



Administration Training

Administrators are vital for any company or workplace. Administration may be responsible for a variety of activities and skills. This is why improving foundation skills will help Administration in all areas. Administrative skills training is a highly sought-after skill set that places job seekers in entry-level administrative positions. You can sharpen your skills to excel in busy corporate offices by taking Admin Skills Training.

Although we have a sample outline below, we have many other modules available.

Course Overview

The first part of the day will be spent getting to know the participants and discussing the workshop. Students will have the opportunity to identify their learning goals.

The Administrator as part of the support team

In this session, participants will learn the Administrator's role within the team, how to build an excellent professional image, strategies for an outstanding team player, understand team player style, and have the right attitude to excel.

The modern Administrator's highly needed abilities

In this session, participants will learn the abilities needed for modern Administrators such as maturity and political skills, adaptability to a changing office environment and more.

Verbal communication

During this session, participants will learn the reasons why miscommunication arises and why is it important to choose a right communication medium. They will also learn the ways on how to address communication barriers and promote meaningful and successful communication between employees.

Effective written communication

In this session, participants will learn how to write an effective email considering the guidelines and principles that aims for effective written communication.

Telephone handling best practices

In this session, participants will learn the proper way of telephone behavior that adheres the ethics and professionalism.

Effective time planning

Next, participants will explore the ways on how to keep track with their time, making sure to reach the set goals and become productive.

Memory reinforcement techniques

This session will focus on helping participants with techniques to enhance memory span.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramounttraining.com.au> for more information or call 1300 810 725