



The Ace Administrator

Course information



tnta
THE NATIONAL TRAINING ACADEMY



Overview

Administration is much more than paperwork! Working with others, juggling the various tasks, prioritising, dealing with colleagues and customers, you are the multitasking champion. Manage your time and look after yourself with this complete package.

The courses contained in this bundle are:

Communication Skills - Different forms of communication, words, tone, body language, barriers to communicating effectively, active listening, understanding personality types and adapting how you communicate to get the best result.

Taking minutes - The purpose of minutes, meeting dynamics, difficulties and strategies when taking minutes, techniques for taking minutes, layouts, styles and more

DSE Awareness - DSE regulations, employer and employee responsibilities, DSE assessment, ergonomic workstations, improving posture, reducing fatigue and our online DSE assessment tool.

Time Management - Managing your time effectively, delegating tasks, planning and prioritising, principles of time management, dealing with others, time management techniques.