



Administrative Support Training

The administration team is responsible, for handling business decisions, such as dealing with suppliers, managing resources, developing staff and mediating conflicts. These responsibilities play a role, in making a company efficient and fostering teamwork. However, when these tasks are not executed effectively it can lead to staff turnover and negatively impact morale and productivity. To address this we have designed a training session that aims to equip your team members with the skills to become capable administrative support professionals in achieving your teams objectives.

In today's office environments it is vital for employees to possess the ability to work independently and adapt flexibly in settings. This enables them to quickly adjust to work environments and office setups. The training will cover administrative support skills including appointment scheduling and management document filing, reading and writing emails efficiently managing work time effectively as well as creating productive meeting agendas. We offer students multiple learning methods to acquire these skills.

Course Overview

At the beginning of the workshop, we will dedicate time for participants introductions. Discussing the agenda for the day.

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

- Enhance their organizational skills
- Effectively manage their time
- Prioritize tasks, for completion
- special assignments
- Improve verbal communication abilities
- Increase awareness of non-verbal communication cues
- Achieve self-empowerment
- Enhance interactions with their supervisors or managers
- Understand the importance of self-care

Getting Organized

During this session participants will receive valuable suggestions on organizing their workspace, tasks and collaborating with team members on projects.

Time Management

In this session participants will learn time management techniques that're crucial for excelling as an administrative assistant and completing assigned work promptly.

Non-Verbal Communication Skills

Next participants will explore how to observe and interpret both their body language and that of others around them.

Empowering Yourself

In this session participants will learn how to cultivate a sense of empowerment through assertiveness consensus building, conflict resolution and decision-making skills.

Building a Strong Partnership

Lastly participants will gain insights into establishing a working relationship, with their managers.

Make sure to prioritize self-care

During this workshop our main focus will be, on how you can take care of yourself and maintain mental health

Workshop Wrap-Up

Towards the end of the course there will be a chance for students to ask any questions they may have and also complete an action plan.

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