

# Administrative Skills

## DESCRIPTION:

Administrative professionals play a key part in holding a team together and a lot of organizations would fall apart without them. Professionals who hold well-developed administrative skills help to ensure the organization runs efficiently, and constitute a crucial factor in the management of projects and growth initiatives. Having a good handle on administrative skills will not only enable you to perform your duties efficiently and effectively but will aid in developing your career, making you a more desirable candidate for employers.

## OBJECTIVES:

Upon completion of this program you will be able to:

- Articulate understanding of Administrative skills required for the staff to work effectively and efficiently.
- Understand the importance of professional presence on the job
- Self-manage to make way for organizational development and be wary of the necessary actions needed to be taken, in order to facilitate systematic administration.

## OUTLINE:

- Introduction to Admin
- Record Keeping and Inventory management
- Administrative Skills
- Organizing and working systematically
- Work environment



## TRAINING CODE:

ADSHR09

## DURATION:

09 Hours

## MODE OF DELIVERY

- Presentations
- Group discussions
- Role-playing
- Self-assessing exercises

## DESIGNED FOR:

This course is suitable for

Level 02

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