

WORKFORCE DEVELOPMENT TRAINING UNIT TRAINING CALENDAR 2021

1. COURSES BY MONTH

JANUARY							
CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
U1008	Human Resource	Counselling Skills Essentials for Teachers	2 days	Lautoka	13.01.21	14.01.21	\$200.00
S2409	Business Administration	Skills for the Admin Assistant	1 Day	Suva	22.01.21	22.01.21	\$200.00
S2428	Leadership	Self Leadership	1 Day	Suva	25.01.21	25.01.21	\$200.00
U1008	Human Resource	Counselling Skills Essentials for Teachers	4 Evenings	Lautoka	26.01.21	29.01.21	\$250.00
S2320	Leadership	Workplace Leadership	2 Day	Suva	26.01.21	27.02.21	\$200.00
S2419	Business Communication	Writing Reports and Proposals	2 Days	Suva	27.01.21	28.01.21	\$300.00
T6685	Marketing & Sales	Sales Fundamentals	1 Day	Suva	27.01.21	27.01.21	\$200.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	27.02.21	29.01.21	\$250.00
S5002	Information Technology	MS Excel Intermediate	2 Days	Suva	28.01.21	29.01.21	\$200.00
S2315	Project Management	Project Management Fundamentals	1 Day	Suva	28.01.21	28.01.21	\$200.00
U1020	Work Health & Safety	Managing OHS	1 day	Nadi	29.01.21	29.01.21	\$200.00
S2812	Business Administration	English for Workplace Communication	1 Day	Suva	29.01.21	29.01.21	\$200.00
U1015	Finance	Finance for Non-Financial Personnel	1 Day	Suva	30.01.21	30.01.21	\$300.00
FEBRUARY							
CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
S2114	Marketing & Sales	Customer Service Training	1 Day	Suva	02.02.21	02.02.21	\$200.00
U1024	Work Health & Safety	OHS Modules I & II	3 days	Lautoka	03.02.21	05.02.21	\$250.00
C0410f	Information Technology	Computer Basics	1 Day	Suva	03.02.21	03.02.21	\$150.00
S2701	Business Administration	Business Ethics for the Office	1 Day	Suva	04.02.21	04.02.21	\$200.00
S2302	Leadership	Coaching and Mentoring	2 Days	Suva	04.02.21	05.02.21	\$200.00
T4850	Secretarial Skills	Telephone Etiquette and Frontline Reception Skills	1 Day	Suva	05.02.21	05.02.21	\$200.00
T6255	Human Resource	Employee Recruitment	1 day	Nadi	06.02.21	06.02.21	\$200.00
U1044	Finance	Debt Collection Tactics and Strategies	1 Day	Suva	06.02.21	06.02.21	\$300.00
T6685	Marketing & Sales	Sales Fundamentals	1 day	Lautoka	10.02.21	10.02.21	\$200.00
U1034	Legal	Contract Negotiation	1 Day	Suva	10.02.21	10.02.21	\$300.00
S2809	Education & Training	Developing Training Needs Analysis	1 Day	Suva	10.02.21	10.02.21	\$200.00
S2416	Business Communication	Business Writing that Works	2 Days	Suva	11.02.21	12.02.21	\$250.00
S5003	Information Technology	MS Excel Advanced	2 Days	Suva	11.02.21	12.02.21	\$250.00
T4554	Marketing & Sales	Marketing Essentials	1 Day	Suva	11.02.21	11.02.21	\$200.00
S2802	Education & Training	Developing your Training Programme	1 day	Nadi	12.02.21	12.02.21	\$200.00
P2019	Human Resource	CPD in Workplace Counselling	5 Evenings/1 Day	Lautoka	15.02.21	20.02.21	\$995.00
S2310	Leadership	Developing High Performance Teams	1 Day	Suva	15.02.21	15.02.21	\$200.00
U1035	Legal	Drafting Contracts & Legal Documents	2 days	Lautoka	17.02.21	18.02.21	\$300.00
U1026	Human Resource	Practical Labour Law for Fijian Managers (ERA)	1 Day	Suva	17.02.21	17.02.21	\$300.00
U1040	Secretarial Skills	The Professional Executive Secretary Programme	2 Days	Suva	17.02.21	18.02.21	\$400.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	17.02.21	19.02.21	\$250.00
S5001	Information Technology	MS Excel Fundamentals	2 days	Nadi	18.02.21	19.02.21	\$100.00

S5004	Information Technology	PowerPivot	2 Days	Suva	18.02.21	19.02.21	\$300.00
S2403	Leadership	Emotional Intelligence	1 Day	Suva	19.02.21	19.02.21	\$200.00
U1052	Procurement & Supply	Services Procurement	1 day	Suva	19.02.21	19.02.21	\$200.00
U1031	Work Health & Safety	Working at Heights	1 day	Lautoka	22.02.21	22.02.21	\$200.00
S2302	Leadership	The Professional Supervisor	2 days	Lautoka	23.02.21	24.02.21	\$250.00
U1024	Work Health & Safety	OHS Modules I & II	3 days	Labasa	24.02.21	26.02.21	\$250.00
S2409	Business Administration	Skills for the Admin Assistant	2 Days	Suva	24.02.21	25.02.21	\$200.00
c0425	Web Development	Introduction to HTML and CSS coding I	2 Days	Suva	24.02.21	25.02.21	\$250.00
U1022	Work Health & Safety	OHS Committee - Refresher	1 day	Lautoka	25.02.21	25.02.21	\$200.00
U1008	Human Resource	Counselling Skills Essentials for Teachers	2 evenings/1 day	Nadi	25.02.21	27.02.21	\$200.00
U1038	Quality Management	Root Cause Analysis	1 Day	Suva	25.02.21	25.02.21	\$200.00
T4044	Business Administration	Archiving and Records Management	1 Day	Suva	26.02.21	26.02.21	\$200.00
S2323	Business Communication	Managing Difficult Conversations	1 Day	Suva	26.02.21	26.02.21	\$200.00
S2320	Leadership	Workplace Leadership	1 Day	Suva	26.02.21	26.02.21	\$200.00
S2314	Project Management	Project Management Intermediate	1 Day	Suva	26.02.21	26.02.21	\$200.00
U1049	Procurement & Supply	Effective Sourcing	1 day	Lautoka	26.02.21	26.02.21	\$200.00
U1026	Human Resource	Practical Labour Law for Fijian Managers (ERA)	1 day	Labasa	27.02.21	27.02.21	\$200.00

MARCH

CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
S2701	Business Administration	Business Ethics for Office	1 day	Nadi	01.03.21	01.03.21	\$200.00
T2841	Human Resource	Fundamentals of HRM	2 Days	Suva	02.03.21	04.03.21	\$300.00
U1024	Work Health & Safety	OHS Modules I & II	3 days	Nadi	03.03.21	05.03.21	\$250.00
U1043	Business Administration	Management Fundamentals	2 Days	Suva	04.03.21	05.03.21	\$300.00
T2287	Business Communication	Public Speaking	2 Days	Suva	04.03.21	05.03.21	\$250.00
S2320	Leadership	Workplace Leadership	2 Days	Suva	04.03.21	05.03.21	\$200.00
U1002	Finance	Accounting for Payables	1 Day	Suva	06.03.21	06.03.21	\$300.00
U1018	Web Development	Graphic Design for Beginners	2 days	Nadi	08.03.21	09.03.21	\$250.00
S2401	Business Communication	Business Writing Skills - Essentials	2 days	Labasa	09.03.21	10.03.21	\$250.00
S2401	Business Communication	Business Writing Skills - Essentials	2 days	Nadi	09.03.21	10.03.21	\$250.00
T6361	Marketing & Sales	Social Media Marketing	2 Days	Suva	09.03.21	10.03.21	\$300.00
S2301	Leadership	Business Leadership	3 Days	Suva	10.03.21	12.03.21	\$300.00
U1010	Legal	Developing Effective Investigation Skills	1 Day	Suva	10.03.21	10.03.21	\$300.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	10.03.21	12.03.21	\$250.00
S5001	Information Technology	MS Excel Fundamentals	1 Day	Suva	12.03.21	12.03.21	\$150.00
U1039	Quality Management	Writing Standard Operating Procedures	1 Day	Suva	12.03.21	12.03.21	\$200.00
U1044	Finance	Debt Collection Tactics and Strategies	1 day	Nadi	13.03.21	13.03.21	\$200.00
S2713	Work Health & Safety	Workplace Ergonomics	1 day	Lautoka	16.03.21	16.03.21	\$200.00
S2320	Leadership	Workplace Leadership	2 evenings	Lautoka	16.03.21	17.03.21	\$250.00
S2805	Education & Training	The Practical Trainer	3 Days	Suva	16.03.21	18.03.21	\$300.00
S2420	Quality Management	Critical Thinking	2 days	Nadi	18.03.21	19.03.21	\$250.00
T9623	Business Administration	Administrative Office Procedures	1 Day	Suva	18.03.21	18.03.21	\$200.00
S2320	Leadership	Workplace Leadership	1 day	Labasa	19.03.21	19.03.21	\$200.00
S2403	Leadership	Emotional Intelligence	1 Day	Suva	19.03.21	19.03.21	\$200.00
S2313	Project Management	Project Management Advanced	1 Day	Suva	19.03.21	19.03.21	\$200.00
S2114	Marketing & Sales	Customer Service Training	1 day	Nadi	20.03.21	20.03.21	\$200.00
S2114	Marketing & Sales	Customer Service Training	1 day	Labasa	20.03.21	20.03.21	\$200.00
S2315	Project Management	Project Management Fundamentals	1 day	Lautoka	22.03.21	22.03.21	\$200.00
U1028	Procurement & Supply	Strategic Procurement	2 days	Nadi	22.03.21	23.03.21	\$250.00
U1014	Secretarial Skills	Event Management for Office Professionals	2 Day	Suva	23.03.21	24.03.21	\$300.00
S2502	Marketing & Sales	Marketing with Social Media	2 days	Lautoka	24.03.21	25.03.21	\$250.00

S2401	Business Communication	Advanced Business Writing	1 Day	Suva	24.03.21	24.03.21	\$200.00
S5028	Information Technology	Power BI	2 Day	Suva	25.03.21	26.03.21	\$300.00
S2114	Marketing & Sales	Customer Service Training	1 Day	Suva	26.03.21	26.03.21	\$200.00
U1049	Procurement & Supply	Effective Sourcing	1 day	Suva	27.03.21	27.03.21	\$200.00
U1023	Work Health & Safety	OHS Module 5- Development of OHSMS	1 day	Lautoka	29.03.21	29.03.21	\$200.00
c0425	Web Development	Introduction to HTML and CSS coding I	2 Day	Suva	29.03.21	30.03.21	\$250.00
U1047	Procurement & Supply	Effective Tendering	2 days	Nadi	29.03.21	30.03.21	\$250.00
U1032	Work Health & Safety	Working in a Confined Space	1 day	Lautoka	31.03.21	31.03.21	\$200.00
U1031	Work Health & Safety	Working at Heights & Confined Space	1 Day	Suva	31.03.21	31.03.21	\$200.00

APRIL

CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
U1020	Work Health & Safety	Managing OHS	1 day	Lautoka	06.04.21	06.04.21	\$200.00
S2409	Business Administration	Skills for the Admin Assistant	1 Day	Suva	06.04.21	06.04.21	\$200.00
S2320	Leadership	Leadership Skills for Supervisors	1 day	Nadi	09.04.21	09.04.21	\$200.00
T4554	Marketing & Sales	Marketing Essentials	1 day	Nadi	10.04.21	10.04.21	\$200.00
S2320	Leadership	Workplace Leadership	1 Day	Suva	10.04.21	10.04.21	\$200.00
U1039	Quality Management	Writing Standard Operating Procedures	1 day	Lautoka	12.04.21	12.04.21	\$200.00
P2019	Human Resource	CPD in Workplace Counselling	5 Evenings / 1 day	Lautoka	12.04.21	17.04.21	\$995.00
U1047	Procurement & Supply	Effective Tendering	2 days	Suva	12.04.21	13.04.21	\$250.00
U1001	Work Health & Safety	Accident Incident Investigation	1 day	Lautoka	14.04.21	14.04.21	\$200.00
S5002	Information Technology	MS Excel Intermediate	2 Day	Suva	14.04.21	15.04.21	\$200.00
S2419	Business Communication	Writing Reports and Proposals	2 Day	Suva	15.04.21	16.04.21	\$250.00
S2310	Leadership	Developing High Performance Teams	1 Day	Suva	15.04.21	15.04.21	\$200.00
U1016	Finance	Forensic Accounting	1 Day	Suva	17.04.21	17.04.21	\$300.00
U1021	Work Health & Safety	Occupational Hygiene	2 days	Lautoka	19.04.21	20.04.21	\$250.00
U1040	Secretarial Skills	The Professional Executive Secretary Programme	2 Days	Suva	20.04.21	21.04.21	\$400.00
U1026	Human Resource	Practical Labour Law for Fijian Managers (ERA)	1 day	Lautoka	22.04.21	22.04.21	\$200.00
S2302	Leadership	Coaching and Mentoring	2 Days	Suva	22.04.21	23.04.21	\$200.00
S2437	Project Management	Project Planning	1 Day	Suva	22.04.21	22.04.21	\$200.00
U1041	Web Development	Basic Web Development	2 Days	Suva	22.04.21	23.04.21	\$300.00
U1010	Legal	Developing Effective Investigation Skills	1 day	Nadi	23.04.21	23.04.21	\$300.00
U1051	Procurement & Supply	Retail Procurement & Effective Consumer Response	1 day	Suva	23.04.21	23.04.21	\$200.00
U1001	Work Health & Safety	Accident Incident Investigation	1 day	Labasa	24.04.21	24.04.21	\$200.00
U1021	Work Health & Safety	Occupational Hygiene	2 days	Labasa	26.04.21	27.04.21	\$250.00
U1008	Human Resource	Counselling Skills Essentials for Teachers	2 days	Nadi	27.04.21	28.04.21	\$250.00
S2405	Business Communication	Communication Strategies	1 Day	Suva	27.04.21	28.04.21	\$250.00
U1050	Procurement & Supply	International Logistics	2 days	Lautoka	26.04.21	27.04.21	\$250.00
U1035	Legal	Drafting Contracts and Legal Documents	2 Days	Suva	28.04.21	29.04.21	\$300.00
U1025	Work Health & Safety	OHS Module III & IV	2 Days	Suva	29.04.21	30.04.21	\$250.00
S2314	Project Management	Project Management Intermediate	1 day	Nadi	31.04.21	31.04.21	\$200.00

MAY

CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
S2317	Quality Management	Risk Management	1 day	Nadi	03.05.21	03.05.21	\$200.00
T6255	Human Resource	Employee Recruitment	1 Day	Suva	03.05.21	03.05.21	\$200.00
S2114	Marketing & Sales	Customer Service Training	1 Day	Suva	03.05.21	03.05.21	\$200.00
U1042	Web Development	Advanced Web Development	2 Days	Suva	04.05.21	05.05.21	\$300.00
S2810	Human Resource	Measuring Training Results	1 day	Lautoka	05.05.21	05.05.21	\$200.00
S2403	Leadership	Emotional Intelligence	2 evenings	Lautoka	05.05.21	06.05.21	\$200.00
U1043	Business Administration	Management Fundamentals	1 Day	Suva	06.05.21	07.05.21	\$300.00

U1034	Legal	Contract Negotiation	1 Day	Suva	07.05.21	07.05.21	\$300.00
U1007	Work Health & Safety	Control of Hazardous Substance	1 day	Lautoka	10.05.21	10.05.21	\$200.00
S2409	Business Administration	Skills for the Admin Assistant	2 Days	Suva	11.05.21	12.05.21	\$250.00
S5003	Information Technology	MS Excel Advanced	2 Day	Suva	11.05.21	12.05.21	\$250.00
S2109	Human Resource	Talent Management	2 evenings	Nadi	12.05.21	13.05.21	\$200.00
T5236	Business Administration	Administrative Support	1 Day	Suva	13.05.21	13.05.21	\$200.00
S2416	Business Communication	Business Writing that Works	2 Days	Suva	13.05.21	14.05.21	\$250.00
U1004	Education & Training	Child Care	1 day	Nadi	14.05.21	14.05.21	\$200.00
S2717	Quality Management	Knowledge Management	1 day	Lautoka	15.05.21	15.05.21	\$200.00
U1045	Finance	Financial Statement Analysis and Interpretation	1 Day	Suva	15.05.21	15.05.21	\$300.00
S2301	Leadership	Business Leadership	3 days	Lautoka	17.05.21	19.05.21	\$250.00
U1028	Procurement & Supply	Strategic Procurement	2 days	Lautoka	17.05.21	18.05.21	\$250.00
S2420	Quality Management	Critical Thinking	2 Days	Suva	18.05.21	19.05.21	\$250.00
T4044	Business Administration	Archiving and Records Management	1 Day	Suva	19.05.21	19.05.21	\$200.00
U1036	Legal	Investigation Fraud	1 Day	Suva	20.05.21	20.05.21	\$300.00
S2302	Leadership	Coaching and Mentoring	1 Day	Suva	21.05.21	21.05.21	\$200.00
MOS5013	Project Management	MS Projects - Part 1	1 Day	Suva	21.05.21	21.05.21	\$200.00
S2403	Leadership	Emotional Intelligence	1 day	Labasa	22.05.21	22.05.21	\$200.00
U1006	Legal	Contract Law	1 day	Lautoka	22.05.21	22.05.21	\$200.00
S2313	Project Management	Project Management - Advanced	1 day	Nadi	24.05.21	24.05.21	\$200.00
U1050	Procurement & Supply	International Logistics	2 days	Suva	24.05.21	25.05.21	\$250.00
S2320	Leadership	Workplace Leadership	2 Days	Suva	26.05.21	27.05.21	\$200.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	26.05.21	28.05.21	\$250.00
T1033	Marketing & Sales	Customer Support	1 Day	Suva	27.05.21	27.05.21	\$200.00
S2005	Marketing & Sales	Selling Smarter	1 day	Nadi	31.05.21	31.05.21	\$200.00

JUNE

CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
S2405	Business Communication	Communication Strategies	2 days	Nadi	01.06.21	02.06.21	\$250.00
S2111	Human Resource	Conducting Effective Performance Review	1 Day	Suva	01.06.21	01.06.21	\$200.00
T6685	Marketing & Sales	Sales Fundamentals	1 Day	Suva	01.06.21	01.06.21	\$200.00
S2320	Leadership	Workplace Leadership	1 Day	Suva	02.06.21	02.06.21	\$200.00
U1044	Finance	Debt Collection Tactics and Strategies	1 Day	Suva	03.06.21	03.06.21	\$300.00
S5001	Information Technology	MS Excel Fundamentals	1 Day	Suva	04.06.21	04.06.21	\$150.00
S2315	Project Management	Project Management Fundamentals	1 Day	Suva	04.06.21	04.06.21	\$200.00
S2405	Business Communication	Communication Strategies	2 days	Labasa	07.06.21	08.06.21	\$250.00
P2019	Human Resource	CPD in Workplace Counselling	3 days	Lautoka	07.06.21	09.06.21	\$200.00
U1025	Work Health & Safety	OHS Modules III & IV	2 days	Labasa	09.06.21	10.06.21	\$250.00
U1025	Work Health & Safety	OHS Modules III & IV	2 days	Lautoka	10.06.21	11.06.21	\$250.00
U1026	Human Resource	Practical Labour Law for Fijian Managers (ERA)	1 Day	Suva	10.06.21	10.06.21	\$300.00
S2403	Leadership	Emotional Intelligence	2 Days	Suva	10.06.21	11.06.21	\$200.00
T2955	Quality Management	Lean Process and Six Sigma	2 Days	Suva	10.06.21	11.06.21	\$250.00
T2418	Business Administration	Organisational Skills	1 Day	Suva	11.06.21	11.06.21	\$200.00
U1016	Finance	Forensic Accounting	1 day	Nadi	12.06.21	12.06.21	\$200.00
U1015	Finance	Finance for Non-Financial Personnel	1 Day	Suva	12.06.21	12.06.21	\$300.00
S2302	Leadership	Coaching & Mentoring	1 day	Lautoka	14.06.21	14.06.21	\$200.00
U1019	Procurement & Supply	Inventory Management	2 days	Lautoka	14.06.21	15.06.21	\$250.00
S2114	Marketing & Sales	Customer Service Training	1 Day	Suva	15.06.21	15.06.21	\$200.00
U1035	Legal	Drafting Contracts and Legal Documents	2 Days	Suva	16.06.21	17.06.21	\$300.00
S2320	Leadership	Workplace Leadership	2 evenings	Nadi	17.06.21	18.06.21	\$200.00
S2401	Business Administration	Advanced Writing Skills	1 Day	Suva	18.06.21	18.06.21	\$200.00

S2310	Leadership	Developing High Performance Teams	1 Day	Suva	18.06.21	18.06.21	\$200.00
U1029	Procurement & Supply	Strategic Supply Chain Management	1 day	Lautoka	19.06.21	19.06.21	\$200.00
S2805	Education & Training	The Practical Trainer	3 Days	Suva	22.06.21	24.06.21	\$300.00
S2301	Leadership	Business Leadership	3 Days	Suva	23.06.21	25.06.21	\$300.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	23.06.21	25.06.21	\$250.00
S2419	Business Communication	Writing Reports & Proposals	2 days	Nadi	24.06.21	25.06.21	\$250.00
S2328	Business Administration	Conversational Leadership	1 Day	Suva	25.06.21	25.06.21	\$200.00
U1005	Human Resource	Collective Bargaining	1 day	Lautoka	26.06.21	26.06.21	\$200.00
U1028	Procurement & Supply	Strategic Procurement	2 days	Suva	28.06.21	29.06.21	\$250.00

JULY

CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
C0410f	Information Technology	Computer Basics	1 Day	Suva	01.07.21	01.07.21	\$150.00
T6685	Marketing & Sales	Sales Fundamentals	1 Day	Suva	01.07.21	01.07.21	\$200.00
T4850	Secretarial Skills	Telephone Etiquette and Frontline Reception Skills	1 Day	Suva	01.07.21	01.07.21	\$200.00
S2428	Leadership	Self Leadership	1 Day	Suva	02.07.21	02.07.21	\$200.00
S2809	Education & Training	Developing Training Needs Analysis	1 Day	Suva	02.07.21	02.07.21	\$200.00
S2401	Business Communication	Business Writing Skills - Advanced	1 day	Nadi	03.07.21	03.07.21	\$200.00
S2311	Procurement & Supply	Inventory Management	1 day	Nadi	05.07.21	05.07.21	\$200.00
S2403	Leadership	Emotional Intelligence	1 day	Lautoka	07.07.21	07.07.21	\$200.00
S2323	Business Communication	Managing Difficult Conversations	1 Day	Suva	07.07.21	07.07.21	\$200.00
T2841	Human Resource	Fundamentals of HRM	3 Days	Suva	07.07.21	09.07.21	\$300.00
T4554	Marketing & Sales	Marketing Essentials	1 Day	Suva	09.07.21	09.07.21	\$200.00
S2314	Project Management	Project Management Intermediate	1 Day	Suva	09.07.21	09.07.21	\$200.00
S2729	Work Health & Safety	Planning for Workplace Safety	1 day	Lautoka	10.07.21	10.07.21	\$200.00
U1043	Business Administration	Management Fundamentals	2 days	Lautoka	12.07.21	13.07.21	\$250.00
S2005	Marketing & Sales	Professional Selling	1 Day	Suva	12.07.21	12.07.21	\$200.00
T2287	Business Communication	Public Speaking	2 Days	Suva	13.07.21	14.07.21	\$250.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	14.07.21	16.07.21	\$250.00
S2419	Business Communication	Writing Reports and Proposals	2 Days	Suva	15.07.21	16.07.21	\$250.00
U1026	Human Resource	Practical Labour Law for Fijian Managers (ERA)	1 day	Lautoka	16.07.21	16.07.21	\$200.00
U1034	Legal	Contract Negotiation	1 day	Nadi	17.07.21	17.07.21	\$200.00
U1008	Human Resource	Counselling Skills Essentials for Teachers	4 Evenings	Lautoka	19.07.21	22.07.21	\$200.00
U1019	Procurement & Supply	Inventory Management	2 days	Suva	19.07.21	20.07.21	\$250.00
S2401	Business Communication	Business Writing Skills - Advanced	1 day	Labasa	20.07.21	20.07.21	\$200.00
S2320	Leadership	Workplace Leadership	1 Day	Suva	20.07.21	20.07.21	\$200.00
U1043	Business Administration	Management Fundamentals	2 days	Labasa	21.07.21	22.07.21	\$250.00
T1033	Marketing & Sales	Customer Support	1 Day	Suva	21.07.21	21.07.21	\$200.00
S5004	Information Technology	PowerPivot	2 Days	Suva	22.07.21	23.07.21	\$300.00
T4044	Business Administration	Archiving & Records Management	1 day	Lautoka	24.07.21	24.07.21	\$200.00
S2314	Project Management	Project Management - Intermediate	1 day	Nadi	26.07.21	26.07.21	\$200.00
U1002	Finance	Accounting for Payables	1 Day	Suva	26.07.21	26.07.21	\$300.00
U1047	Procurement & Supply	Effective Tendering	2 days	Lautoka	26.07.21	27.07.21	\$250.00
S2409	Business Administration	Skills for the Admin Assistant	1 Day	Suva	27.07.21	27.07.21	\$200.00
U1040	Secretarial Skills	The Professional Executive Secretary Programme	2 Days	Suva	28.07.21	29.07.21	\$400.00
c0425	Web Development	Introduction to HTML and CSS coding I	2 Days	Suva	28.07.21	29.07.21	\$300.00
S2302	Leadership	Coaching and Mentoring	1 Day	Suva	29.07.21	29.07.21	\$200.00
S2311	Procurement & Supply	Inventory Management	1 day	Labasa	30.07.21	30.07.21	\$200.00
U1032	Work Health & Safety	Working in a Confined Space	1 day	Nadi	30.07.21	30.07.21	\$200.00
S2812	Business Administration	English for Workplace Communication	1 Day	Suva	30.07.21	30.07.21	\$200.00
S2110	Human Resource	Business Succession Planning	1 Day	Suva	30.07.21	30.07.21	\$200.00

U1031	Work Health & Safety	Working at Heights & Confined Space	1 Day	Suva	30.07.21	30.07.21	\$200.00
AUGUST							
CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
U1046	Hospitality & Tourism	Handling Guest Compliants	1 day	Lautoka	02.08.21	02.08.21	\$200.00
T4044	Business Administration	Archiving and Records Management	1 Day	Suva	03.08.21	03.08.21	\$200.00
S5001	Information Technology	MS Excel Fundamentals	1 Day	Suva	03.08.21	03.08.21	\$150.00
S2428	Leadership	Self-Leadership	1 day	Nadi	04.08.21	04.08.21	\$200.00
U1024	Work Health & Safety	OHS Modules I & II	3 Days	Suva	04.08.21	06.08.21	\$250.00
U1043	Business Administration	Management Fundamentals	2 Days	Suva	05.08.21	06.08.21	\$300.00
S2320	Leadership	Workplace Leadership	1 Day	Suva	06.08.21	06.08.21	\$200.00
U1013	Human Resource	Enterprise Bargaining	1 day	Lautoka	07.08.21	07.08.21	\$200.00
U1012	Education & Training	Elderly Care	1 day	Nadi	07.08.21	07.08.21	\$200.00
S2301	Leadership	Business Leadership	3 days	Lautoka	09.08.21	11.08.21	\$300.00
T6361	Marketing & Sales	Social Media Marketing	2 Days	Suva	10.08.21	11.08.21	\$300.00
U1014	Secretarial Skills	Event Management for Office Professionals	2 Days	Suva	10.08.21	11.08.21	\$300.00
U1016	Finance	Forensic Accounting	1 Day	Suva	11.08.21	11.08.21	\$300.00
T9623	Business Administration	Administrative Office Procedures	1 Day	Suva	12.08.21	12.08.21	\$200.00
S2416	Business Communication	Business Writing that Works	2 Days	Suva	12.08.21	13.08.21	\$250.00
S5003	Information Technology	MS Excel Advanced	2 Days	Suva	12.08.21	13.08.21	\$250.00
S2109	Human Resource	Talent Management	1 day	Lautoka	13.08.21	13.08.21	\$200.00
S2313	Project Management	Project Management Advanced	1 Day	Suva	13.08.21	13.08.21	\$200.00
U1052	Procurement & Supply	Services Procurement	1 day	Lautoka	13.08.21	13.08.21	\$200.00
P2019	Human Resource	CPD in Workplace Counselling	5 Evenings / 1 day	Lautoka	16.08.21	21.08.21	\$995.00
U1047	Procurement & Supply	Effective Tendering	2 days	Suva	16.08.21	17.08.21	\$250.00
S2805	Education & Training	The Practical Trainer	3 Days	Suva	17.08.21	19.08.21	\$300.00
S2310	Leadership	Developing High Performance Teams	1 Day	Suva	18.08.21	18.08.21	\$200.00
S5028	Information Technology	Power BI	2 Days	Suva	19.08.21	20.08.21	\$300.00
S2301	Leadership	Business Leadership	3 days	Labasa	23.08.21	25.08.21	\$300.00
U1051	Procurement & Supply	Retail Procurement & Effective Consumer Response	1 day	Nadi	23.08.21	24.08.21	\$200.00
S2403	Leadership	Emotional Intelligence	1 day	Nadi	25.08.21	25.08.21	\$200.00
c0426	Web Development	Introduction to HTML and CSS coding II	2 Days	Suva	25.08.21	26.08.21	\$250.00
U1038	Quality Management	Root Cause Anaylisis	1 Day	Suva	26.08.21	26.08.21	\$200.00
U1025	Work Health & Safety	OHS Modules III & IV	2 Days	Suva	26.08.21	27.08.21	\$250.00
S2313	Project Management	Project Management - Advanced	1 day	Lautoka	27.08.21	27.08.21	\$200.00
U1010	Legal	Developing Effective Investigation Skills	1 Day	Suva	27.08.21	27.08.21	\$300.00
U1013	Human Resource	Enterprise Bargaining	1 day	Labasa	28.08.21	28.08.21	\$200.00
S2310	Leadership	Developing High Performance Teams	2 days	Nadi	30.08.21	31.08.21	\$250.00
SEPTEMBER							
CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
S2405	Business Communication	Communication Strategies	2 Days	Suva	01.09.21	02.09.21	\$250.00
S2409	Business Administration	Skills for Admin Assistants	1 day	Nadi	02.09.21	02.09.21	\$200.00
S2701	Business Administration	Business Ethics for the Office	1 Day	Suva	02.09.21	02.09.21	\$200.00
S5002	Information Technology	MS Excel Intermediate	2 Days	Suva	02.09.21	03.09.21	\$200.00
T6255	Human Resource	Employee Recruitment	1 Day	Suva	03.09.21	03.09.21	\$200.00
S2403	Leadership	Emotional Intelligence	1 Day	Suva	03.09.21	03.09.21	\$200.00
U1045	Finance	Financial Statement Analysis & Interpretation	1 day	Lautoka	04.09.21	04.09.21	\$200.00
T2955	Quality Management	Lean Process & Six Sigma	2 days	Lautoka	09.09.21	10.09.21	\$250.00
U1039	Quality Management	Writing Standard Operating Procedures	1 Day	Suva	09.09.21	09.09.21	\$200.00
U1041	Web Development	Basic Web Development	2 Days	Suva	09.09.21	10.09.21	\$300.00

S2409	Business Administration	Skills for Admin Assistants	1 day	Labasa	10.09.21	10.09.21	\$200.00
U1034	Legal	Cyber Crime & Fraud	1 day	Nadi	13.09.21	13.09.21	\$200.00
U1028	Procurement & Supply	Strategic Procurement	2 days	Suva	13.09.21	14.09.21	\$250.00
U1027	Business Communication	Speech Writing	1 day	Nadi	15.09.21	15.09.21	\$200.00
S2320	Leadership	Workplace Leadership	2 Days	Suva	15.09.21	16.09.21	\$200.00
T5236	Business Administration	Administrative Support	1 Day	Suva	16.09.21	16.09.21	\$200.00
U1011	Marketing & Sales	Digital Marketing - Foundation	2 days	Lautoka	17.09.21	18.09.21	\$250.00
S2437	Project Management	Project Planning	1 Day	Suva	17.09.21	17.09.21	\$200.00
U1002	Finance	Accounting for Payables	1 day	Labasa	18.09.21	18.09.21	\$200.00
U1045	Finance	Financial Statement Analysis and Interpretation	1 Day	Suva	18.09.21	18.09.21	\$300.00
S2320	Leadership	Leadership Skills for Supervisors	1 day	Lautoka	22.09.21	22.09.21	\$200.00
S2801	Education & Training	Advanced Skills for the Practical Trainer	1 Day	Suva	22.09.21	22.09.21	\$200.00
S2401	Business Communication	Advanced Business Writing	1 Day	Suva	23.09.21	23.09.21	\$200.00
U1011	Marketing & Sales	Digital Marketing - Foundation	2 days	Labasa	24.09.21	25.09.21	\$250.00
U1036	Legal	Investigation Fraud	1 Day	Suva	24.09.21	24.09.21	\$300.00
U1002	Finance	Accounting for Payables	1 day	Lautoka	25.09.21	25.09.21	\$200.00
U1038	Quality Management	Root Cause Analysis	1 day	Nadi	27.09.21	27.09.21	\$200.00
U1028	Procurement & Supply	Strategic Procurement	2 days	Nadi	27.09.21	28.09.21	\$250.00
T2955	Quality Management	Lean Process and Six Sigma	2 Days	Suva	28.09.21	29.09.21	\$300.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	28.09.21	30.09.21	\$250.00
S2114	Marketing & Sales	Customer Service Training	1 Day	Suva	29.09.21	29.09.21	\$200.00
S2302	Leadership	Coaching and Mentoring	1 Day	Suva	30.09.21	30.09.21	\$200.00

OCTOBER

CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
S2111	Human Resource	Conducting Effective Performance Review	1 Day	Suva	01.10.21	01.10.21	\$200.00
U1024	Work Health & Safety	OHS Modules I & II	3 days	Nadi	04.10.21	06.10.21	\$250.00
S5003	Information Technology	MS Excel Advanced	2 Days	Suva	04.10.21	05.10.21	\$250.00
S2409	Business Administration	Skills for the Admin Assistant	1 Day	Suva	05.10.21	05.10.21	\$200.00
U1024	Work Health & Safety	OHS Modules I & II	3 days	Labasa	06.10.21	08.10.21	\$250.00
T4044	Business Administration	Archiving and Records Management	1 Day	Suva	06.10.21	06.10.21	\$200.00
U1026	Human Resource	Practical Labour Law for Fijian Managers (ERA)	1 day	Nadi	07.10.21	07.10.21	\$200.00
U1043	Business Administration	Management Fundamentals	2 Days	Suva	07.10.21	08.10.21	\$300.00
U1042	Web Development	Advanced Web Development	2 Days	Suva	07.10.21	08.10.21	\$300.00
S2320	Leadership	Workplace Leadership	1 Day	Suva	08.10.21	08.10.21	\$200.00
U1029	Procurement & Supply	Supply Chain Management	1 day	Lautoka	08.10.21	08.10.21	\$200.00
S2713	Human Resource	Workplace Ergonomics	1 day	Labasa	09.10.21	09.10.21	\$200.00
U1047	Procurement & Supply	Effective Tendering	2 days	Nadi	11.10.21	12.10.21	\$250.00
U1026	Human Resource	Practical Labour Law for Fijian Managers (ERA)	1 Day	Suva	12.10.21	12.10.21	\$300.00
S2717	Quality Management	Knowledge Management	1 Day	Suva	14.10.21	14.10.21	\$300.00
U1034	Legal	Contract Negotiation	1 day	Lautoka	15.10.21	15.10.21	\$200.00
MOS5014	Project Management	MS Projects - Part 2	1 Day	Suva	15.10.21	15.10.21	\$200.00
U1040	Secretarial Skills	The Professional Executive Secretary Programme	2 Days	Suva	19.10.21	20.10.21	\$400.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	20.10.21	22.10.21	\$250.00
P2019	Human Resource	CPD in Workplace Counselling	3 days	Nadi	21.10.21	23.10.21	\$995.00
U1014	Secretarial Skills	Event Management for Office Professionals	2 days	Labasa	21.10.21	22.10.21	\$250.00
S2419	Business Communication	Writing Reports and Proposals	2 Days	Suva	21.10.21	22.10.21	\$300.00
U1053	Procurement & Supply	Strategic Sourcing & Supplier Relationship	2 days	Suva	25.10.21	26.10.21	\$250.00
U1014	Secretarial Skills	Event Management for Office Professionals	2 days	Lautoka	26.10.21	27.10.21	\$250.00
S2403	Leadership	Emotional Intelligence	1 day	Lautoka	29.10.21	29.10.21	\$200.00
U1029	Procurement & Supply	Supply Chain Management	1 day	Suva	29.10.21	29.10.21	\$200.00

S2713	Work Health & Safety	Workplace Ergonomics	1 day	Nadi	30.10.21	30.10.21	\$200.00
NOVEMBER							
CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
U1022	Work Health & Safety	OHS Committee -Refresher	1 day	Nadi	01.11.21	01.11.21	\$200.00
S2110	Human Resource	Business Succession Planning	1 Day	Suva	03.11.21	03.11.21	\$200.00
S2302	Leadership	Coaching and Mentoring	1 Day	Suva	05.11.21	05.11.21	\$200.00
S2328	Business Communication	Conversational Leadership	1 day	Nadi	08.11.21	08.11.21	\$200.00
U1022	Work Health & Safety	OHS Committee -Refresher	1 day	Labasa	08.11.21	08.11.21	\$200.00
S5002	Information Technology	MS Excel- ntermediate	2 Days	Suva	08.11.21	09.11.21	\$200.00
U1047	Procurement & Supply	Effective Tendering	2 days	Suva	08.11.21	09.11.21	\$250.00
U1023	Work Health & Safety	OHS Module 5- Development of OHSMS	1 day	Lautoka	09.11.21	09.11.21	\$200.00
S2805	Education & Training	The Practical Trainer	3 days	Lautoka	10.11.21	12.11.21	\$300.00
U1024	Work Health & Safety	OHS Module I & II	3 Days	Suva	10.11.21	12.11.21	\$250.00
T2418	Business Administration	Organisational Skills	1 Day	Suva	11.11.21	11.11.21	\$200.00
S2320	Leadership	Workplace Leadership	1 Day	Suva	11.11.21	12.11.21	\$200.00
S2328	Business Communication	Conversational Leadership	1 Day	Suva	12.11.21	12.11.21	\$200.00
U1028	Procurement & Supply	Strategic Procurement	1 day	Nadi	13.11.21	13.11.21	\$200.00
U1011	Marketing & Sales	Digital Marketing - Foundation	2 days	Lautoka	15.11.21	16.11.21	\$250.00
S2805	Education & Training	The Practical Trainer	3 Days	Suva	17.11.21	19.11.21	\$300.00
T2418	Business Administration	Organisational Skills	1 day	Nadi	18.11.21	18.11.21	\$200.00
S2420	Quality Management	Critical Thinking	2 Days	Suva	18.11.21	19.11.21	\$300.00
S2110	Human Resource	Succession Planning	1 day	Lautoka	19.11.21	19.11.21	\$200.00
P2019	Human Resource	CPD in Workplace Counselling	5 Evenings/1 day	Nadi	22.11.21	27.11.21	\$995.00
U1054	Procurement & Supply	Transportation Management	2 days	Nadi	22.11.21	23.11.21	\$250.00
S2403	Leadership	Emotional Intelligence	1 Day	Suva	23.11.21	23.11.21	\$200.00
T2841	Human Resource	Fundamentals of HRM	3 Days	Suva	24.11.21	26.11.21	\$300.00
U1023	Work Health & Safety	OHS Module 5- Development of OHSMS	1 day	Lautoka	29.11.21	29.11.21	\$200.00
T2418	Business Administration	Organisational Skills	1 day	Labasa	30.11.21	30.11.21	\$200.00
DECEMBER							
CODE	CATEGORY	COURSE	DURATION	VENUE	START	END	FEE
U1055	Procurement & Supply	Warehousing Management	2 days	Suva	06.12.21	07.12.21	\$250.00
U1028	Procurement & Supply	Strategic Procurement	2 days	Suva	13.12.21	14.12.21	\$250.00

If you have any questions, please do not hesitate to ask us. Please also call us or email us before visiting to make sure that you will be served with our best services.

GENERAL ENQUIRIES

331 2297 / 331 2193

CENTRAL DIVISON

Naomi Coalala
 Manager – Business Development
 naomi.coalala@usp.ac.fj

WESTERN & NORTHERN DIVISON

Vishal Parkas
 Marketing & Admin Officer
 vishal.parkas@usp.ac.fj

1. COURSES BY CATEGORY

BUSINESS ADMINISTRATION							
CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
S2409	Skills for the Admin Assistant	1 Day	Suva	22.01.21	22.01.21	\$200.00	January
S2812	English for Workplace Communication	1 Day	Suva	29.01.21	29.01.21	\$200.00	January
S2701	Business Ethics for the Office	1 Day	Suva	04.02.21	04.02.21	\$200.00	February
S2409	Skills for the Admin Assistant	2 Days	Suva	24.02.21	25.02.21	\$200.00	February
T4044	Archiving and Records Management	1 Day	Suva	26.02.21	26.02.21	\$200.00	February
S2701	Business Ethics for Office	1 day	Nadi	01.03.21	01.03.21	\$200.00	March
U1043	Management Fundamentals	2 Days	Suva	04.03.21	05.03.21	\$300.00	March
T9623	Administrative Office Procedures	1 Day	Suva	18.03.21	18.03.21	\$200.00	March
S2409	Skills for the Admin Assistant	1 Day	Suva	06.04.21	06.04.21	\$200.00	April
U1043	Management Fundamentals	1 Day	Suva	06.05.21	07.05.21	\$300.00	May
S2409	Skills for the Admin Assistant	2 Days	Suva	11.05.21	12.05.21	\$250.00	May
T5236	Administrative Support	1 Day	Suva	13.05.21	13.05.21	\$200.00	May
T4044	Archiving and Records Management	1 Day	Suva	19.05.21	19.05.21	\$200.00	May
T2418	Organisational Skills	1 Day	Suva	11.06.21	11.06.21	\$200.00	June
S2401	Advanced Writing Skills	1 Day	Suva	18.06.21	18.06.21	\$200.00	June
S2328	Conversational Leadership	1 Day	Suva	25.06.21	25.06.21	\$200.00	June
U1043	Management Fundamentals	2 days	Lautoka	12.07.21	13.07.21	\$250.00	July
U1043	Management Fundamentals	2 days	Labasa	21.07.21	22.07.21	\$250.00	July
T4044	Archiving & Records Management	1 day	Lautoka	24.07.21	24.07.21	\$200.00	July
S2409	Skills for the Admin Assistant	1 Day	Suva	27.07.21	27.07.21	\$200.00	July
S2812	English for Workplace Communication	1 Day	Suva	30.07.21	30.07.21	\$200.00	July
T4044	Archiving and Records Management	1 Day	Suva	03.08.21	03.08.21	\$200.00	August
U1043	Management Fundamentals	2 Days	Suva	05.08.21	06.08.21	\$300.00	August
T9623	Administrative Office Procedures	1 Day	Suva	12.08.21	12.08.21	\$200.00	August
S2409	Skills for Admin Assistants	1 day	Nadi	02.09.21	02.09.21	\$200.00	September
S2701	Business Ethics for the Office	1 Day	Suva	02.09.21	02.09.21	\$200.00	September
S2409	Skills for Admin Assistants	1 day	Labasa	10.09.21	10.09.21	\$200.00	September
T5236	Administrative Support	1 Day	Suva	16.09.21	16.09.21	\$200.00	September
S2409	Skills for the Admin Assistant	1 Day	Suva	05.10.21	05.10.21	\$200.00	October
T4044	Archiving and Records Management	1 Day	Suva	06.10.21	06.10.21	\$200.00	October
U1043	Management Fundamentals	2 Days	Suva	07.10.21	08.10.21	\$300.00	October
T2418	Organisational Skills	1 Day	Suva	11.11.21	11.11.21	\$200.00	November
T2418	Organisational Skills	1 day	Nadi	18.11.21	18.11.21	\$200.00	November
T2418	Organisational Skills	1 day	Labasa	30.11.21	30.11.21	\$200.00	November
BUSINESS COMMUNICATION							
CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
S2419	Writing Reports and Proposals	2 Days	Suva	27.01.21	28.01.21	\$300.00	January
S2416	Business Writing that Works	2 Days	Suva	11.02.21	12.02.21	\$250.00	February
S2323	Managing Difficult Conversations	1 Day	Suva	26.02.21	26.02.21	\$200.00	February
T2287	Public Speaking	2 Days	Suva	04.03.21	05.03.21	\$250.00	March

S2401	Business Writing Skills - Essentials	2 days	Labasa	09.03.21	10.03.21	\$250.00	March
S2401	Business Writing Skills - Essentials	2 days	Nadi	09.03.21	10.03.21	\$250.00	March
S2401	Advanced Business Writing	1 Day	Suva	24.03.21	24.03.21	\$200.00	March
S2419	Writing Reports and Proposals	2 Day	Suva	15.04.21	16.04.21	\$250.00	April
S2405	Communication Strategies	1 Day	Suva	27.04.21	28.04.21	\$250.00	April
S2416	Business Writing that Works	2 Days	Suva	13.05.21	14.05.21	\$250.00	May
S2405	Communication Strategies	2 days	Nadi	01.06.21	02.06.21	\$250.00	June
S2405	Communication Strategies	2 days	Labasa	07.06.21	08.06.21	\$250.00	June
S2419	Writing Reports & Proposals	2 days	Nadi	24.06.21	25.06.21	\$250.00	June
S2401	Business Writing Skills - Advanced	1 day	Nadi	03.07.21	03.07.21	\$200.00	July
S2323	Managing Difficult Conversations	1 Day	Suva	07.07.21	07.07.21	\$200.00	July
T2287	Public Speaking	2 Days	Suva	13.07.21	14.07.21	\$250.00	July
S2419	Writing Reports and Proposals	2 Days	Suva	15.07.21	16.07.21	\$250.00	July
S2401	Business Writing Skills - Advanced	1 day	Labasa	20.07.21	20.07.21	\$200.00	July
S2416	Business Writing that Works	2 Days	Suva	12.08.21	13.08.21	\$250.00	August
S2405	Communication Strategies	2 Days	Suva	01.09.21	02.09.21	\$250.00	September
U1027	Speech Writing	1 day	Nadi	15.09.21	15.09.21	\$200.00	September
S2401	Advanced Business Writing	1 Day	Suva	23.09.21	23.09.21	\$200.00	September
S2419	Writing Reports and Proposals	2 Days	Suva	21.10.21	22.10.21	\$300.00	October
S2328	Conversational Leadership	1 day	Nadi	08.11.21	08.11.21	\$200.00	November
S2328	Conversational Leadership	1 Day	Suva	12.11.21	12.11.21	\$200.00	November

EDUCATION

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
S2809	Developing Training Needs Analysis	1 Day	Suva	10.02.21	10.02.21	\$200.00	February
S2802	Developing your Training Programme	1 day	Nadi	12.02.21	12.02.21	\$200.00	February
S2805	The Practical Trainer	3 Days	Suva	16.03.21	18.03.21	\$300.00	March
U1004	Child Care	1 day	Nadi	14.05.21	14.05.21	\$200.00	May
S2805	The Practical Trainer	3 Days	Suva	22.06.21	24.06.21	\$300.00	June
S2809	Developing Training Needs Analysis	1 Day	Suva	02.07.21	02.07.21	\$200.00	July
U1012	Elderly Care	1 day	Nadi	07.08.21	07.08.21	\$200.00	August
S2805	The Practical Trainer	3 Days	Suva	17.08.21	19.08.21	\$300.00	August
S2801	Advanced Skills for the Practical Trainer	1 Day	Suva	22.09.21	22.09.21	\$200.00	September
S2805	The Practical Trainer	3 days	Lautoka	10.11.21	12.11.21	\$300.00	November
S2805	The Practical Trainer	3 Days	Suva	17.11.21	19.11.21	\$300.00	November

FINANCE

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
U1015	Finance for Non-Financial Personnel	1 Day	Suva	30.01.21	30.01.21	\$300.00	January
U1044	Debt Collection Tactics and Strategies	1 Day	Suva	06.02.21	06.02.21	\$300.00	February
U1002	Accounting for Payables	1 Day	Suva	06.03.21	06.03.21	\$300.00	March
U1044	Debt Collection Tactics and Strategies	1 day	Nadi	13.03.21	13.03.21	\$200.00	March
U1016	Forensic Accounting	1 Day	Suva	17.04.21	17.04.21	\$300.00	April
U1045	Financial Statement Analysis and Interpretation	1 Day	Suva	15.05.21	15.05.21	\$300.00	May
U1044	Debt Collection Tactics and Strategies	1 Day	Suva	03.06.21	03.06.21	\$300.00	June
U1016	Forensic Accounting	1 day	Nadi	12.06.21	12.06.21	\$200.00	June

U1015	Finance for Non-Financial Personnel	1 Day	Suva	12.06.21	12.06.21	\$300.00	June
U1002	Accounting for Payables	1 Day	Suva	26.07.21	26.07.21	\$300.00	July
U1016	Forensic Accounting	1 Day	Suva	11.08.21	11.08.21	\$300.00	August
U1045	Financial Statement Analysis & Interpretation	1 day	Lautoka	04.09.21	04.09.21	\$200.00	September
U1002	Accounting for Payables	1 day	Labasa	18.09.21	18.09.21	\$200.00	September
U1045	Financial Statement Analysis and Interpretation	1 Day	Suva	18.09.21	18.09.21	\$300.00	September
U1002	Accounting for Payables	1 day	Lautoka	25.09.21	25.09.21	\$200.00	September

HUMAN RESOURCES

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
U1008	Counselling Skills Essentials for Teachers	2 days	Lautoka	13.01.21	14.01.21	\$200.00	January
U1008	Counselling Skills Essentials for Teachers	4 Evenings	Lautoka	26.01.21	29.01.21	\$250.00	January
T6255	Employee Recruitment	1 day	Nadi	06.02.21	06.02.21	\$200.00	February
P2019	CPD in Workplace Counselling	5 Evenings/1 Day	Lautoka	15.02.21	20.02.21	\$995.00	February
U1026	Practical Labour Law for Fijian Managers (ERA)	1 Day	Suva	17.02.21	17.02.21	\$300.00	February
U1008	Counselling Skills Essentials for Teachers	2 evenings/1 day	Nadi	25.02.21	27.02.21	\$200.00	February
U1026	Practical Labour Law for Fijian Managers (ERA)	1 day	Labasa	27.02.21	27.02.21	\$200.00	February
T2841	Fundamentals of HRM	2 Days	Suva	02.03.21	04.03.21	\$300.00	March
P2019	CPD in Workplace Counselling	5 Evenings / 1 day	Lautoka	12.04.21	17.04.21	\$995.00	April
U1026	Practical Labour Law for Fijian Managers (ERA)	1 day	Lautoka	22.04.21	22.04.21	\$200.00	April
U1008	Counselling Skills Essentials for Teachers	2 days	Nadi	27.04.21	28.04.21	\$250.00	April
T6255	Employee Recruitment	1 Day	Suva	03.05.21	03.05.21	\$200.00	May
S2810	Measuring Training Results	1 day	Lautoka	05.05.21	05.05.21	\$200.00	May
S2109	Talent Management	2 evenings	Nadi	12.05.21	13.05.21	\$200.00	May
S2111	Conducting Effective Performance Review	1 Day	Suva	01.06.21	01.06.21	\$200.00	June
P2019	CPD in Workplace Counselling	3 days	Lautoka	07.06.21	09.06.21	\$200.00	June
U1026	Practical Labour Law for Fijian Managers (ERA)	1 Day	Suva	10.06.21	10.06.21	\$300.00	June
U1005	Collective Bargaining	1 day	Lautoka	26.06.21	26.06.21	\$200.00	June
T2841	Fundamentals of HRM	3 Days	Suva	07.07.21	09.07.21	\$300.00	July
U1026	Practical Labour Law for Fijian Managers (ERA)	1 day	Lautoka	16.07.21	16.07.21	\$200.00	July
U1008	Counselling Skills Essentials for Teachers	4 Evenings	Lautoka	19.07.21	22.07.21	\$200.00	July
S2110	Business Succession Planning	1 Day	Suva	30.07.21	30.07.21	\$200.00	July
U1013	Enterprise Bargaining	1 day	Lautoka	07.08.21	07.08.21	\$200.00	August
S2109	Talent Management	1 day	Lautoka	13.08.21	13.08.21	\$200.00	August
P2019	CPD in Workplace Counselling	5 Evenings / 1 day	Lautoka	16.08.21	21.08.21	\$995.00	August
U1013	Enterprise Bargaining	1 day	Labasa	28.08.21	28.08.21	\$200.00	August
T6255	Employee Recruitment	1 Day	Suva	03.09.21	03.09.21	\$200.00	September
S2111	Conducting Effective Performance Review	1 Day	Suva	01.10.21	01.10.21	\$200.00	October
U1026	Practical Labour Law for Fijian Managers (ERA)	1 day	Nadi	07.10.21	07.10.21	\$200.00	October
S2713	Workplace Ergonomics	1 day	Labasa	09.10.21	09.10.21	\$200.00	October
U1026	Practical Labour Law for Fijian Managers (ERA)	1 Day	Suva	12.10.21	12.10.21	\$300.00	October
P2019	CPD in Workplace Counselling	3 days	Nadi	21.10.21	23.10.21	\$995.00	October
S2110	Business Succession Planning	1 Day	Suva	03.11.21	03.11.21	\$200.00	November
S2110	Succession Planning	1 day	Lautoka	19.11.21	19.11.21	\$200.00	November
P2019	CPD in Workplace Counselling	5 Evenings/1 day	Nadi	22.11.21	27.11.21	\$995.00	November
T2841	Fundamentals of HRM	3 Days	Suva	24.11.21	26.11.21	\$300.00	November

INFORMATION TECHNOLOGY							
CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
S5002	MS Excel Intermediate	2 Days	Suva	28.01.21	29.01.21	\$200.00	January
C0410f	Computer Basics	1 Day	Suva	03.02.21	03.02.21	\$150.00	February
S5003	MS Excel Advanced	2 Days	Suva	11.02.21	12.02.21	\$250.00	February
S5001	MS Excel Fundamentals	2 days	Nadi	18.02.21	19.02.21	\$100.00	February
S5004	PowerPivot	2 Days	Suva	18.02.21	19.02.21	\$300.00	February
S5001	MS Excel Fundamentals	1 Day	Suva	12.03.21	12.03.21	\$150.00	March
S5028	Power BI	2 Day	Suva	25.03.21	26.03.21	\$300.00	March
S5002	MS Excel Intermediate	2 Day	Suva	14.04.21	15.04.21	\$200.00	April
S5003	MS Excel Advanced	2 Day	Suva	11.05.21	12.05.21	\$250.00	May
S5001	MS Excel Fundamentals	1 Day	Suva	04.06.21	04.06.21	\$150.00	June
C0410f	Computer Basics	1 Day	Suva	01.07.21	01.07.21	\$150.00	July
S5004	PowerPivot	2 Days	Suva	22.07.21	23.07.21	\$300.00	July
S5001	MS Excel Fundamentals	1 Day	Suva	03.08.21	03.08.21	\$150.00	August
S5003	MS Excel Advanced	2 Days	Suva	12.08.21	13.08.21	\$250.00	August
S5028	Power BI	2 Days	Suva	19.08.21	20.08.21	\$300.00	August
S5002	MS Excel Intermediate	2 Days	Suva	02.09.21	03.09.21	\$200.00	September
S5003	MS Excel Advanced	2 Days	Suva	04.10.21	05.10.21	\$250.00	October
S5002	MS Excel- ntermediate	2 Days	Suva	08.11.21	09.11.21	\$200.00	November
LEADERSHIP							
CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
S2428	Self Leadership	1 Day	Suva	25.01.21	25.01.21	\$200.00	January
S2320	Workplace Leadership	2 Day	Suva	26.01.21	27.02.21	\$200.00	January
S2302	Coaching and Mentoring	2 Days	Suva	04.02.21	05.02.21	\$200.00	February
S2310	Developing High Performance Teams	1 Day	Suva	15.02.21	15.02.21	\$200.00	February
S2403	Emotional Intelligence	1 Day	Suva	19.02.21	19.02.21	\$200.00	February
S2302	The Professional Supervisor	2 days	Lautoka	23.02.21	24.02.21	\$250.00	February
S2320	Workplace Leadership	1 Day	Suva	26.02.21	26.02.21	\$200.00	February
S2320	Workplace Leadership	2 Days	Suva	04.03.21	05.03.21	\$200.00	March
S2301	Business Leadership	3 Days	Suva	10.03.21	12.03.21	\$300.00	March
S2320	Workplace Leadership	2 evenings	Lautoka	16.03.21	17.03.21	\$250.00	March
S2320	Workplace Leadership	1 day	Labasa	19.03.21	19.03.21	\$200.00	March
S2403	Emotional Intelligence	1 Day	Suva	19.03.21	19.03.21	\$200.00	March
S2320	Leadership Skills for Supervisors	1 day	Nadi	09.04.21	09.04.21	\$200.00	April
S2320	Workplace Leadership	1 Day	Suva	10.04.21	10.04.21	\$200.00	April
S2310	Developing High Performance Teams	1 Day	Suva	15.04.21	15.04.21	\$200.00	April
S2302	Coaching and Mentoring	2 Days	Suva	22.04.21	23.04.21	\$200.00	April
S2403	Emotional Inteligence	2 evenings	Lautoka	05.05.21	06.05.21	\$200.00	May
S2301	Business Leadership	3 days	Lautoka	17.05.21	19.05.21	\$250.00	May
S2302	Coaching and Mentoring	1 Day	Suva	21.05.21	21.05.21	\$200.00	May
S2403	Emotional Inteligence	1 day	Labasa	22.05.21	22.05.21	\$200.00	May
S2320	Workplace Leadership	2 Days	Suva	26.05.21	27.05.21	\$200.00	May
S2320	Workplace Leadership	1 Day	Suva	02.06.21	02.06.21	\$200.00	June

S2403	Emotional Intelligence	2 Days	Suva	10.06.21	11.06.21	\$200.00	June
S2302	Coaching & Mentoring	1 day	Lautoka	14.06.21	14.06.21	\$200.00	June
S2320	Workplace Leadership	2 evenings	Nadi	17.06.21	18.06.21	\$200.00	June
S2310	Developing High Performance Teams	1 Day	Suva	18.06.21	18.06.21	\$200.00	June
S2301	Business Leadership	3 Days	Suva	23.06.21	25.06.21	\$300.00	June
S2428	Self Leadership	1 Day	Suva	02.07.21	02.07.21	\$200.00	July
S2403	Emotional Intelligence	1 day	Lautoka	07.07.21	07.07.21	\$200.00	July
S2320	Workplace Leadership	1 Day	Suva	20.07.21	20.07.21	\$200.00	July
S2302	Coaching and Mentoring	1 Day	Suva	29.07.21	29.07.21	\$200.00	July
S2428	Self-Leadership	1 day	Nadi	04.08.21	04.08.21	\$200.00	August
S2320	Workplace Leadership	1 Day	Suva	06.08.21	06.08.21	\$200.00	August
S2301	Business Leadership	3 days	Lautoka	09.08.21	11.08.21	\$300.00	August
S2310	Developing High Performance Teams	1 Day	Suva	18.08.21	18.08.21	\$200.00	August
S2301	Business Leadership	3 days	Labasa	23.08.21	25.08.21	\$300.00	August
S2403	Emotional Intelligence	1 day	Nadi	25.08.21	25.08.21	\$200.00	August
S2310	Developing High Performance Teams	2 days	Nadi	30.08.21	31.08.21	\$250.00	August
S2403	Emotional Intelligence	1 Day	Suva	03.09.21	03.09.21	\$200.00	September
S2320	Workplace Leadership	2 Days	Suva	15.09.21	16.09.21	\$200.00	September
S2320	Leadership Skills for Supervisors	1 day	Lautoka	22.09.21	22.09.21	\$200.00	September
S2302	Coaching and Mentoring	1 Day	Suva	30.09.21	30.09.21	\$200.00	September
S2320	Workplace Leadership	1 Day	Suva	08.10.21	08.10.21	\$200.00	October
S2403	Emotional Intelligence	1 day	Lautoka	29.10.21	29.10.21	\$200.00	October
S2302	Coaching and Mentoring	1 Day	Suva	05.11.21	05.11.21	\$200.00	November
S2320	Workplace Leadership	1 Day	Suva	11.11.21	12.11.21	\$200.00	November
S2403	Emotional Intelligence	1 Day	Suva	23.11.21	23.11.21	\$200.00	November

LEGAL

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
U1034	Contract Negotiation	1 Day	Suva	10.02.21	10.02.21	\$300.00	February
U1035	Drafting Contracts & Legal Documents	2 days	Lautoka	17.02.21	18.02.21	\$300.00	February
U1010	Developing Effective Investigation Skills	1 Day	Suva	10.03.21	10.03.21	\$300.00	March
U1010	Developing Effective Investigation Skills	1 day	Nadi	23.04.21	23.04.21	\$300.00	April
U1035	Drafting Contracts and Legal Documents	2 Days	Suva	28.04.21	29.04.21	\$300.00	April
U1034	Contract Negotiation	1 Day	Suva	07.05.21	07.05.21	\$300.00	May
U1036	Investigation Fraud	1 Day	Suva	20.05.21	20.05.21	\$300.00	May
U1006	Contract Law	1 day	Lautoka	22.05.21	22.05.21	\$200.00	May
U1035	Drafting Contracts and Legal Documents	2 Days	Suva	16.06.21	17.06.21	\$300.00	June
U1034	Contract Negotiation	1 day	Nadi	17.07.21	17.07.21	\$200.00	July
U1010	Developing Effective Investigation Skills	1 Day	Suva	27.08.21	27.08.21	\$300.00	August
U1034	Cyber Crime & Fraud	1 day	Nadi	13.09.21	13.09.21	\$200.00	September
U1036	Investigation Fraud	1 Day	Suva	24.09.21	24.09.21	\$300.00	September
U1034	Contract Negotiation	1 day	Lautoka	15.10.21	15.10.21	\$200.00	October

MARKETING

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
T6685	Sales Fundamentals	1 Day	Suva	27.01.21	27.01.21	\$200.00	January

S2114	Customer Service Training	1 Day	Suva	02.02.21	02.02.21	\$200.00	February
T6685	Sales Fundamentals	1 day	Lautoka	10.02.21	10.02.21	\$200.00	February
T4554	Marketing Essentials	1 Day	Suva	11.02.21	11.02.21	\$200.00	February
T6361	Social Media Marketing	2 Days	Suva	09.03.21	10.03.21	\$300.00	March
S2114	Customer Service Training	1 day	Nadi	20.03.21	20.03.21	\$200.00	March
S2114	Customer Service Training	1 day	Labasa	20.03.21	20.03.21	\$200.00	March
S2502	Marketing with Social Media	2 days	Lautoka	24.03.21	25.03.21	\$250.00	March
S2114	Customer Service Training	1 Day	Suva	26.03.21	26.03.21	\$200.00	March
T4554	Marketing Essentials	1 day	Nadi	10.04.21	10.04.21	\$200.00	April
S2114	Customer Service Training	1 Day	Suva	03.05.21	03.05.21	\$200.00	May
T1033	Customer Support	1 Day	Suva	27.05.21	27.05.21	\$200.00	May
S2005	Selling Smarter	1 day	Nadi	31.05.21	31.05.21	\$200.00	May
T6685	Sales Fundamentals	1 Day	Suva	01.06.21	01.06.21	\$200.00	June
S2114	Customer Service Training	1 Day	Suva	15.06.21	15.06.21	\$200.00	June
T6685	Sales Fundamentals	1 Day	Suva	01.07.21	01.07.21	\$200.00	July
T4554	Marketing Essentials	1 Day	Suva	09.07.21	09.07.21	\$200.00	July
S2005	Professional Selling	1 Day	Suva	12.07.21	12.07.21	\$200.00	July
T1033	Customer Support	1 Day	Suva	21.07.21	21.07.21	\$200.00	July
T6361	Social Media Marketing	2 Days	Suva	10.08.21	11.08.21	\$300.00	August
U1011	Digital Marketing - Foundation	2 days	Lautoka	17.09.21	18.09.21	\$250.00	September
U1011	Digital Marketing - Foundation	2 days	Labasa	24.09.21	25.09.21	\$250.00	September
S2114	Customer Service Training	1 Day	Suva	29.09.21	29.09.21	\$200.00	September
U1011	Digital Marketing - Foundation	2 days	Lautoka	15.11.21	16.11.21	\$250.00	November

PROJECT MANAGEMENT

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
S2315	Project Management Fundamentals	1 Day	Suva	28.01.21	28.01.21	\$200.00	January
S2314	Project Management Intermediate	1 Day	Suva	26.02.21	26.02.21	\$200.00	February
S2313	Project Management Advanced	1 Day	Suva	19.03.21	19.03.21	\$200.00	March
S2315	Project Management Fundamentals	1 day	Lautoka	22.03.21	22.03.21	\$200.00	March
S2437	Project Planning	1 Day	Suva	22.04.21	22.04.21	\$200.00	April
S2314	Project Management Intermediate	1 day	Nadi	31.04.21	31.04.21	\$200.00	April
MOS5013	MS Projects - Part 1	1 Day	Suva	21.05.21	21.05.21	\$200.00	May
S2313	Project Management - Advanced	1 day	Nadi	24.05.21	24.05.21	\$200.00	May
S2315	Project Management Fundamentals	1 Day	Suva	04.06.21	04.06.21	\$200.00	June
S2314	Project Management Intermediate	1 Day	Suva	09.07.21	09.07.21	\$200.00	July
S2314	Project Management - Intermediate	1 day	Nadi	26.07.21	26.07.21	\$200.00	July
S2313	Project Management Advanced	1 Day	Suva	13.08.21	13.08.21	\$200.00	August
S2313	Project Management - Advanced	1 day	Lautoka	27.08.21	27.08.21	\$200.00	August
S2437	Project Planning	1 Day	Suva	17.09.21	17.09.21	\$200.00	September
MOS5014	MS Projects - Part 2	1 Day	Suva	15.10.21	15.10.21	\$200.00	October

PROCUREMENT & SUPPLY

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
U1052	Services Procurement	1 day	Suva	19.02.21	19.02.21	\$200.00	February
U1049	Effective Sourcing	1 day	Lautoka	26.02.21	26.02.21	\$200.00	February

U1049	Effective Sourcing	1 day	Suva	27.03.21	27.03.21	\$200.00	March
U1047	Effective Tendering	2 days	Nadi	29.03.21	30.03.21	\$250.00	March
U1028	Strategic Procurement	2 days	Nadi	22.03.21	23.03.21	\$250.00	March
U1047	Effective Tendering	2 days	Suva	12.04.21	13.04.21	\$250.00	April
U1050	International Logistics	2 days	Lautoka	26.04.21	27.04.21	\$250.00	April
U1051	Retail Procurement & Effective Consumer Response	1 day	Suva	23.04.21	23.04.21	\$200.00	April
U1050	International Logistics	2 days	Suva	24.05.21	25.05.21	\$250.00	May
U1028	Strategic Procurement	2 days	Lautoka	17.05.21	18.05.21	\$250.00	May
U1028	Strategic Procurement	2 days	Suva	28.06.21	29.06.21	\$250.00	June
U1019	Inventory Management	2 days	Lautoka	14.06.21	15.06.21	\$250.00	June
U1019	Inventory Management	2 days	Suva	19.07.21	20.07.21	\$250.00	July
U1047	Effective Tendering	2 days	Lautoka	26.07.21	27.07.21	\$250.00	July
U1047	Effective Tendering	2 days	Suva	16.08.21	17.08.21	\$250.00	August
U1051	Retail Procurement & Effective Consumer Response	1 day	Nadi	23.08.21	24.08.21	\$200.00	August
U1052	Services Procurement	1 day	Lautoka	13.08.21	13.08.21	\$200.00	August
U1028	Strategic Procurement	2 days	Nadi	27.09.21	28.09.21	\$250.00	September
U1028	Strategic Procurement	2 days	Suva	13.09.21	14.09.21	\$250.00	September
U1029	Supply Chain Management	1 day	Lautoka	08.10.21	08.10.21	\$200.00	October
U1029	Supply Chain Management	1 day	Suva	29.10.21	29.10.21	\$200.00	October
U1053	Strategic Sourcing & Supplier Relationship	2 days	Suva	25.10.21	26.10.21	\$250.00	October
U1047	Effective Tendering	2 days	Nadi	11.10.21	12.10.21	\$250.00	October
U1047	Effective Tendering	2 days	Suva	08.11.21	09.11.21	\$250.00	November
U1054	Transportation Management	2 days	Nadi	22.11.21	23.11.21	\$250.00	November
U1055	Warehousing Management	2 days	Suva	06.12.21	07.12.21	\$250.00	December
U1028	Strategic Procurement	2 days	Suva	13.12.21	14.12.21	\$250.00	December

QUALITY

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
U1038	Root Cause Analysis	1 Day	Suva	25.02.21	25.02.21	\$200.00	February
U1039	Writing Standard Operating Procedures	1 Day	Suva	12.03.21	12.03.21	\$200.00	March
S2420	Critical Thinking	2 days	Nadi	18.03.21	19.03.21	\$250.00	March
U1039	Writing Standard Operating Procedures	1 day	Lautoka	12.04.21	12.04.21	\$200.00	April
S2317	Risk Management	1 day	Nadi	03.05.21	03.05.21	\$200.00	May
S2717	Knowledge Management	1 day	Lautoka	15.05.21	15.05.21	\$200.00	May
S2420	Critical Thinking	2 Days	Suva	18.05.21	19.05.21	\$250.00	May
T2955	Lean Process and Six Sigma	2 Days	Suva	10.06.21	11.06.21	\$250.00	June
U1038	Root Cause Analysis	1 Day	Suva	26.08.21	26.08.21	\$200.00	August
T2955	Lean Process & Six Sigma	2 days	Lautoka	09.09.21	10.09.21	\$250.00	September
U1039	Writing Standard Operating Procedures	1 Day	Suva	09.09.21	09.09.21	\$200.00	September
U1038	Root Cause Analysis	1 day	Nadi	27.09.21	27.09.21	\$200.00	September
T2955	Lean Process and Six Sigma	2 Days	Suva	28.09.21	29.09.21	\$300.00	September
S2717	Knowledge Management	1 Day	Suva	14.10.21	14.10.21	\$300.00	October
S2420	Critical Thinking	2 Days	Suva	18.11.21	19.11.21	\$300.00	November

SECRETARIAL

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
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T4850	Telephone Etiquette and Frontline Reception Skills	1 Day	Suva	05.02.21	05.02.21	\$200.00	February
U1040	The Professional Executive Secretary Programme	2 Days	Suva	17.02.21	18.02.21	\$400.00	February
U1014	Event Management for Office Professionals	2 Day	Suva	23.03.21	24.03.21	\$300.00	March
U1040	The Professional Executive Secretary Programme	2 Days	Suva	20.04.21	21.04.21	\$400.00	April
T4850	Telephone Etiquette and Frontline Reception Skills	1 Day	Suva	01.07.21	01.07.21	\$200.00	July
U1040	The Professional Executive Secretary Programme	2 Days	Suva	28.07.21	29.07.21	\$400.00	July
U1014	Event Management for Office Professionals	2 Days	Suva	10.08.21	11.08.21	\$300.00	August
U1040	The Professional Executive Secretary Programme	2 Days	Suva	19.10.21	20.10.21	\$400.00	October
U1014	Event Management for Office Professionals	2 days	Labasa	21.10.21	22.10.21	\$250.00	October
U1014	Event Management for Office Professionals	2 days	Lautoka	26.10.21	27.10.21	\$250.00	October

WEB DEVELOPMENT

Code	Course	Duration	Venue	Start	End	Fee	Month
c0425	Introduction to HTML and CSS coding I	2 Days	Suva	24.02.21	25.02.21	\$250.00	February
U1018	Graphic Design for Beginners	2 days	Nadi	08.03.21	09.03.21	\$250.00	March
c0425	Introduction to HTML and CSS coding I	2 Day	Suva	29.03.21	30.03.21	\$250.00	March
U1041	Basic Web Development	2 Days	Suva	22.04.21	23.04.21	\$300.00	April
U1042	Advanced Web Development	2 Days	Suva	04.05.21	05.05.21	\$300.00	May
c0425	Introduction to HTML and CSS coding I	2 Days	Suva	28.07.21	29.07.21	\$300.00	July
c0426	Introduction to HTML and CSS coding II	2 Days	Suva	25.08.21	26.08.21	\$250.00	August
U1041	Basic Web Development	2 Days	Suva	09.09.21	10.09.21	\$300.00	September
U1042	Advanced Web Development	2 Days	Suva	07.10.21	08.10.21	\$300.00	October

WORK HEALTH & SAFETY

CODE	COURSE	DURATION	VENUE	START	END	FEE	MONTH
U1024	OHS Module I & II	3 Days	Suva	27.02.21	29.01.21	\$250.00	January
U1020	Managing OHS	1 day	Nadi	29.01.21	29.01.21	\$200.00	January
U1024	OHS Modules I & II	3 days	Lautoka	03.02.21	05.02.21	\$250.00	February
U1024	OHS Module I & II	3 Days	Suva	17.02.21	19.02.21	\$250.00	February
U1031	Working at Heights	1 day	Lautoka	22.02.21	22.02.21	\$200.00	February
U1024	OHS Modules I & II	3 days	Labasa	24.02.21	26.02.21	\$250.00	February
U1022	OHS Committee - Refresher	1 day	Lautoka	25.02.21	25.02.21	\$200.00	February
U1024	OHS Modules I & II	3 days	Nadi	03.03.21	05.03.21	\$250.00	March
U1024	OHS Module I & II	3 Days	Suva	10.03.21	12.03.21	\$250.00	March
S2713	Workplace Ergonomics	1 day	Lautoka	16.03.21	16.03.21	\$200.00	March
U1023	OHS Module 5- Development of OHSMS	1 day	Lautoka	29.03.21	29.03.21	\$200.00	March
U1032	Working in a Confined Space	1 day	Lautoka	31.03.21	31.03.21	\$200.00	March
U1031	Working at Heights & Confined Space	1 Day	Suva	31.03.21	31.03.21	\$200.00	March
U1020	Managing OHS	1 day	Lautoka	06.04.21	06.04.21	\$200.00	April
U1001	Accident Incident Investigation	1 day	Lautoka	14.04.21	14.04.21	\$200.00	April
U1021	Occupational Hygiene	2 days	Lautoka	19.04.21	20.04.21	\$250.00	April
U1001	Accident Incident Investigation	1 day	Labasa	24.04.21	24.04.21	\$200.00	April
U1021	Occupational Hygiene	2 days	Labasa	26.04.21	27.04.21	\$250.00	April
U1025	OHS Module III & IV	2 Days	Suva	29.04.21	30.04.21	\$250.00	April
U1007	Control of Hazardous Substance	1 day	Lautoka	10.05.21	10.05.21	\$200.00	May
U1024	OHS Module I & II	3 Days	Suva	26.05.21	28.05.21	\$250.00	May

U1025	OHS Modules III & IV	2 days	Labasa	09.06.21	10.06.21	\$250.00	June
U1025	OHS Modules III & IV	2 days	Lautoka	10.06.21	11.06.21	\$250.00	June
U1024	OHS Module I & II	3 Days	Suva	23.06.21	25.06.21	\$250.00	June
S2729	Planning for Workplace Safety	1 day	Lautoka	10.07.21	10.07.21	\$200.00	July
U1024	OHS Module I & II	3 Days	Suva	14.07.21	16.07.21	\$250.00	July
U1032	Working in a Confined Space	1 day	Nadi	30.07.21	30.07.21	\$200.00	July
U1031	Working at Heights & Confined Space	1 Day	Suva	30.07.21	30.07.21	\$200.00	July
U1024	OHS Modules I & II	3 Days	Suva	04.08.21	06.08.21	\$250.00	August
U1025	OHS Modules III & IV	2 Days	Suva	26.08.21	27.08.21	\$250.00	August
U1024	OHS Module I & II	3 Days	Suva	28.09.21	30.09.21	\$250.00	September
U1024	OHS Modules I & II	3 days	Nadi	04.10.21	06.10.21	\$250.00	October
U1024	OHS Modules I & II	3 days	Labasa	06.10.21	08.10.21	\$250.00	October
U1024	OHS Module I & II	3 Days	Suva	20.10.21	22.10.21	\$250.00	October
S2713	Workplace Ergonomics	1 day	Nadi	30.10.21	30.10.21	\$200.00	October
U1022	OHS Committee -Refresher	1 day	Nadi	01.11.21	01.11.21	\$200.00	November
U1022	OHS Committee -Refresher	1 day	Labasa	08.11.21	08.11.21	\$200.00	November
U1023	OHS Module 5- Development of OHSMS	1 day	Lautoka	09.11.21	09.11.21	\$200.00	November
U1024	OHS Module I & II	3 Days	Suva	10.11.21	12.11.21	\$250.00	November
U1023	OHS Module 5- Development of OHSMS	1 day	Lautoka	29.11.21	29.11.21	\$200.00	November

If you have any questions, please do not hesitate to ask us. Please also call us or email us before visiting to make sure that you will be served with our best services.

GENERAL ENQUIRIES

331 2297 / 331 2193

CENTRAL DIVISON

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WESTERN & NORTHERN DIVISON

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