

OFFICE SKILLS



Develop existing skills or gain new ones essential for employment in an office environment.

Are you wanting to start your career? Do you need to refresh your existing skills? Are you changing jobs and would like to learn the basics of working in an office environment? If you answered yes to any of these then this is the course for you.

Learners will develop an understanding of simple office procedures including the following:

- ◆ Touch typing;
- ◆ Reception and telephone skills;
 - ◆ Customer service;
 - ◆ Business Documents; &
 - ◆ Social Media for business

Office skills looks at not only the computing side of office work, but covers organisational skills and planning and running meetings.

The structure of this course includes the opportunity to gain work experience in the Centre's office.

On completion of this course learners will receive a certificate of participation.



Course Cost:
TBC

Start Date:
TBC

Length:
10 Sessions

Day
TBC

Time
TBC

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