GROUP demos

PA, Secretary, Administrator & Support Courses Progression Plan

	CORE	INTERMEDIATE	ADVANCED
Professional Development Programme	The Essential Office Professional	Success Skills for Administrators	Professional Development for PAs
Professional Skills – Supporting your Manager & Team		Admin Support for Teams	Increasing your Credibility Secretary & Manager Programme
Professional Skills – Managing & Working with People		Difficult People Networking for Success	Group Dynamics
The Professional Administrator	Proactive Assistant Personal Effectiveness	HR Admin Effective & Confident Admin	
Practical Skills for your Changing Role		Making Sense of Finance	Commercial Awareness
Specific Skills Suitable for all Levels	Reception Skills Minutes	Time Management Document Management	Managing Pressure Event Management Proofreading Rapid Reading

For more information on course progression call us on +971 4 365 8532