

PATHWAY TO  
**ADMINISTRATION**  
TRAINING

**ENROL NOW**

[www.front-line.co.nz](http://www.front-line.co.nz) 0800 287 754



# PATHWAY TO ADMINISTRATION

1 DAY COURSE

The responsibilities within an administration role have evolved to become an increasingly integral part of any business. This training is designed to equip you with the essential skills needed to communicate, be organised and understand how to contribute to the smooth running of business operations. Packed with tips, strategies and guidelines, this 1 day course is a fantastic opportunity to maximise your potential, starting a new career in administration.



## Entry Requirements

- Designed for little or no experience in this field
- Enthusiasm to learn



## Course Content

- The role of an administrator
- Positive image, attitude and ethics
- Effective communication
- Time management, multitasking and setting priorities
- Organisational skills and following process
- Business technology



## Investment

- 9am – 3pm at Front-Line Training
- A digital certificate upon completion
- Tea and coffee provided

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or for more information



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