



**Mona School
of Business &
Management**

MSBM The University of the West Indies, Mona

Professional Services Unit

SCHEDULE

EXECUTIVE EDUCATION COURSES

September 2023 to July 2024



ABOUT US

The Professional Services Unit of Mona School of Business and Management offers management consulting services and executive education to business, government and NGOs, nationally and regionally.

The Education and Training Division offers courses in the following portfolios:

1. ***Executive Education Series:*** These courses focus on senior managers and executive development.
2. ***Appreciation Series:*** These courses offer a brief introduction to specialised business topics so persons may understand and choose to go deeper.
3. ***Masterclass Series:*** These courses are offered to finesse personal development and include the fine arts, etiquette, couture, public speaking and items of a higher livity.
4. ***Lifestyle Series:*** This series targets the greying market. The icon of this is a Pre-Retirement Workshop Series offered to firms for employees who will soon retire. This series also offers personal development in other areas.
5. ***Diaspora & Caribbean Series:*** These courses carry dual certification in Jamaica, America or Britain. They are offered in Jamaica, Caribbean diaspora, in these countries and CARICOM countries.
6. ***Customised Training:*** Tailor-made solutions are provided for your business objectives. We design high impact programmes customised to meet the needs of particular firm, government agency or group of employees.

TABLE OF CONTENTS

Principles & Practices of Project Management	4
PMP Exam Prep	5
Programme Management	5
Portfolio Management	5
Enterprise Risk Management	6
Business Analysis Fundamentals	6
Supply Chain Management	7
Business Communication	7
Transformational Leadership in 21st Century	8
Change Management	8
Supervisory Management	9
Finance for Non-financial Managers	9
Fundamentals of Human Resource Management	9
Strategic Human Resource Planning	10
Employee Engagement and Retention	10
Data Protection	10
Conflict Management	11

PRINCIPLES & PRACTICES OF PROJECT MANAGEMENT

CONTACT HOURS: 36

2023

	DATES	TIME	COST
SATURDAYS	<ul style="list-style-type: none"> ● Sept. 2, 9, 16, 23, 30; Oct. 7 ● Nov. 4, 11, 18, 25; Dec. 2, 9 	9:00 a.m. to 4:30 p.m.	\$160,000
SUNDAYS	<ul style="list-style-type: none"> ● Sept. 3, 10, 17, 24; Oct. 1, 8 ● Oct. 1, 8, 15, 22, 29; Nov. 5 	10:00 a.m. to 5:30 p.m.	\$160,000
MON. & WED.	<ul style="list-style-type: none"> ● Sept. 4, 6, 11, 13, 18, 20, 25, 27; Oct. 2, 4, 9, 11 	5:45 p.m. to 9:00 p.m.	\$160,000
FRIDAYS	<ul style="list-style-type: none"> ● Sept. 8, 15, 22, 29; Oct. 6, 13, 20, 27; Nov. 3, 10 	9:00 a.m. to 4:30 p.m.	\$160,000

2024

	DATES	TIME	COST
SATURDAYS	<ul style="list-style-type: none"> ● Jan. 13, 20, 27; Feb. 3, 10, 17 ● Mar. 16, 23, 30; Apr. 6, 13, 20 ● May 11, 18, 25; June 1, 8, 15 	9:00 a.m. to 4:30 p.m.	\$160,000
SUNDAYS	<ul style="list-style-type: none"> ● Feb. 4, 11, 18, 25; Mar. 3, 10 ● Apr. 7, 14, 21, 28; May 5, 12 ● June 2, 9, 16, 23, 30; July 7 	10:00 a.m. to 5:30 p.m.	\$160,000
MON. & WED.	<ul style="list-style-type: none"> ● Feb. 5, 7, 12, 19, 21, 26, 28; Mar. 4, 6, 11, 13, 18 ● May 6, 8, 13, 15, 20, 22, 27, 29; June 3, 5, 10, 12 	5:45 p.m. to 9:00 p.m.	\$160,000
FRIDAYS	<ul style="list-style-type: none"> ● Feb. 2, 9, 16, 23; Mar. 1, 8 ● May 31; June 7, 14, 21, 28; July 5 	9:00 a.m. to 4:30 p.m.	\$160,000

PMP EXAM PREP

CONTACT HOURS: 36

2023

	DATES	TIME	COST
TUES. & THURS	● Oct. 3, 5, 10, 12, 17, 19, 24, 26, 31; Nov. 2, 7, 9	5:45 p.m. to 9:00 p.m.	\$130,000

2024

	DATES	TIME	COST
TUES. & THURS	● Jan. 9, 11, 16, 18, 23, 25, 30; Feb. 1, 6, 8, 13, 15	5:45 p.m. to 9:00 p.m.	\$130,000

PROGRAMME MANAGEMENT

CONTACT HOURS: 12

2024

	DATES	TIME	COST
TUESDAYS	● Mar. 19, 26	9:00 a.m. to 4:30 p.m.	\$50,000

PORTFOLIO MANAGEMENT

CONTACT HOURS: 12

2024

	DATES	TIME	COST
TUESDAYS	● May 7, 14	9:00 a.m. to 4:30 p.m.	\$50,000

●● - Indicates New Stream

ENTERPRISE RISK MANAGEMENT

CONTACT HOURS: 18

2023

	DATES	TIME	COST
WEDNESDAYS	● Oct. 4, 11, 18	9:00 a.m. to 4:30 p.m.	\$80,000

2024

	DATES	TIME	COST
SATURDAYS	● Jan. 27; Feb. 3, 10	9:00 a.m. to 4:30 p.m.	\$80,000
FRIDAYS	● May 10, 17, 24	9:00 a.m. to 4:30 p.m.	\$80,000
WEDNESDAYS	● July 3, 10, 17	9:00 a.m. to 4:30 p.m.	\$80,000

BUSINESS ANALYSIS FUNDAMENTALS

CONTACT HOURS: 24

2023

	DATES	TIME	COST
SATURDAYS	● Oct. 7, 14, 21, 28	9:00 a.m. to 4:30 p.m.	\$110,000

2024

	DATES	TIME	COST
TUES. & THURS	● Apr. 2, 4, 9, 11, 16, 18, 23, 25	5:45 p.m. to 9:00 p.m.	\$110,000

● ● - Indicates New Stream

SUPPLY CHAIN MANAGEMENT

CONTACT HOURS: 30

2023

	DATES	TIME	COST
MON. & WED.	● Oct. 23, 25, 30; Nov. 1, 6, 8, 13, 15, 20, 22	5:45 p.m. to 9:00 p.m.	\$120,000

2024

	DATES	TIME	COST
SATURDAYS	● Jan. 27; Feb. 3, 10, 17, 24 ● June 22, 29; July 6, 13, 20, 27	9:00 a.m. to 4:30 p.m.	\$120,000
MON. & WED.	● Mar. 18, 20, 25, 27; Apr. 3, 8, 10, 15, 17, 22	5:45 p.m. to 9:30 p.m.	\$120,000

BUSINESS COMMUNICATION

CONTACT HOURS: 24

2023

	DATES	TIME	COST
WEDNESDAYS	● Nov. 1, 8, 15, 22	9:00 a.m. to 4:30 p.m.	\$65,000

2024

	DATES	TIME	COST
THURSDAYS	● Feb. 1, 8, 15, 22	9:00 a.m. to 4:30 p.m.	\$65,000
WEDNESDAYS	● June 5, 12, 19, 26	9:00 a.m. to 4:30 p.m.	\$65,000

● ● - Indicates New Stream

TRANSFORMATIONAL LEADERSHIP IN THE 21ST CENTURY

CONTACT HOURS: 18

2023

	DATES	TIME	COST
SATURDAYS	● Oct. 7, 14, 21	9:00 a.m. to 4:30 p.m.	\$65,000

2024

	DATES	TIME	COST
FRIDAYS	● Mar. 1, 8, 15	9:00 a.m. to 4:30 p.m.	\$65,000
SATURDAYS	● June 1, 8, 15	9:00 a.m. to 4:30 p.m.	\$65,000

CHANGE MANAGEMENT

CONTACT HOURS: 18

2023

	DATES	TIME	COST
WEDNESDAYS	● Oct. 4, 11, 18, 25	9:00 a.m. to 4:30 p.m.	\$80,000

2024

	DATES	TIME	COST
TUESDAY	● Mar. 5, 12, 19, 26	9:00 a.m. to 4:30 p.m.	\$80,000

● ● - Indicates New Stream

SUPERVISORY MANAGEMENT

CONTACT HOURS: 24

2023

	DATES	TIME	COST
SATURDAYS	● Sept. 2, 9, 16, 23	9:00 a.m. to 4:30 p.m.	\$65,000
FRIDAYS	● Oct. 6, 13, 20, 27	9:00 a.m. to 4:30 p.m.	\$65,000
WEDNESDAYS	● Nov. 1, 8, 15, 22	9:00 a.m. to 4:30 p.m.	\$65,000

2024

	DATES	TIME	COST
SATURDAYS	● Feb. 3, 10, 17, 24 ● July 6, 13, 20, 27	9:00 a.m. to 4:30 p.m.	\$65,000
FRIDAYS	● Apr. 5, 12, 19, 26	9:00 a.m. to 4:30 p.m.	\$65,000

FINANCE FOR NON-FINANCIAL MANAGERS

CONTACT HOURS: 24

2023

	DATES	TIME	COST
SATURDAYS	● Oct. 7, 14, 21, 28; Nov. 4	5:45 p.m. to 9:00 p.m.	\$70,000

FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

CONTACT HOURS: 24

2023

	DATES	TIME	COST
TUES. & THURS	● Sept. 12, 14, 19, 21, 26, 28 Oct. 3, 5	5:45 p.m. to 9:00 p.m.	\$70,000

● ● - Indicates New Stream

STRATEGIC HUMAN RESOURCE PLANNING

CONTACT HOURS: 24

2024

	DATES	TIME	COST
MON. & WED.	● Apr. 8, 10, 15, 17, 22, 24, 29; May 1	5:45 p.m. to 9:00 p.m..	\$80,000

EMPLOYEE ENGAGEMENT AND RETENTION

CONTACT HOURS: 24

2024

	DATES	TIME	COST
SATURDAYS	● Jan. 13, 20, 27; Feb. 3	9:00 a.m. to 4:30 p.m.	\$70,000

DATA PROTECTION

CONTACT HOURS: 24

2023

	DATES	TIME	COST
TUES. & THURS	● Sept. 5, 7, 12, 14, 19, 21, 26, 28; Oct. 3	5:45 p.m. to 9:00 p.m.	\$99,000
MON. & WED.	● Oct. 9, 11, 18, 23, 25, 30; Nov. 1, 6, 8	5:45 p.m. to 9:00 p.m.	\$99,000
SATURDAYS	● Nov. 18, 25; Dec. 2, 9, 16	9:00 a.m. to 4:30 p.m.	\$99,000

2024

	DATES	TIME	COST
TUES. & THURS	● Feb. 20, 22, 27, 29; Mar. 5, 7, 12, 14 ● June 4, 6, 11, 13, 18, 20, 25, 27	5:45 p.m. to 9:00 p.m.	\$99,000
SATURDAYS	● Apr. 27; May 4, 11, 18, 25	9:00 a.m. to 4:30 p.m.	\$99,000

● ● - Indicates New Stream

CONFLICT MANAGEMENT

CONTACT HOURS: 18

2023

	DATES	TIME	COST
FRIDAYS	● Nov. 10, 17, 24	9:00 a.m. to 4:30 p.m.	\$50,000

2024

	DATES	TIME	COST
FRIDAYS	● May 10, 17, 24	9:00 a.m. to 4:30 p.m.	\$50,000

PARTNERS

We partner with overseas associations to provide globally recognized certifications. These include:

1. **The Project Management Institute (PMI)** that has named MSBM as an Authorized Training Partner (A.T.P.). The designation validates that the organization meets or exceeds PMI's rigorous quality standards and can deliver world-class, effective project management training and education.
2. **International Institute of Business Analysis (IIBA)** helps business analysts develop their skills and further their careers by providing access to relevant content and international certification.
3. **Council of Supply Chain Management Professional (CSCMP)** since 1963 has been the preeminent worldwide professional association dedicated to the advancement and dissemination of research and knowledge on supply chain management.
4. **The Chartered Institute of Logistics and Transport (CILT)** is the professional society representing the logistics and transportation industries. They provide a network and support for professional development. CILT aims to build a Stronger Community in Supply Chain Industry.



**Mona School
of Business &
Management**

MSBM The University of the West Indies, Mona

To register online visit
bit.ly/MSBMExecutiveEducation

Contact Us

(876) 977-6035/977-4649/977-6976
Cellphone #: (876) 478-8180

Kimberly Stewart - Ext. 372
Email: msbm-psu@uwimona.edu.jm

Website: <http://www.mona.uwi.edu/msbm>

Partners:



iIBA® Academic
Program
Member



The Chartered
Institute of Logistics
and Transport

