



ONLINE
COURSE

ADMINISTRATIVE SUPPORT

BROCHURE



This eCourse is designed to make you that person your office can't live without.

This eCourse is designed to make you that person your office can't live without and will empower you with the following skills:

- Use your time more effectively and recognise priorities to meet your deadlines.
- Communicate effectively and collaborate with others skilfully.
- Learn new tools that will make you efficient and a valuable administrator.
- Use empowering behaviours to better relate with your managers.



DURATION

4 weeks online access



STUDY TIME

8-9 hours study time



INTERNATIONAL CERTIFICATION



CONTINUING EDUCATION UNITS (CEU'S)

0.9 CEU's



The
Leadership
CENTRE
DEVELOPING TOMORROW'S LEADERS

As an Administrative Assistant, you are a key part of most office environments. If you are embarking on your journey of being an Administrative Assistant, this eCourse is ideal for you as it will give you the tools that will make you the person that your office cannot live without. If you are an experienced Administrative Assistant, you will learn new tools that will make you more efficient and valuable than ever.

This eCourse will teach you the core skills that will help you to use resources more efficiently, manage your time wisely, communicate effectively and collaborate with others skilfully. It may take time for the skills you learn in this eCourse to become a part of your daily routine. However, making the commitment to consistently apply the concepts every day is the key to changing and adopting new behaviours in a short amount of time.

eCOURSE INCLUDES

- 4 Weeks Online Access
- Administrative Support eBook per phase
- Administrative Support Templates and Exercises
- Quick Reference Sheet
- Online Exam
- International Certification

KEY OUTCOMES

On completion of this eCourse, you will be able to:

- Relate better with your manager.
- Recognise that taking care of yourself is a priority.
- Define verbal communication.
- Apply organisational skills.
- Organise special tasks.
- Recognise non-verbal communication.
- Use your time more effectively.

CERTIFICATION & ACCREDITATION

You are required to complete an online multiple choice exam with a pass mark of at least 80%.

The Leadership Centre is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.



TECHNICAL REQUIREMENTS (COMPUTER)

- A computer with Microsoft Windows operating system (98, NT, 2000, XP, Vista, or Windows 7) or Mac OS X (10.5 Leopard or higher).
- A computer with Microsoft Office 2000 or higher.
- A high speed internet connection and a web browser (Firefox is highly recommended as there are incompatibility issues with Internet Explorer).
- Adobe Reader (free software).

GET IN TOUCH

Should you have any queries, please contact us at The Leadership Centre.

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HAPPY LEARNING

The Leadership Centre Team

