

Effective Office Administrator



Training for Learning Co.
Realise your potential



Overview: Running an office efficiently and effectively is a complex job. Explore and learn proven methods for being more effective in managing a busy environment and utilising PR skills to represent the Company and Executive Officer.

Aim: A one day program to equip PAs and office managers with a range of techniques to enhance the administration functions

Agenda

Personal Time Management
Symptoms of time management.
Controlling your time & time wasters.
Prime time and setting priorities.
Planning and management techniques

Organising your Work Space
The paper war.
Being organised – blocks & the benefits.
The principles of organization.
Managing your work space.

Public Relations
Creating a positive environment.
Information, insight and intuition.
Providing effective solutions.
Why is the relationship so important?
The little things that make the difference.

Presented by Judy Fargher

Judy is an experienced people manager, working with small and large groups, training them to develop skills in morale, corporate and personal style management. She is a skilled practitioner and her training in verbal and written communication ensures all participants experience realistic case studies and work related activities in the training environment.

She is qualified with her Certificate IV in Training & Assessment TAE 40110; she holds a Diploma of Teaching and a Diploma of Retail Management.



Course enquiries please call Di Casey on 08 82270310 or email di@trainingforlearning.com