

DIGITAL SKILLS

WITH BUSINESS ADMINISTRATION



A Skills People Group Company

10 Day Fully-Funded Training Course

Learn new skills and increase your employability with our **FREE Digital Skills Course** with business administration



Free Digital Device on completion!

Programme of training includes:

- Principles of Working in Business Administration
- Principles of Professional Behaviour
- Principles of Providing Administrative Services
- Principles of Creating Documents
- Understanding How to Store and Retrieve Information
- Understanding Personal Development
- Delivery of Effective Customer Service
- Supporting the Customer Service Environment
- NCFE Entry Level 3 Essential Digital Skills

We will also help you to develop your CV!

To support you, we provide you with refreshments throughout the course, and a free digital device, which is yours to keep upon completion!

Eligibility:
Age 19+
Unemployed
British/EU citizen
or UK resident
for 3 years
or more

**Contact robbie.higginson@skillspeoplegroup.com
or call 07977 153065 to find out more!**

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