



SUCCESS SKILLS FOR OFFICE SUPPORT STAFF

This highly interactive and inspirational training course will introduce you to skills to develop your confidence and ability to work proactively. It will provide an ideal opportunity to share experiences and interact with other PAs, and will enhance your professional development and improve performance by building on your current office administration skills.

- » Based on SAQA's Unit Standard ID 13934 NQF Level 3, 4 Credits
- » Based on SAQA's Unit Standard ID 12153, NQF level 4, 5 Credits

LEARNING CONTENT

We will cover topics such as:

1. Effective Diary Management;
2. Successful Events Management,
3. Professional Business Writing;
4. Travel Arrangements;
5. Meetings, Minutes and Conference Management; and
6. Accurate Filing and Recordkeeping

DURATION, DATE AND VENUE

Kindly enquire about upcoming dates and venues for this workshop.

PRICE/COST

R1 490, 00 per delegate - Includes comprehensive training material, supplementary readers, certificate of completion, refreshments, lunch & snacks, parking vouchers and a free gift to revitalize the soul.

ENROLMENTS

To enrol your delegate for this course, kindly e-mail Chantelle at cjd@secretarialstudies.co.za or contact our office at (012) 376 1043.