

**Workforce Development
 Training Unit (WDTU)**
Training Calendar 2023 - Fiji

Business Administration	Code	Duration	Mode	Venue	Start	End	Fee
The Professional Executive Secretary	U1040	2 days	On Campus	Suva	13.02.23	14.02.23	\$300.00
Auditing for Internal Fraud	U1009	1 day	On Campus	Suva	25.02.23	25.02.23	\$400.00
Finance for Non-Finance Personnel	U1015	2 evenings	Virtual	Virtual	07.03.23	08.03.23	\$300.00
Root cause Analysis	U1038	2 evenings	Virtual	Virtual	16.03.23	17.03.23	\$200.00
Forensic Accounting	U1016	1 day	On Campus	Suva	25.03.23	25.03.23	\$400.00
Finance for Non-Finance Personnel	U1015	1 day	On Campus	Nadi	29.04.23	29.04.23	\$300.00
Forensic Accounting	U1016	1 day	On Campus	Nadi	10.06.23	10.06.23	\$400.00
Finance for Non-Finance Personnel	U1015	1 day	On Campus	Nadi	04.09.23	04.09.23	\$300.00
Certificate of Professional Development in Business Administration	P2001	24 Weeks	Online	Online	Anytime		\$400.00
Business Communication	Code	Duration	Mode	Venue	Start	End	Fee
Business Writing Skills - Essentials	S2416	2 Days	On Campus	Suva	08.02.23	09.02.23	\$300.00
Business Writing Skills - Advanced	S2401	1 Day	On Campus	Suva	26.04.23	26.04.23	\$200.00
Writing Reports and Proposals	S2419	1 day	On Campus	Suva	28.06.23	28.06.23	\$200.00
Certificate of Professional Development in Business Communication	P2002	24 Weeks	Online	Online	Anytime		\$400.00
Certificate of Professional Development in Business Writing	P2003	24 Weeks	Online	Online	Anytime		\$400.00
Care & Counselling	Code	Duration	Mode	Venue	Start	End	Fee
Child Protection Essentials	U1049	1 day	On Campus	Suva	11.03.23	11.03.23	\$200.00
Counselling Skills Essentials for Teachers	U1008	1 day	On Campus	Nadi	25.03.23	25.03.23	\$200.00
Counselling Skills for Child Care Workers	U1049	1 day	On Campus	Suva	15.04.23	15.04.23	\$200.00
Counselling Skills Essentials for Teachers	U1008	1 day	On Campus	Suva	22.04.23	22.04.23	\$200.00
Counselling Skills for Child Care Workers	U1049	1 day	On Campus	Nadi	29.04.23	29.04.23	\$200.00
Inclusive Child Care	U1050	1 day	On Campus	Nadi	20.05.23	20.05.23	\$200.00
Mental Health in the Workplace	U1052	1 day	On Campus	Nadi	25.05.23	25.05.23	\$200.00
Mental Health in the Workplace	U1052	1 day	On Campus	Suva	27.05.23	27.05.23	\$200.00
Mental Health in the Workplace	U1052	1 day	Virtual	Virtual	10.06.23	10.06.23	\$200.00
Kids Club Training	U1091	1 day	On Campus	Suva	17.06.23	17.06.23	\$200.00
Child Protection Essentials	U1049	1 day	On Campus	Lautoka	24.06.23	24.06.23	\$200.00
Counselling Skills Essentials for Teachers	U1008	1 day	On Campus	Lautoka	08.07.23	08.07.23	\$200.00
Counselling Skills Essentials for Teachers	U1008	2 evenings	On Campus	Nadi	24.07.23	25.07.23	\$200.00
Kids Club Training	U1091	1 day	On Campus	Nadi	05.08.23	05.08.23	\$200.00

Child Care Essentials	U1004	1 day	On Campus	Suva	12.08.23	12.08.23	\$200.00
Child Care Essentials	U1004	1 day	On Campus	Ltka	02.09.23	02.09.23	\$200.00
Child Protection Essentials	U1049	1 day	On Campus	Suva	16.09.23	16.09.23	\$200.00
Counselling Skills Essentials for Teachers	U1008	2 evenings	On Campus	Nadi	25.09.23	26.09.23	\$200.00
Counselling Skills for Child Care Workers	U1049	1 day	On Campus	Lautoka	06.10.23	06.10.23	\$200.00
Mental Health in the Workplace	U1052	1 day	On Campus	Suva	28.10.23	28.10.23	\$200.00
Inclusive Child Care	U1050	1 day	On Campus	Lautoka	11.11.23	11.11.23	\$200.00
Child Protection Essentials	U1049	1 day	On Campus	Lautoka	18.11.23	18.11.23	\$200.00
Kids Club Training	U1091	1 day	On Campus	Suva	25.11.23	25.11.23	\$200.00
Certificate of Professional Development in Workplace Counselling	P2019	5 Days	On Campus	Suva	TBC		\$1,200.00
Education and Training	Code	Duration	Mode	Venue	Start	End	Fee
Practical Training Skills - Essentials	S2805	3 days	On Campus	Suva	01.03.23	03.03.23	\$600.00
Developing the Training Program	S2812	1 day	On Campus	Suva	17.03.23	17.03.23	\$200.00
Practical Training Skills - Advanced	S2805	3 days	On Campus	Suva	19.04.23	21.04.23	\$600.00
Mastering Adult Learning Methods	S2813	1 day	On Campus	Suva	27.04.23	27.04.23	\$200.00
Measuring Training Results	S2810	1 day	On Campus	Suva	05.05.23	05.05.23	\$200.00
Facilitation Skills	S2803	2 days	On Campus	Suva	15.05.23	16.05.23	\$300.00
Developing the Training Program	S2802	1 day	On Campus	Lautoka	07.08.23	07.08.23	\$200.00
Mastering Adult Learning Methods	S2813	1 day	On Campus	Lautoka	25.09.23	25.09.23	\$200.00
Certificate of Professional Development in Training & Facilitation	P2018	24 weeks	Online	Online	Anytime		\$400.00
Human Resources	Code	Duration	Mode	Venue	Start	End	Fee
HR for Non-HR Managers	S2304	2 days	On Campus	Suva	27.01.23	28.01.23	\$300.00
Progressive Discipline	s2337	1 day	On Campus	Suva	13.03.23	13.03.23	\$300.00
Diversity, Equality & Inclusion	S2125	1 day	On Campus	Suva	21.04.23	21.04.23	\$300.00
Closing the Generation Gap in the Workplace	S2115	1 day	On Campus	Suva	22.05.23	22.05.23	\$300.00
Corrective Action	S2338	1 day	On Campus	Suva	28.07.23	28.07.23	\$300.00
Coaching & Mentoring	S2302	2 evenings	Virtual	Virtual	30.08.23	31.08.23	\$300.00
HR for Non-HR Managers	S2304	2 days	On Campus	Lautoka	11.09.23	12.09.23	\$300.00
Certificate of Professional Development in Human Resource Generalist	P2008	24 Weeks	Online	Online	Anytime		\$400.00
Information Technology	Code	Duration	Mode	Venue	Start	End	Fee
MS Excel - Foundation	moS5001	1 day	On Campus	Nadi	28.02.23	28.02.23	\$150.00
MS Excel - Foundation	moS5001	1 day	On Campus	Suva	11.03.23	11.03.23	\$150.00
MS Excel Intermediate	moS5002	1 day	On Campus	Nadi	22.04.23	22.04.23	\$150.00
MS Excel - Intermediate	moS5002	1 day	On Campus	Suva	29.04.23	29.04.23	\$150.00
MS Excel - Advance	moS5003	1 day	On Campus	Nadi	31.05.23	31.05.23	\$150.00
Cybersecurity Fundamentals for Employees	S2740	1 day	On Campus	Suva	24.06.23	24.06.23	\$200.00
MS Excel - Advance	moS5003	1 day	On Campus	Suva	30.06.23	30.06.23	\$150.00
Cybersecurity Fundamentals for Employees	S2740	1 day	On Campus	Nadi	30.10.23	30.10.23	\$200.00
Certificate of Professional Development HTML & CSS Coding	P2007	24 Weeks	Online	Online	Anytime		\$400.00

Law	Code	Duration	Mode	Venue	Start	End	Fee
Contract Law	U1006	1 day	On Campus	Suva	04.02.23	04.02.23	\$400.00
Developing Effective Investigation Skills	U1010	1 day	On Campus	Suva	18.03.23	18.03.23	\$400.00
Contract Negotiations	U1034	1 day	On Campus	Suva	22.04.23	22.04.23	\$400.00
Contract Law	U1006	1 day	On Campus	Lautoka	13.05.23	13.05.23	\$400.00
Contract Law	U1006	1 day	On Campus	Suva	17.06.23	17.06.23	\$400.00
Developing Effective Investigation Skills	U1010	1 day	On Campus	Suva	15.07.23	15.07.23	\$400.00
Developing Effective Investigation Skills	U1010	1 day	On Campus	Lautoka	05.08.23	05.08.23	\$400.00
Certificate of Professional Development in Business Law	P2022	6 days	On Campus	Suva	TBC		\$1,200.00
Certificate of Professional Development in Employment Law and Labour Relations	P2023	6 days	On Campus	Suva	TBC		\$1,200.00
Leadership	Code	Duration	Mode	Venue	Start	End	Fee
Leadership Skills for Supervisors	S2320	2 evenings	Virtual	Virtual	22.03.23	23.02.23	\$200.00
Women Leadership	S2330	1 day	On Campus	Suva	08.03.23	08.03.23	\$200.00
Corporate Governance	U1060	1 day	On Campus	Suva	18.03.23	18.03.23	\$300.00
Leadership Development Programme	S2301	3 days	On Campus	Suva	03.04.23	05.04.23	\$600.00
Risk Management	S2317	1 day	On Campus	Suva	17.04.23	17.04.23	\$200.00
Emotional Intelligence	S2403	2 evenings	Virtual	Virtual	24.04.23	25.04.23	\$200.00
Developing High-Performance Teams	S2310	2 evenings	Virtual	Virtual	01.05.23	02.05.23	\$200.00
Sustainable Leadership	U1061	1 day	On Campus	Suva	19.05.23	19.05.23	\$400.00
Self- Leadership	S2428	2 evenings	Virtual	Virtual	26.06.23	27.06.23	\$200.00
Corporate Governance	U1060	1 day	On Campus	Lautoka	01.07.23	01.07.23	\$300.00
Leadership Skills for Supervisors	S2320	2 evenings	Virtual	Virtual	24.07.23	25.07.23	\$200.00
Corporate Governance	U1060	1 day	On Campus	Suva	29.07.23	29.07.23	\$300.00
Sustainable Leadership	U1061	1 day	On Campus	Suva	21.08.23	21.08.23	\$400.00
Developing High-Performance Teams	S2310	2 evenings	Virtual	Virtual	21.09.23	22.09.23	\$200.00
Sustainable Leadership	U1061	1 day	On Campus	Lautoka	04.10.23	04.10.23	\$400.00
Corporate Governance	U1060	1 day	On Campus	Suva	07.10.23	07.10.23	\$300.00
Certificate of Professional Development in Workplace Leadership	P2021	24 weeks	Online	Online	Anytime		\$400.00
Marketing & Sales	Code	Duration	Mode	Venue	Start	End	Fee
Marketing Essentials	U1062	2 evenings	Virtual	Virtual	30.03.23	31.03.23	\$200.00
Critical Elements of Customer Service	S2114	2 evenings	Virtual	Virtual	17.04.23	18.04.23	\$200.00
Selling Smarter	S2005	2 evenings	Virtual	Virtual	27.04.23	28.04.23	\$200.00
Critical Elements of Customer Service	S2114	2 evenings	Virtual	Virtual	27.09.23	28.09.23	\$200.00
Certificate of Professional Development in Customer Service	P2004	24 weeks	Online	Online	Anytime		\$300.00
Certificate of Professional Development in Online Marketing	P2009	24 weeks	Online	Online	Anytime		\$300.00
Certificate of Professional Development in Sales	P2016	24 weeks	Online	Online	Anytime		\$400.00
Project Management	Code	Duration	Mode	Venue	Start	End	Fee
Project Management - Fundamentals	S2315	1 day	On Campus	Suva	24.02.23	24.02.23	\$200.00
Project Management - Advanced	S2313	1 day	On Campus	Suva	31.03.23	31.03.23	\$200.00

Project Management - Fundamentals	S2315	1 day	On Campus	Lautoka	12.05.23	12.05.23	\$200.00
Project Management - Fundamentals	S2315	1 day	On Campus	Suva	19.06.23	19.06.23	\$200.00
Project Management - Advanced	S2313	1 day	On Campus	Suva	27.07.23	27.07.23	\$200.00
Project Management Advanced	S2315	1 day	On Campus	Lautoka	31.07.23	31.07.23	\$200.00
Project Management - Fundamentals	S2315	1 day	On Campus	Suva	18.09.23	18.09.23	\$200.00
Certificate of Professional Development in Project Management	P2014	24 weeks	Online	Online	Anytime		\$400.00
Work Health & Safety	Code	Duration	Mode	Venue	Start	End	Fee
OHS Modules I & II	U1024	3 days	Virtual	Virtual	25.01.23	27.01.23	\$250.00
Working In a Confined Space	U1032	1 day	On Campus	Suva	06.02.23	06.02.23	\$250.00
OHS Modules III & IV	U1025	2 days	Virtual	Virtual	20.02.23	21.02.23	\$250.00
Working at Heights	U1031	1 day	On Campus	Suva	06.03.23	06.03.23	\$250.00
OHS Modules I & II	U1024	3 days	Virtual	Virtual	27.03.23	29.03.23	\$250.00
OHS Modules III & IV	U1025	2 days	Virtual	Virtual	24.04.23	25.04.23	\$250.00
OHS Modules I & II	U1024	3 days	Virtual	Virtual	10.05.23	12.05.23	\$250.00
OHS Refresher Training	U1022	1 day	On Campus	Lautoka	10.06.23	10.06.23	\$250.00
OHS Modules I & II	U1024	3 days	Virtual	Virtual	13.07.23	14.07.23	\$250.00
Hot Works Training	U1069	1 day	On Campus	Suva	21.07.23	21.07.23	\$250.00
OHS Modules III & IV	U1025	2 days	Virtual	Virtual	14.08.23	15.08.23	\$250.00
OHS Modules I & II	U1024	3 days	Virtual	Virtual	23.08.23	25.08.23	\$250.00
OHS Modules I & II	U1024	3 days	Virtual	Virtual	18.09.23	20.09.23	\$250.00
OHS Refresher Training	U1022	1 day	On Campus	Suva	29.09.23	29.09.23	\$250.00
OHS Modules III & IV	U1025	2 days	Virtual	Virtual	23.10.23	24.10.23	\$250.00
Working at Heights	U1031	1 day	On Campus	Suva	30.10.23	30.10.23	\$250.00
OHS Modules I & II	U1024	3 days	Virtual	Virtual	27.11.23	29.11.23	\$250.00
Certificate of Professional Development in Workplace Health & Safety	P2020	24 weeks	Online	Online	Anytime		\$400.00

Please note that the course fee does not include meals. For on-campus sessions, a meal cost of \$20 per head will be added to your invoice. Meal includes morning tea, lunch, and afternoon tea.

Contact:

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Visit www.training.ac.fj for course information.