

English for Administration

Provided / Operated by:

Nari Ekta Ltd

This course is for learners who want to improve their vocabulary, speak confidently, learn formal and informal use of language in the context of office administration skills. Learners will; Analyse existing skills/identify the skills needed to be developed against an administration assistant role Work to achieve organisation's purpose and values Understand own responsibilities and rights at work, support diversity, maintain security and confidentiality, health and safety at work Develop effective...

Contact Details:

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Days & Dates:

Friday: 10am – 2.30pm

24th January 2025 to 14th March 2025

Costs:

Free

Childcare:

No

Children allowed:

No