars for organizations
- Seminars can also be held at your training facility