



University
College of the Caribbean

Corporate Education

& Management Services Solutions

34 Old Hope Road, Kingston 5

Land Line: 968-4986;

Digicel : 299-4557

Email : corporate_edu@ucc.edu.jm

UNIVERSITY COLLEGE OF THE CARIBBEAN 2012 CORPORATE EDUCATION SEMINAR SCHEDULE

February	Dates	Cost JA\$	Location
Supervisory Management Level 1	1 - 2	17,500.00	Kingston
Financial Securities Management - 10 Sundays 9am-5pm	5	45,500	Kingston
Principles of Management Consultancy	7 - 9	US\$1,300	Kingston
Financial Securities Management - 10 Sundays 9am-5pm	12	45,500	Montego Bay
Working With Payroll, Staff Benefits, and Statutory Deductions	14-15	17,500.00	Kingston
Supervisory Management Level 1	15-16	17,500.00	Mandeville
Superior Customer Service	27	11,500	Savanna-la-mar
Supervisory Management Level 1	28 – 29	17,500	Ocho Rios
Superior Customer Service	29	11,500	May Pen

March	Dates	Cost JA\$	Location
Events Planning and Implementation	1 - 2	17,500.00	Kingston
Organisation Development Certificate Programme – 3 months	4	50,000	Kingston
Microsoft Project Management	5 - 6	17,500.00	Kingston
Developing Successful Trainers 3 weeks ; Monday – Thursdays ; 5:30 – 8:30pm	5	25,000	Kingston
Occupational Health and Safety	7 - 8	17,500.00	Kingston
Supervisory Management Level 2	13 - 14	17,500.00	Mandeville
Working with Payroll, Staff Benefits and Statutory Deductions	19 - 20	17,500.00	Montego Bay
Events Planning and Implementation	21 - 22	17,500.00	May Pen
Supervisory Management Level 2	26 - 27	17,500.00	Ocho Rios
Events Planning and Implementation	28 - 29	17,500.00	Savanna-la-mar

Registration fee applies to all seminars. Seminars may be cancelled or rescheduled based on applications.

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April	Dates	Cost	Location
Introduction to Project Management	3 - 4	17,500.00	Kingston
Working with Payroll, Staff Benefits and Statutory Deductions	9 - 10	17,500.00	May Pen
Professional Sales and Marketing Level 1	11 - 12	17,500.00	Savanna-la-mar
Warehouse and Inventory Management	12 - 13	17,500.00	Kingston
Superior Customer Service	16	11,500.00	Montego Bay
Visionary Strategic Planning	17 - 18	17,500.00	Kingston
Superior Customer Service	26	11,500.00	Mandeville
Financial Securities Management - 10 Sundays 9am-5pm	29	45,500.00	Ocho Rios
Effective Public Speaking and Presentation Skills	30 - 1	17,500.00	Kingston

May	Dates	Cost	Location
Working with Payroll, Staff Benefits and Statutory Deductions	2 - 3	17,500.00	Mandeville
Introduction to Proposal and Grant Writing	7 - 8	17,500.00	Kingston
Credit Risk Analysis 8 weeks; Tuesdays and Thursdays; 5:30 – 8:30pm	8	40,000	Kingston
Professional Sales and Marketing Level 2	9 - 10	17,500.00	Savanna-la-mar
Professional Sales and Marketing Level 1	14 - 15	17,500.00	Ocho Rios
Introduction to Product Management	16 - 17	17,500.00	May Pen
Microsoft Excel Level 1	21 - 22	17,500.00	Kingston
Merchandising Techniques	28 - 29	17,500.00	Kingston
Telemarketing and Call Centre Techniques	30 - 31	17,500.00	Montego Bay

1. Please note that a registration fee applies to all seminars.
2. Seminar dates are subject to change.
3. Seminar may be rescheduled based on registration numbers.
4. Discounts are offered for group of four or more and multiple seminar registration.
5. Seminars are held between 9am and 5pm unless otherwise specified

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June	Dates	Cost	Location
Financial Securities Management – 15 Week programme Mondays and Wednesdays; 5:30 – 8:30pm	4	55,000.00	Kingston
Working with Payroll, Staff Benefits and Statutory Deductions	6 - 7	17,500.00	Savanna-la-mar
Microsoft Excel Level 2	11 - 12	17,500.00	Kingston
Professional Sales and Marketing Level 1	12 - 13	17,500.00	Mandeville
Superior Customer Service	14	11,500.00	Kingston
Professional Sales and Marketing Level 2	18 - 19	17,500.00	Ocho Rios
Professional Sales and Marketing Level 1	21 - 22	17,500.00	Kingston
Introduction to Product Management	25 - 26	17,500.00	Montego Bay
The Professional Administrator	27 - 28	17,500.00	May Pen

July	Dates	Cost	Location
Entrepreneurship Certificate Programme 8 Weeks; Sundays; 10am – 4pm	1	50,000.00	Montego Bay
Microsoft Power Point Level 1	3 - 4	17,500.00	Kingston
The Professional Administrator	5 - 6	17,500.00	Kingston
Working with Payroll, Staff Benefits and Statutory Deductions	9 - 10	17,500.00	Ocho Rios
Professional Sales and Marketing Level 2	11 - 12	17,500.00	Mandeville
Managing Corporate Wellness	16 - 17	17,500.00	Kingston
Introduction to Product Management	18 - 19	17,500.00	Savanna-la-mar
Professional Sales and Marketing Level 2	23 - 24	17,500.00	Kingston
Professional Sales and Marketing Level 1	25 - 26	17,500.00	May Pen

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August	Dates	Cost	Location
Superior Customer Service	8	11,500.00	Ocho Rios
Microsoft PowerPoint Level 2	9 - 10	17,500.00	Kingston
Organisation Development Certificate Programme – 3 months	12	50,000	Kingston
Managing Motor Fleet Risks	13	15,500.00	Kingston
Effective Public Speaking and Presentation Skills	14 - 15	17,500.00	Savanna-la-mar
Introduction to Project Management	15 - 16	17,500.00	Mandeville
Budget Management	20 - 21	17,500.00	Kingston
Professional Sales and Marketing Level 1	22 - 23	17,500.00	Montego Bay
Superior Customer Service	28	11,500.00	Kingston
Professional Sales and Marketing Level 2	29 - 30	17,500.00	May Pen

September	Dates	Cost	Location
Business Writing	3 - 4	17,500.00	Kingston
Accounting for Administrative Staff	5 - 6	17,500.00	Kingston
Occupational Health and Safety	10 - 11	17,500.00	Kingston
The Professional Administrator	11 - 12	17,500.00	Savanna-la-mar
Events Planning and Implementation	12 - 13	17,500.00	Mandeville
Successful Negotiating	17 - 18	17,500.00	Kingston
Supervisory Management Level 1	19 - 20	17,500.00	May Pen
Introduction to Project Management	25 - 26	17,500.00	Ocho Rios
Professional Sales and Marketing Level 2	26 - 27	17,500.00	Montego Bay

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October	Dates	Cost	Location
Working with Payroll, Staff Benefits and Statutory Deductions	2 - 3	17,500.00	Kingston
Entrepreneurship Certificate Programme Tuesdays and Thursdays; 5:30 – 8:30pm	2	50,000.00	Kingston
Financial Securities Management - 10 Sundays 9am-5pm	7	45,500.00	Montego Bay
Finance for Non Financial Managers	8 - 9	17,500.00	Kingston
Effective Public Speaking and Presentation Skills	10 - 11	17,500.00	Mandeville
Financial Securities Management - 10 Sundays 9am-5pm	14	45,500.00	Ocho Rios
Telemarketing and Call Centre Techniques	22 - 23	17,500.00	Kingston
Supervisory Management Level 2	24 - 25	17,500.00	May Pen
Supervisory Management Level 1	29 - 30	17,500.00	Savanna-la-mar

November	Dates	Cost	Location
The Professional Administrator	5 - 6	17,500.00	Mandeville
Supervisory Management Level 1	7 - 8	17,500.00	Kingston
Superior Customer Service	9	11,500.00	Kingston
Effective Public Speaking and Presentation Skills	12 - 13	17,500.00	May Pen
Records Management	14 - 15	17,500.00	Kingston
Merchandising Techniques	19 - 20	17,500.00	Montego Bay
Effective Coaching and Mentoring	21 - 22	17,500.00	Kingston
Events Planning and Implementing	26 - 27	17,500.00	Ocho Rios
Supervisory Management Level 2	28 - 29	17,500.00	Savanna-la-mar

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December	Dates	Cost	Location
Effective Public Speaking and Presentation Skills	3 – 4	17,500.00	Kingston
Events Planning and Implementation	5 - 6	17,500.00	Kingston
Introduction to Project Management	10 - 11	17,500.00	Kingston
Supervisory Management Level 2	12 - 13	17,500.00	Kingston

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