

Business Administration Course



This fully funded Business Administration course is the perfect way to start off your career. It will help increase confidence and put you ahead of the competition. We will support you in obtaining the self-belief and basic knowledge, needed to apply for jobs and prepare for interviews

What you will learn:

- Professional behaviour in an office environment
- Working in business and administration
- Meet and greet visitors
- Handle telephone enquires
- Developing self
- Individual rights and responsibilities
- Working towards goals

Key Benefits:

- Learn how to improve customer satisfaction
- Identify your own skills & qualities
- Learn how to prepare for an interview
- Learn how to work within and support teams
- Gain professional advice on applying for work

NCFE Award in Employability Skills:

- Understanding mindset
- Managing your time
- Job Application Skills
- Understanding Customers

This programme is delivered remotely via daily interactive Zoom sessions over eight days, completing workbooks as you go and with 1-2-1 tutor support. You will need access to a laptop/PC with a Camera and have Microsoft Office installed and be available from 9.30am to 2.30pm on training days.