



The University of the West Indies St. Augustine  
Faculty of Social Sciences

## Professional Development Programmes

### ■ Professional Development Security Programmes

#### Effective Security Management

**Duration:** 3 days

**Start Date:** Monday March 25, 2013

**End Date:** Wednesday March 27, 2013

**Time:** 9.00 a.m. - 4.00 p.m.

**Cost:** \$4500

#### Professional Development Programme for Security Officers

**Duration:** 3 days

**Start Date:** Monday March 25, 2013

**End Date:** Wednesday March 27, 2013

**Time:** 9.00 a.m. - 4.00 p.m.

**Cost:** \$3000

### ■ Business Training for Administrative Professionals

#### Effective Business Writing Workshop

**Duration:** 3 days

**Start Date:** Monday April 8, 2013

**End Date:** Wednesday April 10, 2013

**Time:** 9.00 a.m. - 4.00 p.m.

**Cost:** \$3000

#### Workplace Skills using MS Office WORD, EXCEL & POWERPOINT 2010

**Duration:** 3 days

**Start Date:** Wednesday May 8, 2013

**End Date:** Friday May 10, 2013

**Time:** 9.00 a.m. - 3.00 p.m.

**Cost:** \$2000

### ■ Professional Executive Development Programmes

#### Using SPSS

*Mondays/Tuesdays*

**Duration:** 8 days

**Start Date:** Tuesday April 2, 2013

**End Date:** Monday April 29, 2013

**Time:** 5.00 p.m. - 8.00 p.m.

**Cost:** \$4000

#### Web Development & Content Management

*Saturdays*

**Duration:** 8 days

**Start Date:** Saturday April 6, 2013

**End Date:** Saturday June 1, 2013

**Time:** 1.00 p.m. - 4.00 p.m.

**Cost:** \$2000

FOR FURTHER INFORMATION

645-4533 | 662-2002 Ext. 83654, 83659

Visit [www.sta.uwi.edu/fss](http://www.sta.uwi.edu/fss) and click on Training.