

# What's On at the GTA University Centre

## September - December 2021

SEPTEMBER 2021		
Microsoft Excel - Beginners	6 September (09:00-13:00)	£195
Microsoft Excel - Intermediate	7 September (09:00-13:00)	£195
Working Resiliently	7 September (09:00-17:00)	£295
ICA Virtual Open Day (online)	8 September - drop-in sessions (10:00-14:00)	FREE
Presentation Skills Masterclass	9 September (09:00-17:00)	£295
An Introduction to Environmental, Social and Governance (ESG) factors	9 September (09:00-12:30)	£195
ICA International Diploma in Anti Money Laundering (online)	Enrol by 13 September - 9 months	£3,550
Compliance CPD Series - Session Seven - Being Human - The global influence of human factors on good corporate governance	15 September (12:30-13:30)	£45
An Introduction to Compliance	15 September (09:00-12:30)	£195
Introduction to Company Law and Administration	16 September (09:30-16:00)	£295
Advanced Certificate in Fund Administration (online)	Enrol by 17 September - 6 months	£1,200
ICA International Diploma in Governance, Risk and Compliance (online)	Enrol by 20 September - 9 months	£3,550
Getting Started with PowerBI	21 September (09:15-16:00)	£425
Minute Taking Masterclass	22 September (09:00-12:30)	£195
Annual Requirements of a Guernsey Company	22 September (13:00-14:30)	£125
Digital Leadership Livestream Event - Personal Branding	23 September (12:30-13:30)	FREE
Principles of Tax	23 September (09:00-17:00)	£295
Introduction to Trust Law and Administration	23 September (09:30-16:00)	£295
AML and CFT Annual Update for Guernsey	24 September (09:00-13:00)	£195
IoD Accelerated Certificate in Company Direction	27 September - 2 October (5 full days & 1 half day)	£6,350
ICA International Diploma in Financial Crime Prevention (online)	Enrol by 27 September - 9 months	£3,550
Essential Skills for Accuracy & Attention to Detail	28 September (09:00-16:30)	£295
How to Read a Set of Accounts	30 September (09:30-16:00)	£295
HR Forum - Employers' Disability Charter	30 September (12:30-13:45)	FREE

OCTOBER 2021		
ICA International Advanced Certificate in Anti Money Laundering (online)	Enrol by 4 October - 6 months	£1,775
ICA Advanced Certificate in Practical CDD (online)	Enrol by 4 October - 6 months	£1,775
Top Teams: What it takes to go from Good to Great (free taster session)	5 October (08:30-09:30)	FREE
The Compliance Officer's Masterclass	6 October (09:00-13:00)	£195
Introduction to Investments	7 October (09:30-16:00)	£295
ICA Advanced Certificate in Managing Sanctions Risk (online)	Enrol by 11 October - 6 months	£1,775
ICA International Advanced Certificate in Regulatory Compliance (online)	Enrol by 11 October - 6 months	£1,775
The Role of the Administrator	12-13 October (2 days)	£450
Time Management for Busy Professionals	14 October (09:00-13:00)	£195
Compliance CPD Series Update - Session Eight - Looking ahead to MONEYVAL - What is next for Guernsey?	14 October (12:30-13:30)	£45
Fund Overview Level 1	20 October (09:00-17:00)	£295

<b>OCTOBER 2021</b>		
Private Equity Administration	21 October (09:00-13:00)	£195
The Client Due Diligence Process	21 October (09:00-12:30)	£195
ICA Advanced Certificate in Business Compliance (online)	Enrol by 25 October - 6 months	£1,775
ICA Advanced Certificate in Managing Fraud (online)	Enrol by 25 October - 6 months	£1,775

<b>NOVEMBER 2021</b>		
Developing and Communicating your Value Proposition	2 November (09:00-12:00)	£250
Money Laundering Reporting Officer (MLRO) Workshop	4 November (09:00-13:00)	£195
IoD Certificate and Diploma in Company Direction	Starts 8 November (9 months)	£8,265
Company Law and Administration - Intermediate Course	11 November (09:30-16:00)	£295
Compliance CPD Series - Session Nine - Financial Intelligence Service/ Economic Crime Division Update	16 November (12:30-13:30)	£45
First Time Manager	17 November (09:00-16:45)	£295
The Advanced Manager	18 November (09:00-16:45)	£295
Introduction to Project Management	25 November (09:00-17:00)	£275
Money Laundering Compliance Officer (MLCO) Workshop	25 November (09:00-13:00)	£195
Business Analysis Core Essentials	26 November (09:00-17:00)	£275
PRINCE2 Foundation	29 November - 1 December 3 days (09:00-17:00)	£1,099
PRINCE2 Foundation and Practitioner	29 November - 3 December 5 days (09:00-17:00)	£1,499
IoD Introductory Certificate in Board Readiness	29-30 November, 15 December 3 days (09:00-17:00)	£1,950
Change Management Foundation	29 November - 1 December 3 days - (09:00-17:00)	£1,099
Change Management Foundation and Practitioner	29 November - 3 December 5 days - (09:00-17:00)	£1,499

<b>DECEMBER 2021</b>		
How to Create a Culture of Accountability	2 December (09:00-12:00)	£250
Microsoft Excel - Beginners	6 December (09:00-13:00)	£195
Microsoft Excel - Intermediate	7 December (09:00-13:00)	£195
Compliance CPD Series - Session Ten - Regulatory Update	7 December (12:30-13:30)	£45
Microsoft Excel - Advanced	8 December (09:00-13:00)	£195

To find out more about any of the above courses look online at [www.gta.gg](http://www.gta.gg), email [admin@gta.gg](mailto:admin@gta.gg) or call 721555.

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You can also find us on social media, plus watch digital livestream events from our YouTube channel.