

What's On at the GTA University Centre November 2020 - January 2021

November 2020		
Microsoft Excel - Intermediate	3 November (09:00-13:00)	£195
Company Law and Administration - Intermediate Course	3 November (09:30-16:00)	£295
ICA Free Briefing Session - online	3 November (16:00-17:15)	FREE
Money Laundering Reporting Officer (MLRO) Workshop	4 November (09:00-13:00)	£195
How to Conduct Enhanced Due Diligence Efficiently: from Open Source to Human Intelligence	4 November (09:00-12:30)	£195
Getting It 'Write'	5 November (09:00-12:30)	£195
Microsoft Excel - Advanced	5 November (09:00-13:00)	£195
FATCA and CRS - A Practical Workshop	5 November (09:00-12:30)	£195
Microsoft Excel - An Introduction to Macros and VBA (Visual Basic)	6 November (09:00-13:00)	£225
ILM Level 2 Award in Leadership and Team Skills	Starts 9 November (09:00-13:00) - 4 half days	£825
Microsoft PowerPoint - Beginners	9 November (09:00-13:00)	£195
The Client Due Diligence Process	10 November (09:00-12:30)	£195
Compliance CPD Series - GFSC Enforcement: Recent Lessons and Looking Ahead	10 November (12:30-13:30)	£45
AML and CFT Annual Update for Guernsey	11 November (09:00-13:00)	£195
Confidence Building - NEW	11 November (09:00-13:00)	£195
Intermediate Investments	12 November (09:30-16:00)	£295
Managing Mental Health in the Workplace	12 November (09:00-12:00)	£195
IoD Guernsey - Directing Companies in a Digital World - online	12 November (13:00-16:30) and 13 November (09:00-12:30)	£445
Safe & Secure Online for Parents/Carers of Children - NEW	16 November (12:30-13:30)	FREE
Introduction to Investments	17 November (09:30-16:00)	£295
Understanding International Sanctions and Their Impact To Your Business	17 November (09:00-13:00)	£195
Money Laundering Compliance Officer (MLCO) Workshop	18 November (09:00-13:00)	£195
Introduction to HR - NEW	18 November (09:30-16:00)	£295
Foundations and Principles of Insurance	19 November (09:00-12:30)	£195
Introduction to RATS	19 November (09:30-12:30)	£195
Handling Difficult Conversations	19 November (09:00-12:30)	£195
BCS Certificate in Requirements Engineering - online	25-27 November (09:00-17:00) - 3 full days	£1,399
Investment - A Practical Workshop	26 November (09:00-12:30)	£195
IoD Introductory Certificate in Board Readiness	26-27 November and 15 December (09:00-17:00)	£1,950

December 2020		
IoD Certificate and Diploma in Company Direction	Starts 1 December (9 months)	£8,265
First Time Manager	2 December (09:00-16:45)	£295
Fund Administration - Refresher for the Advanced	3 December (09:00-17:00)	£295
The Advanced Manager	3 December (09:00-16:45)	£295
Compliance CPD Series 2020 - Regulatory Update	4 December (12:30-13:30)	£45
Microsoft Excel - Beginners	7 December (09:00-13:00)	£195
PRINCE2 Foundation - online	7-9 December (09:00-17:00)	£1,099
PRINCE2 Foundation and Practitioner - online	7-11 December (09:00-17:00)	£1,499
The Exceptional PA - online	8 December (09:30-16:00)	£295
Microsoft Excel - Intermediate	8 December (09:00-13:00)	£195
Microsoft Word - Beginners	9 December (09:00-13:00)	£195
Launch - IoD Chartered Director Qualification - NEW	10 December (12:30-13:30)	FREE
PRINCE2 Practitioner Upgrade	10-11 December (09:00-17:00)	£1,099
The Financial Resources Requirements Rules for Fiduciary Businesses - Understanding the Calculation	15 December (09:00-11:00)	£150
Capital Adequacy Rules for Investment Business, General Partners, Investment Managers & Designated Managers	15 December (11:30-14:00)	£150

January 2021		
ILM Level 3 Award in Leadership and Management	Starts 6 January (09:00-13:00) - 5 half days	£895
Finance for the Non-Finance Manager	Starts 6 January (09:00-13:00) - 3 half days	£526.50
Finance for the Non-Finance Manager - Accounting Basics	6 January (09:00-13:00)	£195
CIM Level 4 Certificate in Professional Marketing	Starts 11 January (08:00-17:00) - 9 months	£3,750
Advanced Property Fund Administration	12 January (09:00-17:00)	£295
Property Fund Administration	13 January (09:00-13:00)	£195
Finance for the Non-Finance Manager - Management Accounts Basics	14 January (09:00-13:00)	£295
STEP Advanced Certificate in Trust Administration and Accounts - Diploma Paper 3 (online)	Enrol by 15 January (6 months)	£1,625
STEP Advanced Certificate in Trustee Investment and Financial Appraisal - Diploma Paper 4 (online)	Enrol by 15 January (6 months)	£1,625
Project Cost Management - online	19 January (12:30-14:00)	£75
Finance for the Non-Finance Manager - Financial Analysis & Reporting Basics	20 January (09:00-13:00)	£195
Time Management for Busy Professionals	21 January (09:00-13:00)	£195

To find out more about any of the above courses look online at www.gta.gg, email admin@gta.gg or call 721555.