

RECEPTIONIST COURSE

FOUNDATION LEVEL OFFICE SKILLS

DESCRIPTION

'I can only thank for all your help and support...perhaps one day in the future I would like to do a legal secretary course'.

A sound start for your first job as a receptionist or build up your confidence as a junior receptionist.

COURSE FORMAT

There will be a two-day tutor led course segment followed by supervision and assistance over a one month period on flexi-time to suit your schedule. After the initial induction course, times are flexible to suit. Certificate issued on successful completion.

DATES AND DURATION

We provide tutor led classroom sessions for two days and thereafter you may attend on flexi-hours. Some training can be carried out at home online. Check [Schedule](#) for dates.

COURSE REQUIREMENTS

The main requirement is a standard secondary education, common sense and the desire to get ahead. The course is ideal for people looking for a first job as a junior secretary or receptionist. It is also good for school leavers and foreign workers looking to train for a first office job in the UK.

CONTENT

- Office skills
- Company structures and job roles
- Health and Safety
- Purpose of the Office
- Duties of a junior secretary
- Receptionist functions and duties
- Telephone etiquette and procedure
- Incoming and outgoing mail
- Basic HR dept. functions
- Proofreading
- Touch typing to 25wpm
- Copy typing
- Beginner training in MS Word, and your choice of one of MS PowerPoint, Outlook or Excel (all available in 2010 or 2013).

BENEFITS

Provides a sound basic set of office skills; Builds confidence; Enables early entry to job market through creating job readiness in the student; £100 credit to other Secretarial or Business Admin courses.