

Admin Support

One Day Course

Administration skills are essential in today's work environment. There are many sources of information that need to be analysed, prioritised and processed to create value for the organisation. As a result time management skills and being able to effectively communicate in written and verbal form are requisite to being an efficient and productive worker. The course is designed to equip participants with these core skills that are highly valued in workers performing administration roles.

Learning Method

This course uses a combination of instructor-led presentation and hands-on practical exercises. Participants will have the opportunity to apply what they have learned in the classroom throughout the course.

Who will benefit from this course?

This course is suitable for anyone looking to improve their communication and organisational skills.

Pre-requisites

None

Learning Outcomes

- Get organised
- Manage time effectively
- Learn to meet deadlines
- Improve communication skills
- Improve non-verbal communication skills
- Deal with managers more effectively

Related Courses

- Personal Productivity
- Microsoft Word
- Microsoft Excel
- Time Management
- Business Writing for Professionals

Our Approach

At Navitas Workforce Solutions (NWS), we have designed our courses to be challenging, exciting, relevant and interactive - a powerful combination of key motivators. Our trainers use creative activities to generate and maintain participation, helping to break down the learning barriers that many adults face. Our clients have found that our training programs offer an immediate benefit to participants through the delivery of practical skills and in the long term will expand their abilities and careers.

- Proven and effective high-impact, face to face interaction between our trainers and clients
- Friendly and relaxed atmosphere which is conducive to learning



