

# **ADMINISTRATIVE SUPPORT**

In this workshop you will learn the core skills that will help you use your resources efficiently, manage your time wisely, communicate effectively and collaborate with others skilfully.

Topics include:

- ✓ Getting Organised - Electronic Files and Paper Trails
- ✓ Getting Organised - Workspace
- ✓ Managing Time
- ✓ Prioritising and Goal Setting
- ✓ Special Tasks
- ✓ Verbal Communication Skills
- ✓ Non-Verbal Communication Skills
- ✓ Empowering Yourself
- ✓ The Team of Two
- ✓ Taking Care of Yourself



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