

Business & Administration

Overview	<p>This programme underpins the skills required to operate a business effectively. Key elements include IT applications, operating office equipment, document management, diary management and finance.</p> <p>Level 2 is aimed at junior assistants, receptionists, office administrators.</p> <p>Level 3 is for those with supervisory responsibilities and greater liaison with service partners.</p>
Features	<ul style="list-style-type: none"> ▪ Delivered at the workplace ▪ Fully funded ▪ Tailored programme to meet specific needs ▪ Optional choices for candidates
Benefits	<p>For employers:</p> <ul style="list-style-type: none"> ▪ Creates an effective and responsive workforce ▪ Enhances quality ▪ Increases productivity and performance ▪ Motivates staff <p>For employees:</p> <ul style="list-style-type: none"> ▪ Enhances transferable skills ▪ Boosts morale and motivation ▪ Provides a nationally recognised qualification for skills and knowledge in Business Administration
Duration	Between 6 and 9 months
Qualification	NVQ Level 2 & 3
More Information	For a free professional training needs analysis please contact us on 08456 250 250 or email info@skillsbase.co.uk