



Administrative Support Training

The administration team are charged with handling the bigger decisions of the business: deals with suppliers, human resource management, staff development, and conflict mediation are among their many responsibilities. This responsibility is what can make a company efficient, and capable of teamwork, and unfortunately sometimes lack of it can be what drives away staff and drains a company's morale and efficiency. Administrative support skills are challenging skills which assist an administrative support to his/her staff. This training session is therefore set to help your team members become effective and capable administrative support members in the objectives you choose for your team.

It is essential for employees to be able to work independently and flexibly in office environments that are not organized well. This helps them to adapt quickly to different types of work environments and office settings. Some of the common administrative support skills that people need to learn include scheduling and managing appointments, creating and managing appointments, filing, reading, writing and scheduling work time and meeting agendas. Administrative support training offers students various methods by which they can learn these skills.

Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

At the end of this one-day workshop, participants will be able to:

- Get better organized
- Manage their time more effectively
- Prioritize their time so they can get it all done.
- Complete special tasks
- Improve verbal communication skills
- Increase awareness of non-verbal communication skills
- Achieve self-empowerment
- Deal better with their managers
- Learn that self-care is a priority

Getting Organized

In this session, participants will be given some great suggestions on how to organize workspace, tasks, and the people they work with on projects.

Managing Time

This In this session, the participants will learn about how to be a great administrative assistant by effective time management and get every assigned work to be done on time.

Non-Verbal Communication Skills

Next, participants will explore how to monitor one's own body language and read that of those around them.

Empowering Yourself

In this session, participants are going to learn how to feel empowerment through assertiveness, consensus building, conflict resolution and decision making.

The Team of Two

Next, participants will learn the basis of building a good relationship with their manager.

Taking Care of Yourself

In this workshop focuses on how the participants can keep themselves healthy, both mentally and physically.

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://paramountraining.com.au> for more information or call 1300 810 725